

# Re-Sending Employee Welcome Emails

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When a new hire needs you to re-send the email that links them to Wurk and instructions them in logging on, follow the steps below.

## START HERE

1. On the main menu, search for *Notifications* (or navigate under the **Admin Settings** tab to **Global Setup>Notifications**).

If you de-activate this notification, you must create and activate your own or new hires will not receive an email about Wurk. Additionally, it is possible that other users in your system may have de-activated it in the past, so we recommend that you check that it is turned on going forward.

Description

Active

2. Confirm that the employee email address is correct in the system (work vs personal).
3. Re-send the employee Account Created email (under **Team>My Team>Employee Information**).
4. Select the employee you want to receive the resend.

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5. Click on the More icon and select Send Account Created Email option from menu.

Send Account Created Email

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6. A pop-up window will appear asking if you want to **Send account created email**? Click **Send**.

**Send account created email?**

You are about to send a welcome email for 1 accounts. Please note that in order for emails to be generated a proper notification profile should be already configured.