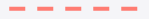


# System Emails

(automated)

## Email Confirmation

All users receive during sign up.



Confirm your email address on Mentorloop.

Hello! We just need to verify [georgia@mentorloop.com](mailto:georgia@mentorloop.com) is your email address, until then you won't be able to sign in.

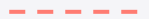
[Confirm Email Address](#)

Didn't request this email?  
Your address may have been entered by mistake. Ignore or delete this message and we'll take no further action.

This message was sent to [georgia@mentorloop.com](mailto:georgia@mentorloop.com). If you believe that you have received this email by mistake, or you wish to be removed or unsubscribed from this mentoring program, please email [support@mentorloop.com](mailto:support@mentorloop.com) and we'll take care of it. Mentorloop Pty Ltd, 4 Regent St, Richmond, 3121 Australia

## Welcome Email

Participants receive when they complete sign up for a specific program.



Hi Ben, welcome to Mentorloop  
Congratulations, you've officially completed sign up for Mentorloop Email Testing.

Bookmark your Mentorloop address:  
[app.mentorloop.com](http://app.mentorloop.com)



Say hello to Hayden Kozey – your program coordinator.

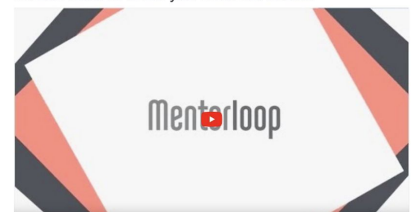
Program coordinators are the first port of call for queries relating to matching and program timings. Reach out to them directly via your loop.

[Contact Hayden Kozey](#)

We're also here to help any time! Email us at [support@mentorloop.com](mailto:support@mentorloop.com).

What next?

To start you off on a positive note, we've prepared a 2-minute video to show you what lies ahead.



# System Emails

(automated)

## New Loop:

Default email informing both users that they have been manually matched by a PC, Admin or Algorithm.

Hello Harley Goldner,

You have been matched!

I'm pleased to introduce you to Salma Balistreri, your new mentor. I think you'll build a great mentoring relationship.

The next step is to say hello and organise that all-important first meeting.

Sign in with the big red button below.

Kind Regards,  
Efen Pollich

Say Hello!

Still have questions?

Send us an email, the address is: [support@mentorloop.com](mailto:support@mentorloop.com). We're on hand to answer questions and listen to any feedback you may have.

Cheers  
Mentorloop Team

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## New Group:

Sent to participants when they are added to a group by a PC or Admin.

You've been assigned to a Group Loop!

Congratulations Ms. Carmine Jacobson! You have been assigned to a Group Loop as part of Mentorloop Email Testing.

It's called Forward national Silver. Sign in, introduce yourself and get started below.

View in Mentorloop

Still have questions?

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Cheers  
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# System Emails

(automated)

## Close Loop:

Sent to a loop participant when their partner closes the loop, asking them to complete the survey. Links to Loop.

## Post Message (1v1 Loops):

Sends an Email notifying of new message depending on type, e.g.  
New Message  
New File  
New Meeting

## Post Message (group Loops):

Sends an Email notifying of new message in the group depending on type, e.g.  
New Message  
New File  
New Meeting



Hi Mason Price, we've been asked to close your loop with Oscar Cremin.

### How did it go?

To improve the quality of your matches in the future, we'd appreciate if you could answer a couple of questions about this loop.

Rate this match

Cheers  
Mentorloop Team

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Write above this line to reply by email



Gia Schmitt has sent you a file

mikep.jpg

This is a picture of me, at least I think so

View in Mentorloop

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is sent you a message

lores consequatur.

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Write above this line to reply by email



Georgia Price has posted a message in Shore Cape Verde Savings Account



Quia praesentium et consequatur non modi cum voluptatem.

Quae incidunt ut qui aut suscipit minus tempora dignissimos officii.

View in Mentorloop

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# System Emails

(automated)

## Meeting Updated

Sent to participants when any meeting details are updated.

## Meeting Removed:

Sent to all participants when a meeting from any of their loops is deleted.



Write above this line to reply by email



Caitlin Batz has updated a meeting in Mentorloop



Dolorum eos reiciendis.  
Fri 19 Feb 2021 8:14 AM - 8:14 AM  
(Australia/Melbourne)

Location: South Gwendolynside  
Nulla dolore culpa voluptas eius unde quisquam voluptatem corrupti.

[View in Mentorloop](#)

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### Meeting removed from Mentorloop...

There has been recent activity in your Mentorloop account.

Miss Lyda McDermott has removed the meeting *quia animi magni* from your loop.

[View in Mentorloop](#)

#### Still have questions?

Send us an email, the address is: [support@mentorloop.com](mailto:support@mentorloop.com). We're on hand to answer questions and listen to any feedback you may have.

Cheers  
Mentorloop Team

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# System Emails

(automated)

## Goal Created:

Emails sent to both the Mentor and the Mentee, once a goal has been set in their loop.



Congratulations on setting your first goal.



### New Goal Created

By May (3 month timeframe)

Quas ullam facilis sint occaecati numquam hic eveniet adipisci.

Facere quia iste placeat cupiditate praesentium exercitationem at.

Hi Lillian,

Congratulations! Your first goal is set!

So, what next?

We recommend adding some actions to achieve your goal or to set a timeline to complete it! Once you've done that a meeting with your mentor to discuss

Learn how to [edit your goal](#) and [why it challenges, provide better outcomes.](#)

[Update my goal](#)

This message was sent to [georgia@mentorloop.com](mailto:georgia@mentorloop.com) received this email by mistake, or you wish to be removed from this mentoring program, please email [support@mentorloop.com](mailto:support@mentorloop.com) care of it. Mentorloop Pty Ltd, 4 Regent St



Lon has put digital pen to paper and set a goal!



### New Goal Created

By May (3 month timeframe)

Et numquam atque.

Temporibus debitis eius id.

Hi Lee,

Lon has put digital pen to paper and set a goal!

### Next Steps (the goal review)

We're confident you can handle it from here but we've rounded up a selection of resources for the first time mentors and those of you looking to brush up on your skills.

[The Best Mentors Think Like Michelangelo](#)

[5 ways to be a master mentor](#)

[What's in it for the Mentor?](#)

[Open Loop](#)

## Goal Updated:

They also get a notification when the goal has been marked as incomplete, updated or completed!



Mrs. Haylie Kautzer has updated one of your goals.



### Goal Updated

By May (3 month timeframe)

Quisquam alias corrupti exercitationem ullam.

Vitae deserunt modi est soluta ut unde sint.

This message was sent to [georgi](mailto:georgi) received this email by mistake, this mentoring program, please care of it. Mentorloop Pty



Brennon Collier has marked a goal as incomplete.



### Goal Updated

By May (3 month timeframe)

Id quae nihil quam in est quod.

Quas est laudantium consequuntur.

[Open Loop](#)

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# System Emails

(automated)

## Digest Message:

Users can choose to receive notifications digested by the hour or day. Digests list all messages, files, meetings and tasks.

## User or Signup Removed from Program:


Participant receives when the PC removes them from the program, or as a sign up.

## Remember!


This can also be done 'silently', so the user does not get notified. Just toggle on 'No Notification'.

18 Feb 2021  
Today's Update


---

 Chelsea Lang has sent you a file  
File Name: Mikep.c.jpg  
This Is A Picture Of Me, At Least I Think So  
[Open Loop](#)


---

 Alice Moen has sent you a message  
Voluptates dignisimos et sequi.  
[Open Loop](#)


---

 Rose Murray has sent you a task  
Task: Vel Fugit Dolorem Rerum.  
Assigned:  
[Open Loop](#)


---

 Henry Deckow has sent you a meeting request  
Dignisimos Repellat Placeat Eum Suscipit Facilis Amet Quo Veniam.  
Thu 18 Feb 2021  
(10:14 PM - 10:14 PM - Europe/Paris)  
Location: North Beauside  
[Open Loop](#)


---

 Max Stroman has sent you a file  
File Name: Mikep.c.jpg  
This Is A Picture Of Me, At Least I Think So  
[Open Loop](#)

---

 Amella Auer has sent you a message  
Natus voluptatum eum allquam necessitatibus recusandae nulla ipsum.  
[Open Loop](#)

---

 Zoom Meeting Launched  
[Open Loop](#)

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[Update email notification preferences](#)

Hi Roberta, just a heads up. You have been removed from the following Mentorloop program:

[Mentorloop Email Testing](#)

Is this a mistake?  
Send us an email, the address is: [support@mentorloop.com](mailto:support@mentorloop.com). We're on hand to answer questions and listen to any feedback you may have.

Cheers  
Mentorloop Team

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Are you sure you want to remove this user?

- They will lose access to the program.
- Their one-on-one Loops will be archived.
- They will be removed from all Group Loops.
- Their pending My Match Requests will be closed.
- They will not receive a notification.

Notify users?

Yes  No

# System Emails

(automated)

## Error updating loop:

Sent to a user when they reply to a loop message but their email doesn't match their registered address.

Or, sent to a user when they reply to a loop message, but the email is empty.


Oops! We couldn't deliver your message...

Quo error ut rem est molestiae et non quisquam. Officia velit quod et nihil occaecati facilis quis.

How did this happen?

We didn't recognise the email address you used to send us this message.  
Perhaps your email address has changed, or you used a different email from the one registered with Mentorloop.

What should I do...



You can chat  
editing your p  
If you used th  
the right acco

Sorry we couldn't update your loop  
The message you sent to Ellie Mertz got lost on the way. Sign into the Mentorloop below to resend.

[Open Loop](#)

**Still have questions?**  
Send us an email, the address is: [support@mentorloop.com](mailto:support@mentorloop.com). We're on hand to answer questions and listen to any feedback you may have.

Cheers  
Mentorloop Team