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Subject Welcome to TechEd-812—Print This Email!

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Welcome and Hello,

I am Donelle Staples, your instructor for Technology Education. Beginning mm/dd/yyyy, you will have access to our course content. This will provide you time to preview materials before the class start date of mm/dd/yyyy. However, I am reaching out to you this week as there are a few things you could do to prepare in advance for a positive experience within our class.

1. If you are new to our institution and this is your first class with us, you should have received an orientation packet from our administrative office outlining pertinent information for course enrollment. If you have not received this information, please contact the registration office at 800-xxxx-xxxx.
2. You will be expected to use the email account supplied to you by our institution for all correspondence within this class. Please send me an email using this account **before** the first day of class. Do NOT reply to this email from your personal email account.
 - Log into the institution email account.
 - Send your email response to my course email: dstaples@institutionname.org
 - In the subject line, indicate your last name, the course name (TechEd and number (i.e. Staples TechEd-812)
 - In the body of the email, please type your first and last name.
3. Get to know me by viewing the **Welcome To Class** video at <https://youtu.be/I2IFj6fS2zw>.
4. Please complete the **Student Survey** so I can get to know you. It can be found at <https://www.surveymonkey.com/s/6RFZVR7>

Once you have completed the steps above you will be ready for our class. All course materials will be available for download the first day of class at no additional charge. Please contact me with any questions that you may have so I can support your success within the class.

I look forward to getting to know each of you in the coming weeks!
Donelle Staples
dstaples@institutionname.org
888-xxx-xxx (office)