Sample Emails

These are examples of emails sent to teams throughout the competition.

*Students were added in BCC and it is advised that this continues this way. Teams don’t need to know the captains of other teams, it serves no purpose and should not be focus of something to share. They are referred to as Teams as they are aware of each other and that they are receiving the same injects*

**DAY 1**

- Inject 1:

*Hey Teams,*

*Here is your first inject! Be sure to share it with your teams.*

*Thanks,*

***Name, Manager
Middle Earth Management - "When you're here, you're not elsewhere."***

- Inject 2:

*Hey,*

*The company needs another task completed.*

*Thanks,*

***Name, Mid-Manager***

***Middle Manage - "Not Middle Earth, but close!"***

- Inject 3:

*Hey Teams,*

*The bossman has a request.
Thanks,*

***Name, Manager***

***Middle Earth Management - "When your here, you're in the middle"***

- Inject 4 & 5:

Hey!

Sorry about the double inject, I got 2 requests at the same time! But I'm not worried. You all can manage your time well I trust!

Thanks,

**Name, Middle Manager**Middle Earth Management - "When you're here, you're lukewarm."

**DAY 2**

- Sub Inject 1:

*Good Morning Team(s)!*

*Our normal area of business has been flooded, but don’t worry. They should have fixed soon (like Thursday). No worries, the business must go on!*

*We found a location for you all to work at, but you’ll be sharing space so play nice with each other!
Sadly the location doesn’t have the proper setup for internet and the like. But that’s okay, I have faith in you (because regardless work will still come). I sent my assistant to give****you all an ethernet cable, you should have a laptop. From there you can get internet!****So you know…you can work (cause COVID killed days off sadly).*

*Best of luck! Keep an eye out on emails!*

*Thanks,*

***Name, Middle Manager***

*“In all things give middling effort”*

- Inject 6:

*Morning!*

*I hope the morning hasn’t been too stressful! Sorry about the very VERY minor inconvenience. Anywho, here is your first inject of the day!*

*Thanks,*

***Name, Middle Manager***

***“Maybe Thanos wasn’t wrong? Balanced! In the middle!”***

- Inject 7 & 8:

*Yo! It’s essentially Friday here. So it’s casual day.*

*Here’s some things that came in this morning for the morning!*

*Thanks,*

***Name, JOB TITLE***

***“On Friday…we try to Work From Home”***

- Random Email:

*Hey!*

*I forgot!! BE CAREFUL with those policies. We have had it in the past where policy is set and then when someone logs in…they can’t.
So, make sure your password meets the password requirements you set.*

***Name, JOB TITLE***

***“On Fridays…we forget.”***

- Inject 9 & 10:

*Sorry! My cat stepped on my keyboard.*

*Here’s the next tasks that came in.*

***Name, Middle Manager***

***“A split in the road, the well trodden path and the road less travelled…I’ve chosen the middle path.”***

- Inject 11

*So…we have a problem.*

***Name, Middle Manager***

***“All is not well in Middle Earth”***

- Inject 12 – 15:

HEY!

It’s CRUNCH TIME! A LOT OF STUFF HAS COME THROUGH. HERE IS EVERYTHING WE NEED YOU TO WORK ON.

Listen, we haven’t gone through and tried to filter out anything that may be malicious, so please be careful completing these, but they need to be done!

Thanks,

**Name, Middle Earth**

“Alls things balanced…Thanos did nothing wrong.”

**DAY 3:**

- Sub Inject 2:

*Good Morning!*

*We are getting ready to do inventory for the business and you have a new device. I need you to document the serial number of your machine. You can add it to your daily duties form.*

*This helps our company immensely in knowing what we have!*

*Thanks,*

***Bossman McGruff, CEO***

***"Woof Woof as they say"***

- Final Inject 1:

*Hey Team,*

*Thank you so much for your hard work.*

*Here's what I need.
We have an auditor coming to check your device, can you create a document with the passwords and everything needed to log into an admin account on your machine.*

*Failure for the auditor to audit will result in loss of points (meaning, this is not a scam, I, your teacher, actually needs this).*

*Finally, the company did say, thank you for all of your hard work...but you and your team are fired. 🙂*

***From Instructor***

- Final Inject 2:

*Good Evening Class,*

*I hope you all are doing well and resting easy after your final! Since you have finished your competition, there is one final thing that I need you to do. In a business setting, especially one with as many employees as you all had, your boss or supervisor may not keep an eye on you all the time. So when it comes to your evaluation, they may opt to do a 360 feedback eval.*

*That's my final thing for you. There is a 360 Feedback Form under the Finals folder in Blackboard. At your leisure, please fill it out and submit it before Tuesday. The competition is still fresh in your mind, this is the time to jot down your thoughts!*

***From Instructor***