Hi < insert contact name >,

Over the upcoming months, < insert school district name > is working with < insert backbone organization name > to launch the artlook web platform in our schools. artlook is the only platform of its kind that combines data from public schools, districts, and arts education program providers in a single place. The goal is to build direct connections between schools and arts education programs and resources to expand equitable access to quality programming for students in our community.

A central component of artlook is a schools survey we will administer to all schools. To complete this annual survey, school teachers must be able to access the artlook platform from their school computers when connected to school wifi networks. Can you help us make sure teachers are able to access artlook by whitelisting the following URLs?

* The artlook platform URL: < insert community artlook URL >
* The artlook admin portal URL: < insert community artlook admin URL >
* The artlook server endpoint:<https://artlook-server-v2-production.herokuapp.com>

Teachers will also need to receive emails generated from artlook (e.g., password reset and claim account emails). The email address we use is [no-reply@artlookmap.com](mailto:no-reply@artlookmap.com). Are there any steps we can take to prevent emails from this address being flagged as junk/clutter?

Are there any additional steps you would recommend us taking to ensure artlook is fully accessible to teachers?

Thank you for your time and assistance!

Best regards,