



Example of a Video Meeting Email Invitation - Long Version

Please feel free to modify any of this wording to suit your needs.

Fill in the highlighted areas with your information

Dear _____:

Our peer grief support group is offering a video meeting for you to attend. It will be much like our face-to-face meetings, designed in a way that we can share about our loss and help each other cope with our grief as peers who are traveling similar journeys because of the tragedy we have experienced.

We will structure the meeting in a way that invites everyone to participate, and we will follow guidelines for sharing and taking care of each other that will help us get the most benefit possible from being together. We may encounter challenges related to attending a support group meeting virtually, and if we all work together with our common purpose in mind, we will be able to help each other effectively and with compassion.

Here is the information to access our Zoom meeting:

Date and Time

Zoom Link: **Insert Zoom link here**

• Choose: "Join with Video" & "Call Using Internet Audio" (or "Computer Audio")

- If you are asked for a password, enter **Insert Password Here**
- You will first go to a Waiting Room, and the host will admit you to the meeting from there.

• If alternative audio is needed, dial by telephone:

- **Insert telephone number here**
- Meeting ID: **Insert meeting ID here**

• For Zoom set-up and test instructions,

- If you have any questions or concerns, please email me at **add group email** contact or call me at **insert group phone number.**

I look forward to sharing time together.

Sincerely,

Insert Group Contact name