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 **Zoom** and it’s important that you feel comfortable using the tools and features within this platform.

The most common Zoom 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 annotation tools. 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 and download [Zoom](https://zoom.us/), if you haven’t already.
* Step 2: Read the [Zoom Tutoring Guide for Hosts](https://www.literacymn.org/sites/default/files/uploads/Training/Remote%20Tutoring%20Resources/Zoom%20Tutoring%20Checklist%20for%20Hosts%201.1.pdf) and [Zoom for iPhone & Android](https://www.literacymn.org/sites/default/files/uploads/Training/Remote%20Tutoring%20Resources/Zoom%20Tutoring%20Checklist%20for%20iPhone%20or%20Android%201.2.pdf). Many learners join meetings on their phone and you should understand the features of Zoom from their perspective.
* Step 3: Spend time practicing Zoom features and refer to the [Zoom 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 Zoom training to practice the common features mentioned above.
* Step 6: Invite me to a Zoom 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 Zoom. 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 Zoom meeting.