**General Notes:** For readability purposes, please send the email using a 14-point sans serif font such as Calibri or Arial. This is an important step for better serving our vision impaired or dyslexic students. In the template below, look for the green highlighted text and replace it with the relevant information for your course.

**Suggested Timeframe:** Faculty should send this out at least **3 days before** the start of class.

**Email Subject Line:** Course Number and Name - Please install this software ASAP

**Email Body:**

Hi everyone!

We are using a new tool called Class for the HyFlex courses at CBS. Before the start of Course Name on Course Start Date, please install the Class software on the computer that you will be using. We have created step-by-step directions on how to install Class on your computer. There is no cost to you for the software. Here is the link to the documentation:

<https://hyflex.cbshouston.edu/install>

The install is easy and should only take a few minutes. Again, please do this before the actual course start. And please see my previous emails regarding the pre-reading for the course. It is critical to do this so that our first session can be as productive as possible.

As a reminder, our course starts on Course Start Date at Course Start Time including Time Zone. It will meet in person on the Physical Campus Name campus in room Room Number, or by live stream using Class from anywhere you have fast Internet access. Please remember to visit the CBS HyFlex site at https://hyflex.cbshouston.edu for information on HyFlex courses along with the technical requirements for a HyFlex course.

Your Salutation