# Bulk Captioning Sample Email Language

Subject Line: Notification of Changes to MediaSpace Closed Captioning

Dear (Insert Name of Faculty/Staff),

I hope this message finds you well. I am writing to inform you of an important update regarding our MediaSpace closed captioning services.

Starting March 22, 2025, MediaSpace began auto captioning all new videos uploaded to the platform. This change is part of our ongoing efforts to enhance accessibility and ensure compliance with educational standards.

Please note that I am also actively working to ensure that older videos in our MediaSpace library are captioned appropriately. This initiative aims to bring all our video content into compliance and improve overall accessibility for all users. I have attached instructions on how to bulk caption your videos.

Please be aware that you will receive an email notification for each video processed.

If you have any questions or require further assistance, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

*Originally developed by Matt Koss, Instructional Designer, College of Nursing*