

Hello [Participant Name]!

Thank you for taking the time to speak with me (or “my colleague \_\_\_\_\_”) today. As a recap of our conversation, here are the most important details:

**Start Date:** Tuesday, May 12<sup>th</sup>  
**End Date:** Thursday, July 16<sup>th</sup>  
**Workshop Days:** Tuesdays and Thursdays  
**Workshop Time:** 1:00pm – 2:00pm\*

\*The Zoom meeting will open as early as 12:30pm, so please feel free to join early to ensure your technology is working well before class starts.

As a friendly reminder, these are the **steps to take** and the **information you will need** to join the session:

1. Join the Zoom meeting online – using the computer audio or calling in by phone to access audio

- To join **online**, use the web link: <https://us02web.zoom.us/j/2075465364?pwd=MC9LdFNSVDAXVXFtVDcrODM0QW8rQT09>
- If you would like to dial-in by phone to access the audio portion, call: (xxx) xxx-xxxx

You will need to enter the following information when prompted:

- **Meeting ID:** xxx xxx xxxx
- **Password:** xxxxxx



In case you have had any trouble signing in to Zoom, I have attached an instruction manual to assist you.

**PRACTICE SESSION:**

To make sure everything works smoothly with your technology, we are holding an option practice session on **Monday, May 11<sup>th</sup> at**

**2:00pm.** This will be an opportunity to test out the Meeting ID and Password on your Zoom account to ensure you can see/hear us and we can see/hear you. You will also be able to meet the instructor, \_\_\_\_\_. We will be on from 2:00pm – 3:00pm, so please feel free to join us – even if only for a brief minute!

If you have any questions, please do not hesitate to contact me.