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**Email from Faculty to Students**

Audience: Students

**How to Use:** (1) Librarian customizes the copy, adds hyperlinks, and saves the file. (2) Librarian attaches the file to *Gale* *Academic OneFile* email from librarian to instructor. (3) Instructor explores the product and notifies students that it will be integrated into lesson plans. (4) Instructor customizes the email that was provided by the administrator/librarian. (4) Instructor copies and pastes the subject line and body copy into an email. (5) Instructor sends email to students.

**Subject Line:** Find Credible Sources Easier

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Regards,

<Instructor’s Name/Signature>