**Customizable Copy for Outlook Invitations**

You can customize the copy below to create an Outlook invitation to promote any well-being events to employees at your location. You can send invitations for WELLbinars or virtual events set up globally by the Benefits Team or any events you create just for your location.

**Step One:** Open a “New Meeting” invitation in Outlook.

**Step Two:** Copy and paste the text below into the body of the invitation and customize it with your event details.

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| --- |
| Please join us for the [ADD THE NAME OF THE WELLBINAR/VIRTUAL EVENT], one of our Global Well-Being events. Our benefits vendor partner, [ADD THE NAME OF THE VENDOR] will host a [DESCRIBE YOUR WELLBINAR/VIRTUAL EVENT]We hope you’ll join us. Not sure if you can attend? Accept the meeting invite to get it onto your calendar and decide that day! Be safe. Be kind. Be well.  |

**Step 3:** Enter the Subject, Location, Date and Time.

**Step 4:** Send to all employees at your location.