

Email template to send to students after you set-up a Zoom appointment.

Directions:

1. Cut-and-paste into a new email message,
2. Select "Zoomulc" for the 'From' line,
3. Replace **bold** and ALL-CAP text with appointment info,
4. Send a few minutes before appointment time.

From: zoomulc@uncw.edu

To: STUDENTEMAIL

Subject: From the University Learning Center - Zoom Appointment Invitation

STUDENTNAME,

Here is the link for your Zoom Appointment with the ULC: **LINK**

Clicking on the above link will connect you to the Zoom meeting your tutor has created. We ask that you use a computer instead of your phone to connect, as it is both easier and gives your tutor access to more features in Zoom.

If you are unfamiliar with Zoom, this [video](#) will walk you through the steps to connect to your meeting. We promise its easy!

Should you encounter any technical difficulties, call the ULC Front Desk (**910-962-7857**) for help.

Thank you,
YOURNAME