

First meeting: send it out about 3 days before the first online meeting. Feel free to adjust the e-mail as you wish, these are only suggestions with necessary information.

Subject: **SURVXXX: First online meeting**

Hello!

On **Weekday, date at time**, we will have our first online meeting of the course. I hope you all had time to look at the materials for Unit 1 on jpsmonline.umd.edu. If not, please do so before the meeting, and send questions that you would like to discuss during the meeting to this email address.

We will use the BlueJeans platform for our online meetings. To join the meeting, just follow the link "**Join Meeting [Weekday, date at time]**" or open <https://bluejeans.com/> yourself, go to "Join Meeting" (top right), and enter the meeting ID (**ID**).

When using BlueJeans for the first time, you will be asked to install a plugin that allows you to access the meeting through a Web browser (for more information on how to join a BlueJeans meeting as a participant, see <http://bluejeans.com/support/video/joining-meeting-using-browser-access>). BlueJeans also offers an app that allows you to join meetings via mobile devices. As suggested in the syllabus, we highly recommend you to use a headset and a strong and stable Internet connection during the meetings to maximize the quality of the video stream.

I am very much looking forward to meeting with all of you on **Weekday**.

Best regards,