Email Template for Conference Call

Hello,

You are invited to join me for a live video conference call with other participants in your micro course, [**list name of micro course here].** I’ve included more details below about how to join or dial in to this conference call using Microsoft Teams.

**Conference Call Date:**

**Time:**

**Meeting Link:**

**Conference ID:**

**Dial-In Number:**

**Instructions on How to Join the Call:** [Click Here](https://www.clarke.edu/wp-content/uploads/How-to-Join-a-CareerPLUS-Conference-Call.pdf)

This optional video conference call offers the opportunity for you to connect and interact with other learners in the micro course and with me (the facilitator). It will serve as a conclusion to the micro course, providing you with a space to have a conversation about what you learned and how you can put this new knowledge to use in your workplace.

If you are not able to join the conference call using video functionality on your computer/device, you have the option of dialing in via phone.

If you have any questions, don't hesitate to contact me.

Thanks,