**SCHEDULED APPOINTMENT EMAIL TEMPLATE**Template Appointment Email  
  
**SUBJECT LINE:** Virtual Appointment with <Insert Patient Initials>  
  
**EMAIL BODY:**<Paste the Zoom Meeting link >   
  
For your privacy, do not share or forward the meeting link   
  
Try the [Test Meeting](https://zoom.us/test) to check your Audio & Video settings in advance and help ensure your virtual care appointment is successful.  
  
To help you prepare for your virtual visit and to ensure you receive the best care, please review our Patient Information Guide (see attached).   
 **If you need to reschedule**, contact our office as soon as possible at  
[phone number] [email address]  
  
**If you are having difficulty joining**, please access the online resources found in the [Zoom Help Centre](https://support.zoom.us/hc/en-us), [Zoom Video Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials) and [Live Training](https://support.zoom.us/hc/en-us/articles/360029527911).

Please note: this email address is used for scheduling purposes only. Please do not respond to this email with personal health information or medical questions for your health-care provider.

[Closing Greeting],  
  
[Sender Email Signature]  
  
CONFIDENTIALITY NOTICE - Email is not considered to be a secure method of communicating personal or sensitive information. Please do not reply to this email with any information about yourself or your health.  If you have any questions about your health, please speak with your health care provider during the appointment. If you have received this email in error, please notify the sender as a courtesy and delete the email and its attachments immediately. Thank you for your cooperation.