**HOW TO USE**

Need help crafting an email to convince instructors to take a quick look at Leganto? Here’s a sample email. Use the Benefits document to select the bullet points that are most appealing to your instructor community.

As always, please reach out to your Campus Engagement Manager should you need further assistance.

**SUGGESTED CONTENT**

Hello, <Instructor>.

I hope this note finds you well and enjoying your week.

We have a new tool to improve the process of creating and delivering your course reading lists and would like to show it to you. Would <DATE>, work for me to drop by for a 10-minute introduction?

This new tool:

* Allows easy and quick creation of dynamic reading lists
* Provides students with a streamlined experience
* Links directly from <LMS NAME> course site
* Provides mobile friendly experience

We’ll still work together on building your list and making sure students have everything they need when classes get started, but this tool makes things seamless, and duplicating courses or materials for future use will take mere seconds.

I look forward to hearing from you.

Warmest regards,

<Liaison Librarian>