**Email Template for Online Learning Experiences**

Greetings!

We're looking forward to seeing you at **NAME OF SESSION** Webinar **tomorrow, DATE** at **TIME + TIME ZONE**. You should also have received a calendar invite with a link to our Zoom call.

This workshop will be an interactive, engaging session that will last 2.5 hours. Please plan to be actively engaged the entire 2 hours.

A few quick notes about Zoom:

* **Zoom Link in the Calendar Invite:** Please join the Zoom call using the unique link found in your calendar invite as well as above.
* **Download Zoom:** If you don't have it installed already, you can download the Zoom application[**here**](https://zoom.us/download)**.**
* **Zoom Tutorials:** Here are some Zoom tutorials that you might find useful:
	+ [Getting started on Zoom](https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users)
	+ [How do I test my video?](https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-)
	+ [How do I test my audio?](https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-)
* **Turn on your Video in the Calls:** Please plan on enabling video so we can all see each other. If you have bandwidth issues, you can turn off your camera, but otherwise we want to see each other’s faces!
* **Mute your Microphone in Zoom:** Please have your account on mute when you enter the Zoom call and when you are not speaking. That helps prevent background noise.
* [Please make sure that your screen name in Zoom is the name you prefer to be called by. My full name is Kathryn, but my Zoom name says Katie.](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile)
* [We recommend using the Gallery View so that you can see everyone on the call at the same time.](https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view)

A few quick notes about MURAL:

* **Sign up for a MURAL Account:** We will be using MURAL in our work together. [You can sign up for an account and apply for an Educator license for free, though that is NOT required.](https://support.mural.co/en/articles/3837134-mural-for-education-free)
* **MURAL Links will be share in Zoom Session:** We will get oriented to how to use MURAL together. We will share a link to the MURAL board we are using in the Zoom chat box. Right click on the URL in the chat box to open the link.
* **Use Chrome:** MURAL operates the best in the Chrome web browser.
* **Close extra internet Windows:** MURAL can sometimes slow down with heavy use. Please close as many windows and tabs on your internet browser as possible. [Here is a neat Chrome extension that helps you keep your tabs without taking up so much memory.](https://chrome.google.com/webstore/detail/onetab/chphlpgkkbolifaimnlloiipkdnihall?hl=en) Also, please close any applications that are open.
* **Helpful MURAL tutorials:**
	+ [Technical requirements for MURAL](https://support.mural.co/en/articles/2113688-technical-requirements-to-run-mural)
	+ [Getting started with MURAL](https://support.mural.co/en/articles/2113699-video-tutorial-facilitating-your-first-workshop-in-mural)
	+ [Navigating in MURAL](https://support.mural.co/en/articles/2113799-video-tutorial-navigating-a-mural)
	+ [Adding content in MURAL](https://support.mural.co/en/articles/2113695-video-tutorial-adding-content-to-a-mural)

A few quick notes about materials you will need:

* Have a blank sheet of paper and a Sharpie marker on hand
* For this workshop, you will be building a low resolution prototype (more on that later!). There is no set amount -- just gather whatever you have around the house.

You will need a few basic materials to work with:

* + Printer paper and/or colored paper
	+ Markers
	+ String and/or rubber bands
	+ Tape
	+ Scissors
	+ [Tin foil](https://www.amazon.com/Reynolds-Wrap-Heavy-Aluminum-Square/dp/B00M8ZEAW4/ref%3Dredir_mobile_desktop?ie=UTF8&aaxitk=wbG0J5G6zdrHRuvaElR5nw&hsa_cr_id=2100652310601&ref_=sb_s_sparkle)
	+ [Pipe cleaners](https://www.amazon.com/Hand-Woven-Materials-Environmentally-Friendly-Quality-Twisted/dp/B07L6GXKCJ/ref%3Dsr_1_28?dchild=1&keywords=pipe+cleaners&qid=1587517340&s=hpc&sr=1-28)
	+ [Paper clips](https://www.amazon.com/Medium-Paperclips-Office-School-Personal/dp/B07F7RQVKW/ref%3Dsr_1_2_sspa?dchild=1&keywords=paper+clips&qid=1587517376&s=hpc&sr=1-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUFRTjlJVDFNSzNMTEwmZW5jcnlwdGVkSWQ9QTA3NDMxMTUxWkVXRVpVU1cxMjQyJmVuY3J5cHRlZEFkSWQ9QTA4ODE4OTMzSFhMSFBNOFlGVExQJndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZWN0JmRvTm90TG9nQ2xpY2s9dHJ1ZQ==) and/or [binder clips](https://www.amazon.com/Hopter-Binder-Foldback-Colorful-Organizer/dp/B07WVRFJY6/ref%3Dsr_1_4?dchild=1&keywords=paper+clips&qid=1587517396&s=hpc&sr=1-4)
	+ Anything made of cardboard (boxes, toilet paper rolls, etc.)

Please let us know if you have any questions. Take care and we look forward to seeing you soon!

Best,

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Greetings!

Next week’s Virtual Human-Centered Design session will be on **tomorrow, DATE** at **TIME + TIME ZONE**  and focus primarily on responding to **NAME OF SESSION**. The zoom link is below. We will be in touch with pre-work tasks **DATE + TIME** that will help you prepare for the session.

**Topic: Schools2030 Design Sprint - Part 3**

**Time: Apr 21, 2020 02:30 PM Lisbon-London/ 3:30 PM Geneva**

Join Zoom Meeting

<https://zoom.us/j/93454136009>

Meeting ID: 934 5413 6009

Dial by your location

Meeting ID: 934 5413 6009

Find your local number: <https://zoom.us/u/adop2pIIaN>

We hope you have a wonderful week ahead and thank you again for making the time to join us.

Best,