

# Remote Session Setup Instructions

Dear [Recipient's Name],

We are looking forward to our upcoming remote session scheduled for [Date and Time]. Please follow the instructions below to ensure a smooth setup:

## 1. Prerequisites

- A stable internet connection.
- Access to a computer or device with microphone and camera.
- Install [Remote Session Software] (e.g., Zoom, Microsoft Teams) if not already installed.

## 2. Setting Up for the Session

1. Click on the link provided in your calendar invitation to join the session.
2. Ensure your camera and microphone are functioning properly before joining.
3. If prompted, enter the meeting ID: [Meeting ID] and password: [Password].

## 3. Troubleshooting Tips

- If you cannot connect, try restarting your device.
- Ensure no other applications are using your microphone and camera.
- Check your internet speed and try switching to a wired connection if possible.

If you have any questions or need assistance prior to the session, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]