**Virtual group invitation email template.**

Dear XXXX

We are looking forward to seeing you in our virtual group session.

**Start Time: XXXX**

**End Time: XXXXX**

**Run by: XXXX**

**Topic: XXXX**

Click on the link below 10 minutes before the start time to join your virtual group. This provides us with time to make sure your technology is working.

**By clicking on this link, you are agreeing to participate in the group and abide by the agreement we sent you:**

**CUT AND PASTE LINK HERE**

**NOTE: you can also make the Virtual group agreement more explicit in your invitation. To do this, include the following text before the link.**

**In either case, provide a copy of or link to the virtual group agreement as directed in section 1:**

By clicking the link below, you and anyone with you, agree that:

* It is your choice whether to share any medical information with the group
* You are in control of what information you share
* You must keep confidential all information shared in the group

This means you must not record nor repeat any information shared in the group. For example, you must not talk to others about or share on social media sites any information from a group.

If you want to discuss private things or decide you want to leave the group, you can have a one-to-one appointment at a later date”

**How do I join?**

This is how we recommend you join:

1. **Check your privacy settings**

To keep your personal information private, you might want to change the privacy settings on your device. Read about how to keep safe whilst using on-line systems here:

<https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely>

and here <https://www.ncsc.gov.uk/collection/top-tips-for-staying-secure-online>

**If you already use or have an account for “Microsoft Teams” it is important that you ‘Log Out’ before you join the group clinic this is especially important if a member of your household has a TEAMs account and you will be using the same device.**

When you sign in for the session, use your first name and the first letter of your surname e.g. “Bob T” only to preserve your privacy.

1. **Consent**

Before the group, read the group agreement (see Section 1; you can send this as an attachment OR send a link to where the patient can read it). In the session, you will be asked to confirm that you are happy to participate on this basis, and that you agree to keep all information that group members share confidential

1. **Join from a comfortable and private space**

Remember, the session lasts (insert here) minutes. Please make sure you are comfortable and have battery power to last this time - or even better, plug your device in.

Be on your own unless you have invited someone to attend with you. We understand you may be joining from home. If there is anyone from your household in the room and they can hear, they either need to leave or sign the group’s agreement.

1. **Join the group early**

Click on the group link 10 minutes before the start time. This provides time for us to help with your technology if you need it; especially the first time you are joining.

* Please ensure you have the latest version of either Google Chrome or Microsoft edge browsers and that this is set as your “default” browser.
* Please log out of any Microsoft Teams that either you or another family member may have been using on the computer or device you are joining with.
* Join the session as a guest. When clicking on the link if you already have TEAMs installed you will be offered the option of “downloading the app” “continue on this browser” or “open your Teams app” you need to select the option of “continue on this browser”
* Use your first name and initial only e.g. John S
* If you have a family member, carer or friend with you, enter their first name and initial as well as yours

When you join, the facilitator will greet you and ask you a few questions to confirm your identity, location and contact details.

1. **Follow-up**

If you have any private concerns or the clinician feels you needs some further one to one time or follow up, then you can be booked in for a follow-up one to one appointment as usual. We expect you will have a positive experience and will book in to further virtual groups.

Yours sincerely,

Add first and surname of the consulting clinician