**A Helpful, Personalized Message**

There is no one way to welcome students, as your message should be personalized, expressing your own character and ideas for engaging with your students!

The information that you provide to students will depend on your particular course, but it should be helpful for students to get to the first class. For instance, if your class is fully or partly on campus, you may wish to attach [campus and map information](https://www.conestogac.on.ca/about/campuses) and include a link to any safety or [PPE requirements](https://www.conestogac.on.ca/covid-19). If your class is partly or fully synchronous online, you must send a Zoom meeting link and other information (created by you in the [Conestoga Zoom Portal](https://it.conestogac.on.ca/support/zoom-meeting)) so students may access your virtual classroom.

**Adapt this Welcome Message Email Template**

*Dear Students:*

*Welcome to {Course code, title, and section}!*

*I am your professor for this course. You may call me {preferred name[s]/pronouns}, although I am fine with any formal address that is comfortable for you.*

*Select this hyperlink to access the eConestoga course shell for this course: {course shell link}. In the course shell, you will also find key course information, readings, and assignment submission information. To keep on track, plan to visit the shell regularly, at least a few times a week.*

*The mode of delivery of this course is {asynchronous, hybrid in-person or online, synchronous online, or fully in person}. This means that we are scheduled to meet in real-time next on this date {date, time, room, campus, Zoom, Microsoft Teams, not at all}. You are expected to attend all scheduled classes, and log any absences in the* [*Student Portal*](https://studentportal.conestogac.on.ca/)*.*

*In this message, I am also sending you additional information to help you to get ready for our first class {Instructional Plan, campus map, meeting room link and password, PPE requirements, etc.}.Try to give yourself some time to arrive a few minutes early for class. If you need tech support, see this page on* [*Getting Tech Help*](https://lib.conestogac.on.ca/Tech-Loans-Help)*.*

*In {our first scheduled class/the eConestoga announcement video in the course shell}, I will explain in more detail what the course covers, my expectations for you, and the required resources for this course. There will also be time for any questions you may have.*

*Please send me an email at anytime from your Conestoga email account only (NOT your personal email), and I will reply within two business days.*

*I am very excited to have this course with you, and I look forward to meeting you shortly! Warmly, Your Professor*