Thanks for your interest in volunteering with adult learners at (*organization name*)! This email will guide you through the steps needed to get ready to tutor or teach learners remotely. Our organization currently uses **Google Meet** and it’s important that you feel comfortable using the tools and features within this platform.

The most common Meet functions you will need to be familiar with are sending meeting invitations, muting & unmuting audio & video, using the chat box, sharing your screen, managing breakout rooms and using the whiteboard feature. This may sound like a lot, but we have several easy-to-use checklists to help you navigate these features. You’ll be a pro in no time!

* Step 1: Sign up for a [Google email account](https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp), if you haven’t already.
* Step 2: Read the [Google Meet User Guide](https://www.literacymn.org/sites/default/files/uploads/Training/Remote%20Tutoring%20Resources/Google%20Meet%20Guide%20for%20computers.pdf).
* Step 3: Spend time practicing Meet features and refer to the [Google Meet Video Guides](https://www.literacymn.org/remote-tutoring-resources) for instructions and examples.
* Step 4: Go to Literacy Minnesota’s [Training Calendar](https://www.literacymn.org/volunteer-trainings?training-type=905) and register for Remote Tutoring 101. If you can’t attend the session, email Kelly Rynda at krynda@literacymn.org to request the recording. Consider taking other trainings such as WhatsApp Conversation or Adapting Materials 101.
* Step 5: Email me at **example@example.com**to arrange a 30 minute Meet training to practice the common features mentioned above.
* Step 6: Invite me to a Meet meeting for our prearranged time. I will give you further information about classes or tutoring sessions at this meeting.

Thank you for taking the time to get familiar with Meet. This training will help make your tutoring sessions successful and fun for you and your learner. Please reach out to me, if you have any questions, concerns or suggestions. Looking forward to seeing you at our first meeting!