

# Email templates for university teams





# Admissions interviews

## Meeting confirmation



**Subject:** Your interview with {BOOKING-PAGE-TITLE}

Hi {FNAME},

We're so happy you are interested in joining the class of [year] at [university].  
Your admissions interview is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

We're looking forward to getting to know you. The interview will last approximately {DURATION} and will focus on [talking points/agenda].

In the meantime, feel free to learn more about [university] by visiting:  
[university URL]

If you have any additional questions, you can reply to this email or reach me at  
[phone number].

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



# Admissions interviews

## Meeting reminder



**Subject:** Reminder about your interview with {BOOKING-PAGE-TITLE}  
Your interview with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your admissions interview for [university] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



# Admissions interviews

## Follow-up email



**Subject:** Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure getting to know you and chatting with you about your future at [university].

As the admissions process for the class of [year] is still underway, we will reach out to you with potential next steps or decisions within [time frame].

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

Send



# Information sessions

## Meeting confirmation



**Subject:** Your information session with {BOOKING-PAGE-TITLE}

Hi {FNAME},

We're delighted you are interested in learning more about [university].  
Your information session is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

We're looking forward to telling you a bit about what [university] has to offer.  
The meeting will last approximately {DURATION} and will focus on  
[talking points/agenda].

In the meantime, feel free to learn more about [university] by visiting the  
following links:

**Academics**

**Life at [university]**

**Admissions**

To view our brochure, visit: [link]

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Student recruitment/admissions

# Information sessions



## Meeting reminder

**Subject:** Reminder about your meeting with {BOOKING-PAGE-TITLE}

Your meeting with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your [university] information session is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Student recruitment/admissions

# Information sessions



## Follow-up email

**Subject:** Thanks for meeting with {BOOKING-PAGE-TITLE}

---

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure chatting with you about [university] and getting to know you a bit better.

If you are interested in applying to [university], you can do so by visiting: [link to admissions site]. You will find all the information you need regarding deadlines, requirements, and next steps there.

If you haven't already done so, click here to [book a campus tour] ({BOOKING-PAGE-LINK}).

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number].

We wish you all the best in the future and hope to see you soon at [university].

Best,

[your name]

[your position]

Send



# In-person campus tours

## Meeting confirmation

**Subject:** Your [university] campus tour

Hi {FNAME},

We're delighted you are interested in visiting [university]. Your campus tour is booked for {START}.

Our university is located at [address]. We will be meeting at the [building].  
For a campus map, directions, hotels, and points of interest in the area, please see our visitor's guide: [link].

Your tour will be led by [name].

We're looking forward to showing you what [university] has to offer. The tour will last approximately {DURATION} and will cover [agenda].

In the meantime, feel free to learn more about [university] by visiting the following links:

**Academics**

**Life at [university]**

**Admissions**

To view our brochure, visit: [link]

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).





Student recruitment/admissions

# In-person campus tours

## Meeting reminder

**Subject:** Reminder about your tour of [university]

---

Hi {FNAME},

Just a reminder that your campus tour of [university] is starting at {START-TIME} on {START-DATE}.

Our university is located at [address]. We will be meeting at the [building]. For a campus map, directions, hotels, and points of interest in the area, please see our visitor's guide: [link].

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person.



# In-person campus tours

## Follow-up email

**Subject:** Thanks for attending the tour of [university]

---

Hello {FNAME},

Thank you for taking the time to tour [university]. It was a pleasure showing you around.

If you are interested in applying to [university], you can do so by visiting: **[link to admissions site]**. You will find all the information you need regarding deadlines, requirements, and next steps there.

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at **[phone number]**.

We wish you all the best in the future and hope to see you soon at [university].

Best,

**[your name]**

**[your position]**

Send



# Virtual campus tours

## Meeting confirmation



**Subject:** Your virtual [university] campus tour

Hi {FNAME},

We're delighted you are interested in [university]. Your virtual campus tour is booked for {START}.

Please choose one of the options below:

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

It will be led by [name].

We're looking forward to showing you what [university] has to offer. The tour will last approximately {DURATION} and will cover [agenda].

In the meantime, feel free to learn more about [university] by visiting the following links:

**Academics**

**Life at [university]**

**Admissions**

To view our brochure, visit: [link]

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Student recruitment/admissions

# Virtual campus tours

## Meeting reminder

**Subject:** Reminder about your virtual tour of [university]  
Your virtual [university] campus tour is starting soon

Hi {FNAME},

Just a reminder that your virtual campus tour of [university] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Student recruitment/admissions

# Virtual campus tours

## Follow-up email

**Subject:** Thanks for attending the virtual tour of [university]

---

Hello {FNAME},

Thank you for taking the time to tour [university]. It was a pleasure showing you around.

If you are interested in applying to [university], you can do so by visiting: **[link to admissions site]**. You will find all the information you need regarding deadlines, requirements, and next steps there.

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at **[phone number]**.

We wish you all the best in the future and hope to see you soon at [university].

Best,

**[your name]**

**[your position]**

Send



# Individual appointments

## Meeting confirmation



**Subject:** Your meeting with {BOOKING-PAGE-TITLE}

Hi {FNAME},

Your meeting with {BOOKING-PAGE-TITLE} is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

The meeting will last approximately {DURATION} and will focus on [talking points/agenda].

To best prepare, please remember to have your [insert item here: i.e. financial aid form, resume, career survey] ready.

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



# Individual appointments

## Meeting reminder



**Subject:** Reminder about your meeting with {BOOKING-PAGE-TITLE}  
Your meeting with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder your meeting with {BOOKING-PAGE-TITLE} is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

To best prepare for our meeting, please remember to have your [insert item here: i.e. financial aid form, resume, career survey] ready.

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Student advising/career services/student services

# Individual appointments

## Follow-up email



**Subject:** Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me.

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

To book another meeting, [visit our booking page]({BOOKING-PAGE-LINK}).

Best,

[your name]

[your position]

Send





Faculty

# Individual meetings during office hours

## Meeting confirmation



**Subject:** Your meeting with {BOOKING-PAGE-TITLE}

Hi {FNAME},

Your meeting with {BOOKING-PAGE-TITLE} is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

Our meeting will last approximately {DURATION} and will focus on [talking points/agenda/course name].

To best prepare, please remember to have any materials such as tests, essays, and assignments that you would like to discuss ready and at hand.

If you have any additional questions, feel free to reply to this email.

Best,

[your name]

[your position]

Send



**Pro-tip:** Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Faculty

# Individual meetings during office hours

## Meeting reminder



**Subject:** Reminder about your meeting with {BOOKING-PAGE-TITLE}  
Your meeting with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder your meeting with {BOOKING-PAGE-TITLE} is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

To best prepare, please remember to have any materials such as tests, essays, and assignments that you would like to discuss ready and at hand.

If you have any additional questions, feel free to reply to this email.

Looking forward to meeting with you.

Best,

[your name]

[your position]

Send



**Pro-tip:** Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Faculty

# Individual meetings during office hours

## Follow-up email



**Subject:** Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me during my office hours.

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at **[phone number]**.

To book another meeting, **[visit our booking page]** ({BOOKING-PAGE-LINK}).

Best,

**[your name]**

**[your position]**

Send

