Hi <Student First Name>!

Thank you for scheduling your session with me. I am looking forward to our session on **<Day of week / Date and Time Using The Student’s Timezone**><**Specify** **Timezone**>.

If something comes up and the scheduled time will not work, **let me know a minimum of 6 hours before the appointment time** and we’ll figure something out.

This session will take place here: <Tutor’s Zoom Link>

(If you have not used zoom before please join the meeting at least 15 minutes early because it may have you download and install some software.)

Again, all I need from you:

* Be on Tutors & Students Slack 5 minutes before your time slot.
* Make sure your computer/mic/internet connection are working.
* Make sure your workspace is quiet and free from interruptions.
* At the end of the session, I will provide you with a link to a 2 minute evaluation form that you are required to complete.

Slack or email me with any questions. I’m looking forward to our meeting!

**Please Reply All to this email so that I know you have seen it.**

**(CC Central Support on all tutor email by always using REPLY ALL).**

Sincerely,

Gage Eide