## Email Notification Template

#### Introduction

Type an introductory message here. Be sure to include the purpose and outcomes of the webinar.

**Purpose:**

The purpose of this webinar is to…

**Outcomes:**

By the end of this webinar, participants will have…

#### Schoology Group

All of the information regarding this webinar is available in our Schoology group. Please sign into Schoology at <https://learn.dodea.edu/> and use the access code below to join our group.

|  |  |
| --- | --- |
| Schoology Access Code: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### Schedule: Dates and Times

Europe

**Date**:

**Time: EDT (Spring/Summer) or EST (Fall/Winter)**

**Meeting Link**: (Available in the Schoology Group)

|  |  |
| --- | --- |
| EDT |  |
| BST (ISLES) |  |
| CEST (MED, GE, BAVARIA) |  |

Pacific

**Date**:

**Time: EDT (Spring/Summer) or EST (Fall/Winter)**

**Meeting Link**: (Available in the Schoology Group)

|  |  |
| --- | --- |
| **Washington D.C. EDT** | **Pacific** |
| **Date** |
| **Date: EDT** | **Date: JST** |
| **Time** |
| EDT |  | ChST (Guam) |  |
|  | JST (Mainland) |  |
| JST (Okinawa) |  |
| KST (Korea) |  |

Americas

**Date**:

**Time: EDT (Spring/Summer) or EST (Fall/Winter)**

**Meeting Link**: (Available in the Schoology Group)

|  |  |
| --- | --- |
| EDT (GA, Ft. Knox, KY, NC, NY, VA, SC) |  |
| CDT (AL, Ft. Campbell, KY) |  |
| AST (Puerto Rico) |  |
| CDT (Cuba) |  |

#### Closing

Type a closing paragraph here…

Sincerely yours,

……