1. Pre-Meeting

- Start by watching this one minute video: https://www.youtube.com/watch?v=sPydNxrmmLl
- Then follow this link to a MURAL you can experiment with.

This should take about 15 minutes to complete.



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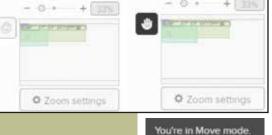


2. Entering MURAL

- Click the link provided by the facilitator.
- When prompted, click "Enter Anonymously." You will see some quick instructions to orient you to MURAL.

3. Creating a Sticky Note

- Double click anywhere to add a sticky note.
- Click and hold to move the sticky note.
- Drag the bottom right corner of the sticky note to resize.
- You can type within that sticky note and change the font, color, size, and shape of the sticky note.
- There's a whole gallery of sticky notes you can choose from! Navigate to the toolbar on the left side of the MURAL and click the sticky note icon. You can drag any sticky note from the gallery into your MURAL.
- In the sticky note gallery, you can choose different shapes and colors of sticky notes. You can also use the Title tool to create headers and the Text Box tool to write more text than will fit in a sticky note.



4. Navigating the MURAL Board

- Locate the gray transparent minimap on the bottom right corner of the MURAL screen.
- To zoom in and out, click and slide the circle between the "+" and the "-" You may also use CTRL and the "+" and "-" keys on your keyboard.
- To move around, click the hand icon to enter "Move Mode." You may also press and hold down the space bar while clicking and holding your mouse.
- Practice clicking and dragging your screen around.
- Click, hold and move your mouse around the minimap to move to another part of the board.
- MURAL is easy to navigate if you have an external mouse with a track wheel.



5. Following Another User

- At the bottom of the MURAL, you will see several animal icons. Your animal icon is always the one on the far left.
- Click the photo image of the facilitator (second from the left) to navigate to navigate to the facilitator's view of the MURAL.
- Click your own animal image to hide other people's cursors or ask others to follow you.

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