**[EMAIL 1]**

**Subject line**

A new file-sharing experience is coming

**Preview**

Soon you’ll be able to easily access your files from all your devices, wherever you are

**Header/subheader**

Get ready for a new file-sharing experience

Soon you’ll be able to easily access your files from all your devices, wherever you are

**Body**

We understand that when you’re working, you’re not always in the office on your desktop. But you still need access to your files. That’s why we’re rolling out a new and improved file-sharing system, Citrix Files—so you can work the way you want, wherever you want, without having to worry about security.

You’ll be able to:

* Access the files you need from anywhere
* Securely send, receive, and get approval on large files
* Seamlessly collaborate with teams and clients across locations
* Use any device you choose

We hope you’re as excited as we are about the greater flexibility and productivity our new system will deliver!

[Your signature here]

**[EMAIL 2]**

**Subject line**

Collaborate from anywhere—coming soon with Citrix Files

**Preview**

Our new file sharing experience is almost here

**Header/subheader**

Securely access your files from anywhere

Our new file-sharing experience is almost here

**Body**

Your new and improved file-sharing system is almost here! In just [insert number of weeks/days here], you’ll be able to access all the files you need to get your job done from anywhere and on any device.

Here are a few tools that’ll make file sharing fast and simple:

* **Citrix Files for Outlook:** Easily encrypt email attachments directly within your email client.
* **Citrix Files for Windows and Citrix Files for Mac:** Connect to Citrix Files with a mapped drive.
* **Mobile Apps:** Access Citrix Files from your phone or tablet to view, edit, and share files on the go.

Stay tuned. When we launch our new system, you’ll receive more information and step-by-step instructions for getting started.

[Your signature here]

**[EMAIL 3]**

**Subject line**

Our new file sharing experience is here—welcome to Citrix Files!

**Preview**

Get started today for anywhere access to your files

**Header/subheader**

Your better file-sharing experience is here

It’s easy to get started with Citrix Files today

**Body**

We’re excited to let you know that you can now begin using Citrix Files, our new file-sharing system! Go to [add your subdomain here], and sign in to your account with the credentials supplied by IT.

Now you can:

* Access the files you need from anywhere
* Securely send, receive, and get approval on large files
* Seamlessly collaborate with teams and clients across locations
* Securely send files from any device, regardless of size limits

Use these tools to make file sharing fast and simple:

1. **Citrix Files for Outlook:** Easily encrypt email attachments directly within your email client.
2. **Citrix Files for Windows and Citrix Files for Mac:** Connect to Citrix Files with a mapped drive.
3. [**Mobile Apps**](https://www.sharefile.com/features)**:** Access Citrix Files from your phone or tablet to view, edit, and share files on the go. Download the app from Google Play, the App Store, or Microsoft Store.

**Help and resources**

We put together some resources to help you get started. [add links to resources or attach]

For questions about your ShareFile account, please contact us at:

[IT phone number]

[IT email address]

We hope you’re as excited as we are about the greater flexibility and productivity our new system will deliver!

[Your signature here]

**NEW EMPLOYEE EMAIL**

**Subject line**

Welcome to Citrix Files!

**Preview**

Access your files from anywhere with simple, secure file sharing

**Header/subheader**

Securely access your files from anywhere

Get started with Citrix Files today

**Body**

As an employee at [Company Name], you now have access to our secure file-sharing solution! With Citrix Files, you can:

* Access the files you need from anywhere
* Securely send, receive, and get approval on large files
* Seamlessly collaborate with teams and clients across locations
* Securely send files from any device, regardless of size limits

Here are a few tools that’ll make file sharing fast and simple:

1. **Citrix Files for Outlook:** Easily encrypt email attachments directly within your email client.
2. **Citrix Files for Windows and Citrix Files for Mac:** Connect to Citrix Files with a mapped drive.
3. [**Mobile Apps**](https://www.sharefile.com/features)**:** Access Citrix Files from your phone or tablet to view, edit, and share files on the go. Download the app from Google Play, the App Store, or Microsoft Store.

**Help and resources**

We put together some resources to help you get started. [add links to resources or attach]

For questions about your Citrix Files account, please contact us at:

[IT phone number]

[IT email address]

[Your signature here