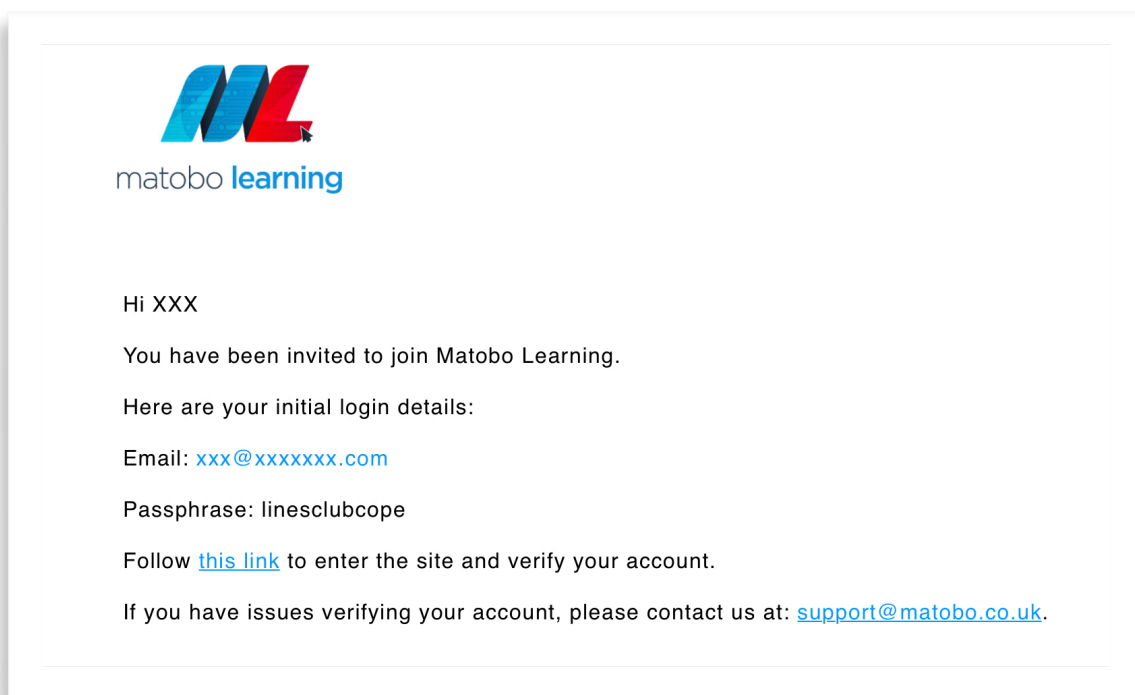## Welcome to Matobo Learning - a comms guide for learning managers

This is a comms guide for rolling out your training campaign with Matobo Learning courses, **when using passphrases generated by the Matobo Learning portal**. Please cut, paste and adapt these words to your needs. You should also have received the graphic, used below, showing the initial email content sent to all learners. If you're using SSO, please ask for our SSO on-boarding guide.

Here's our suggested email text:

Dear colleague.

You'll soon be receiving an email from Matobo Learning, inviting you to log in and verify your account on the Matobo Learning portal. The email looks like this:

> **matobo learning**
>
> Hi XXX
>
> You have been invited to join Matobo Learning.
>
> Here are your initial login details:
>
> Email: xxx@xxxxxxx.com
>
> Passphrase: linesclubcope
>
> Follow this link to enter the site and verify your account.
>
> If you have issues verifying your account, please contact us at: support@matobo.co.uk.

Before you proceed, please check you are using a modern HTML5 web browser, such as Microsoft Edge, Apple Safari or Google Chrome - Matobo Learning will not work on Internet Explorer!

Please follow the link and instructions, using the supplied temporary passphrase. Once you've verified your account, the portal will require you to change the passphrase, using the built-in 3 random words generator.

You can refresh the 3 random words until you find a combination that you remember. At any time, if you forget your new passphrase, don't worry - just select the "forgotten passphrase" option.