## **Email Templates**

Sometimes, finding the right words to communicate a change or introduce a new feature to your staff or congregants can be challenging. That's why we've crafted email templates to assist you in preparing to introduce two-step verification to your church.

You can use these templates to build on and personalize to meet your church's needs and send an email, post to the Newsfeed or in groups, add to your website, or print materials.

You may also attach the FAQs document or use the infographics in this guide within the emails or posts and edit the content based on whether your church makes it a requirement or optional.

### Option 1 - Two-Step Verification Optional

Subject: Strengthening Digital Security at **[Your Church Name]**

Dear [**Name]**,

We pray this message finds you well. We have some exciting news regarding the security of our church's digital experience, particularly Realm. As you know, Realm allows our staff to manage the day-to-day operations of our ministry but also empowers our church community to engage with each other outside of the church and stay abreast of what's happening in our ministry.

In an effort to enhance the protection of our ministry and our Realm data, we are implementing two-step verification as an option when logging into Realm.

**Why Two-Step Verification Matters**

Two-step verification adds an extra layer of security to your Realm account, making it significantly more challenging for unauthorized individuals to gain access. With cyber threats on the rise, adopting this additional security measure ensures further safeguarding of sensitive information.

**How It Benefits Our Church/Ministry:**

* **Guarding Against Unauthorized Acces**: Two-step verification helps prevent unauthorized access to our Realm site, reducing the risk of potential disruptions.
* **Protecting Ministry Resource:** Smooth functioning of our ministry by ensuring the confidentiality of data and resources.

**Action Required**

If you would like to enable two-step verification for your Realm account, please follow these steps:

1. Click your name in the top right corner of the screen.
2. Select **My Account** from the drop-down menu. You will be prompted to sign in again for security reasons.
3. Turn on **two-step verification**.
4. Select which method of verification you want to enable.

Thank you for your commitment to the security of our church community. Together, we can create a safer digital environment for everyone.

Blessings,

**[Name]**

### Option 2 - Two-Step Verification Required

Subject: Strengthening Digital Security at **[Your Church Name]**

Dear [**Name]**,

We pray this message finds you well. In an effort to enhance the protection of our ministry and our Realm data, we are implementing and requiring two-step verification for logging into Realm for [**insert who's required to use two-step verification: All Staff, Specific Staff [insert which roles], All Staff and Congregants]**.

**Why Two-Step Verification Matters**

Two-step verification adds an extra layer of security to your Realm account, making it significantly more challenging for unauthorized individuals to gain access. With cyber threats on the rise, adopting this additional security measure ensures further safeguarding of sensitive information.

**How It Benefits Our Church/Ministry:**

* **Guarding Against Unauthorized Acces**: Two-step verification helps prevent unauthorized access to our Realm site, reducing the risk of potential disruptions
* **Protecting Ministry Resource:** Smooth functioning of our ministry by ensuring the confidentiality of data and resources.

**Action Required**

Please enable two-step verification for your Realm account by following these steps:

1. Click your name in the top right corner of the screen.
2. Select **My Account** from the drop-down menu. You will be prompted to sign in again for security reasons.
3. Select which method of verification you want to enable.

Thank you for your commitment to the security of our church community. Together, we can create a safer digital environment for everyone.

Blessings,

**[Name]**

### Option 3 - Email to Address Benefits of Two-Step Verification

Subject: Help Us Secure Our Data with Two-Step Verification

Dear [**Name**],

As we continue strengthening our church's digital security, we understand you may have questions about two-step verification. Let's address them.

Two-step verification is user-friendly and adds minimal extra steps to your login experience. We're here to guide you through any questions or concerns you may have. Here's how it benefits our church and you:

* **Ministry Protection:** Safeguards your data in Realm to ensure the continuity of our ministry's mission.
* **Community Trust:** Implementing two-step verification shows our commitment to the security and privacy of your information.

**How you can help:**

Spread the word! Share the importance of two-step verification with fellow church members and encourage them to enable it for their Realm account.

We've attached FAQs to help you better understand two-step verification and its importance.

Thank you for your dedication to the security of our ministry.

Blessings,

**[Name]**