

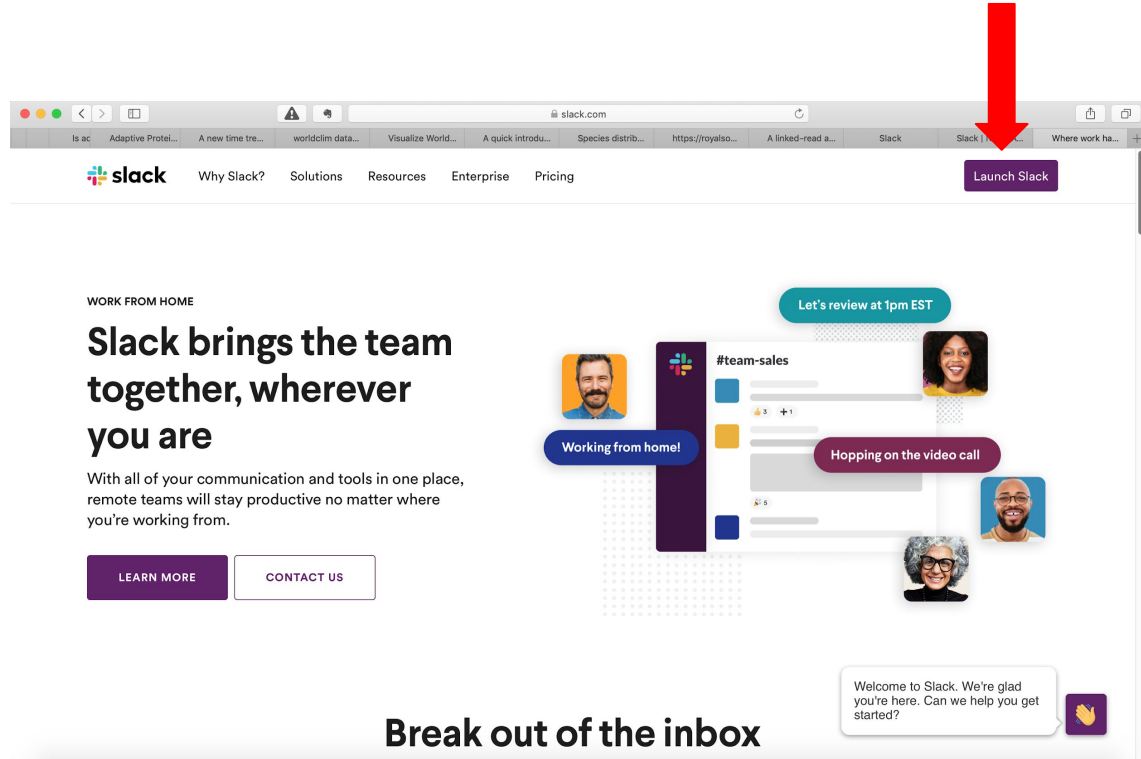
How to use Slack



How to access

There are two ways to access Slack. First, you can download and install the “Slack” app to your computer.

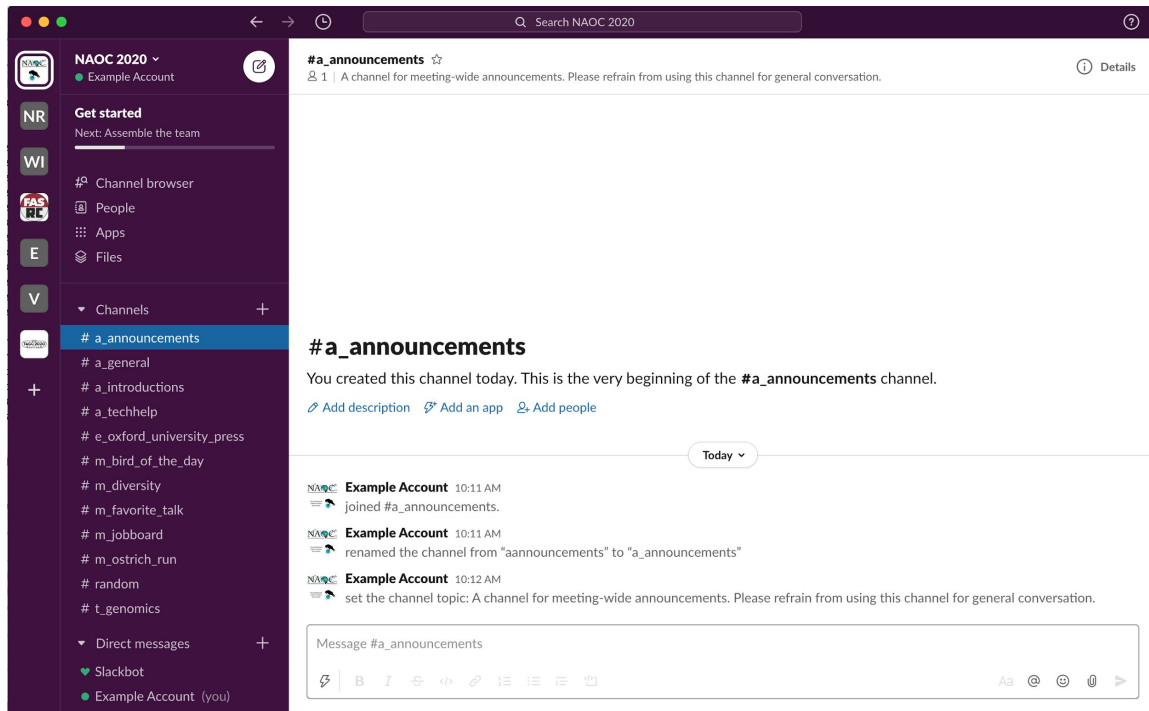
But, if you don’t want to, or can’t do that, you can also go to slack.com, and click “Launch Slack”.



Basic workspace

This is your basic workspace. On the left hand bar, you see a few things - your profile and status, Channels and Direct messages.

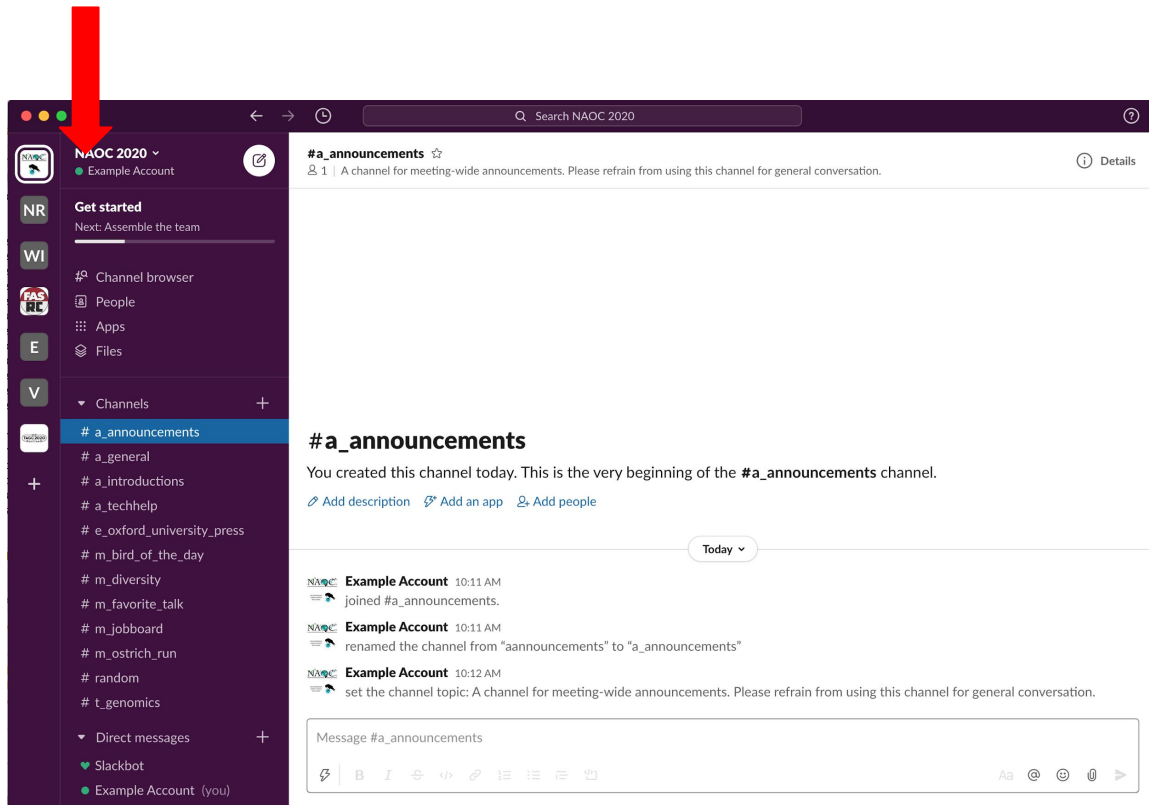
We will go through each of these and how to use them.



Profile

First, your profile.

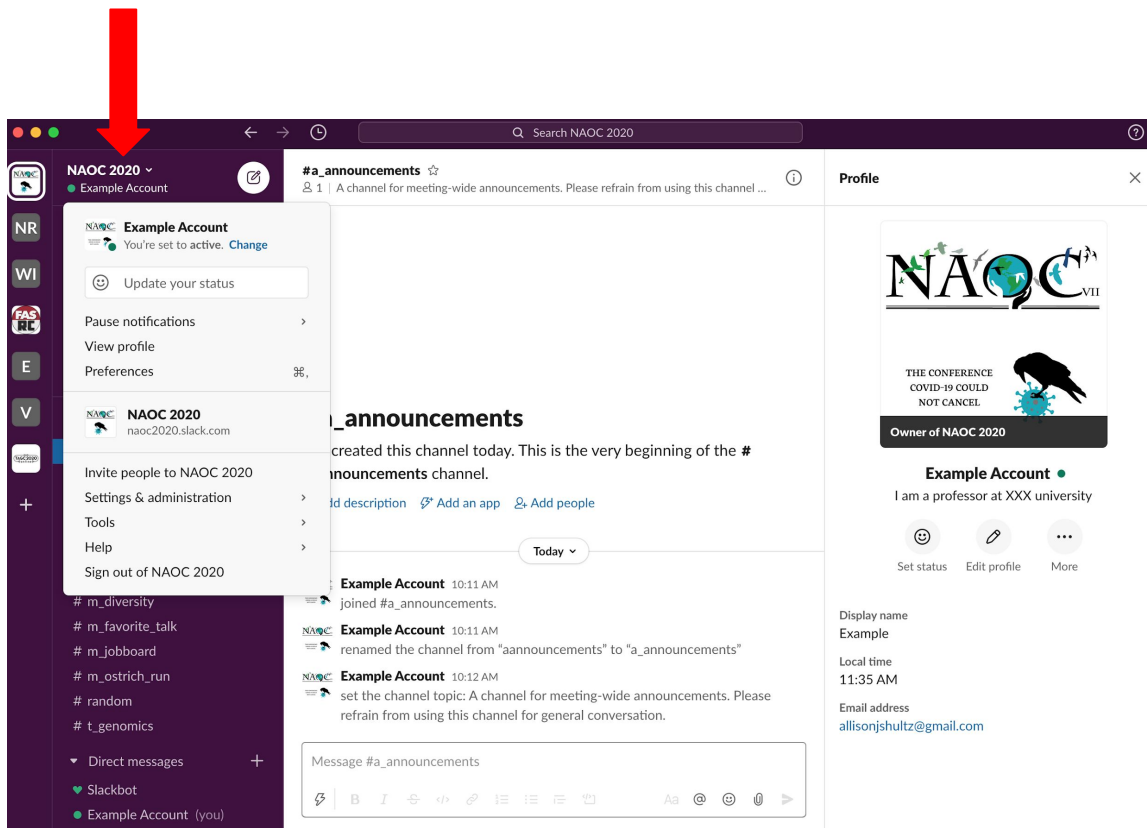
You can see that I show my name, and that I am currently here (green dot).
When you are away, that dot will be empty.



Profile

If you click “NAOC 2020”, you can see that you can change some settings.

For example, you can set a different status (e.g. away), view your profile, or your preferences.



The screenshot shows the Slack interface. A red arrow points to the 'NAOC 2020' dropdown menu in the top left corner. The dropdown menu is open, showing options for 'Example Account' (status, update status, notifications, profile, preferences) and 'NAOC 2020' (invite people, settings & administration, tools, help, sign out). The main channel view is '#a_announcements', which was created today. The channel topic is 'A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.' The right sidebar shows the profile of 'Example Account', a professor at XXXX university, with options to set status, edit profile, and more.

Profile

Once you view your profile, click “Edit profile to change it”

The screenshot displays the Slack interface for the NAOC 2020 workspace. On the left sidebar, the channel list includes #a_announcements, which is currently selected. The main content area shows the channel header for #a_announcements, a welcome message, and a list of recent messages from 'Example Account'. On the right sidebar, the profile of 'Example Account' is visible. A red arrow points to the 'Edit profile' button, which is located below the profile picture and bio. The profile bio reads 'I am a professor at XXX university'.

NAOC 2020 ▾
● Example Account

Get started
Next: Assemble the team

Channel browser
People
Apps
Files

▾ Channels +
a_announcements
a_general
a_introductions
a_techhelp
e_oxford_university_press
m_bird_of_the_day
m_diversity
m_favorite_talk
m_jobboard
m_ostrich_run
random
t_genomics

▾ Direct messages +
Slackbot
● Example Account (you)

#a_announcements ☆
1 | A channel for meeting-wide announcements. Please refrain from using this channel ...

#a_announcements
You created this channel today. This is the very beginning of the #a_announcements channel.
[Add description](#) [Add an app](#) [Add people](#)

Today ▾

Example Account 10:11 AM
joined #a_announcements.

Example Account 10:11 AM
renamed the channel from "aannouncements" to "a_announcements"

Example Account 10:12 AM
set the channel topic: A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.

Message #a_announcements

Profile

Example Account ●
I am a professor at XXX university

Set status Edit profile More

Display name
Example

Local time
11:31 AM

Email address
allisonjshultz@gmail.com

Profile

You can edit your profile to reflect more about you (e.g. your name, display name).

Many of these fields are optional.

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons and a list of channels. The main content area is a modal dialog titled "Edit your profile". The dialog has a light gray background and a close button in the top right corner. It contains several input fields and a profile photo section. The "Full name" field is pre-filled with "Example Account". The "Display name" field is pre-filled with "Example". Below it, a note states: "This could be your first name, or a nickname — however you'd like people to refer to you in Slack." The "What I do" field is pre-filled with "I am a professor at XXX university", with a sub-note: "Let people know what you do at NAOC 2020." The "Phone number" field is pre-filled with "(123) 555-5555", with a sub-note: "Enter a phone number." The "Time zone" dropdown menu is set to "(UTC-08:00) Pacific Time (US and Canada)", with a sub-note: "Your current time zone. Used to send summary and notification emails, for times in your activity feeds, and for reminders." On the right side of the dialog, there is a "Profile photo" section showing a logo for "NAOC VII" and a placeholder image with the text "THE CONFERENCE COVID-19 COULD NOT CANCEL". Below this are buttons for "Upload an Image" and "Remove photo". At the bottom of the dialog are buttons for "Cancel" and "Save Changes".

Edit your profile

Full name
Example Account

Display name
Example
This could be your first name, or a nickname — however you'd like people to refer to you in Slack.

What I do
I am a professor at XXX university
Let people know what you do at NAOC 2020.

Phone number
(123) 555-5555
Enter a phone number.

Time zone
(UTC-08:00) Pacific Time (US and Canada)
Your current time zone. Used to send summary and notification emails, for times in your activity feeds, and for reminders.

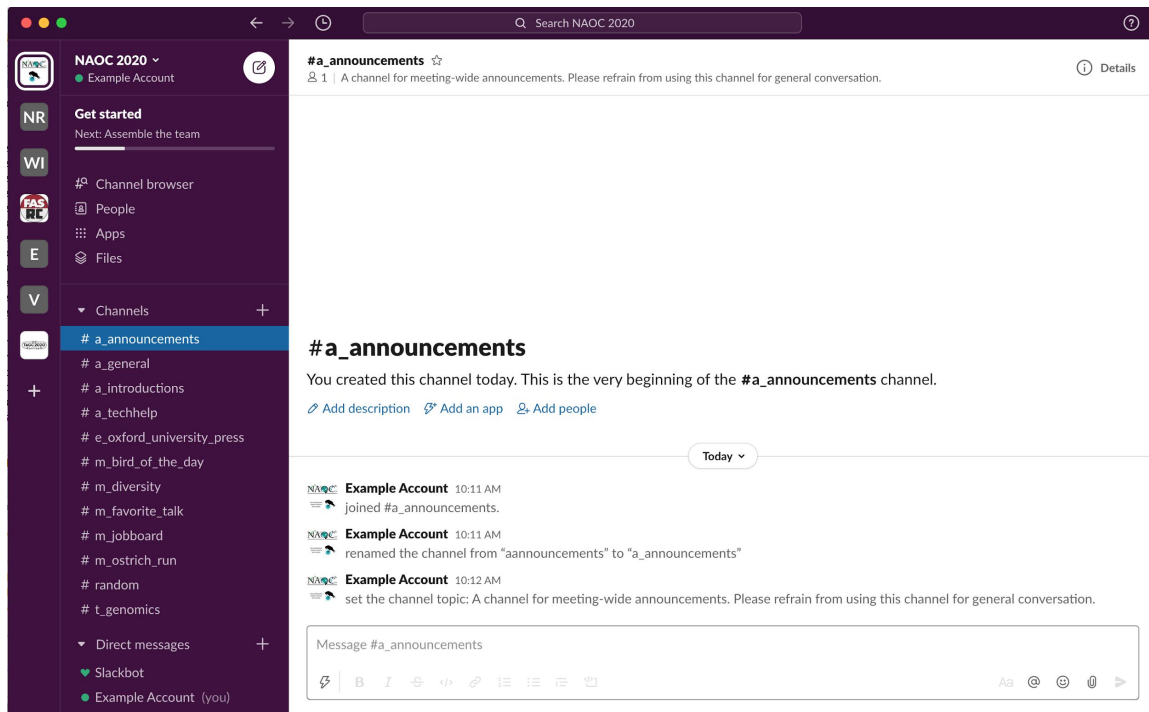
Profile photo
NAOC VII
THE CONFERENCE COVID-19 COULD NOT CANCEL
Upload an Image
Remove photo

Cancel Save Changes

Add, edit or reorder fields

Channels

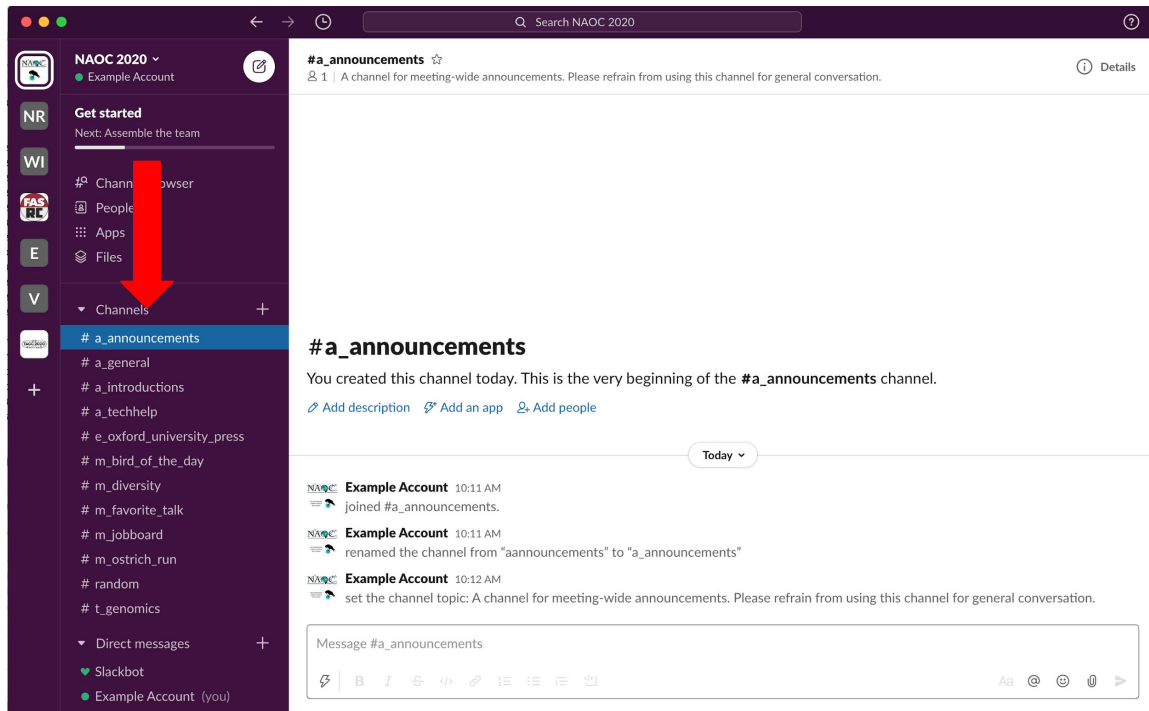
Once I have my profile as I like it, I can move onto Channels - one of the most useful parts of Slack.



Channels

Under the “Channels” subheading, you can see several different words with a # in front of them.

Essentially, these are different threads that contain ongoing conversations.



Channels

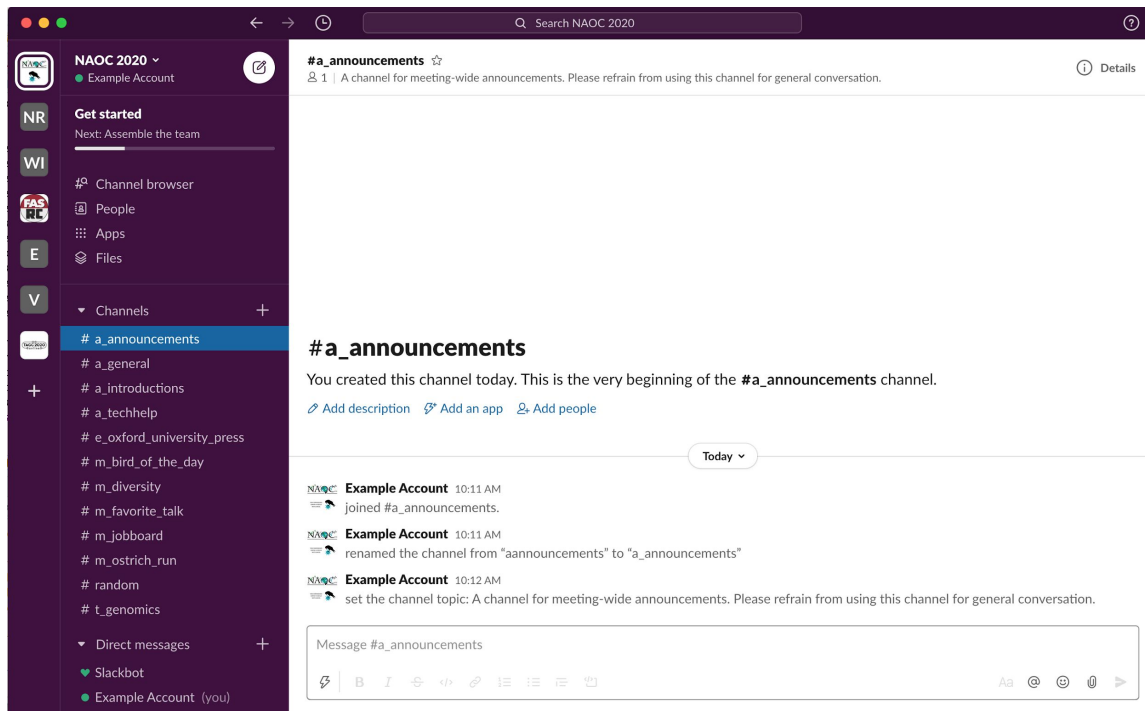
We have several different categories of topics:

#a_XXX - these are meeting-wide announcement channels that are broadly relevant, you will automatically join these channels.

#e_XXX - these are channels for interacting with exhibitors.

#m_XXX - these are channels that are relevant to the meeting.

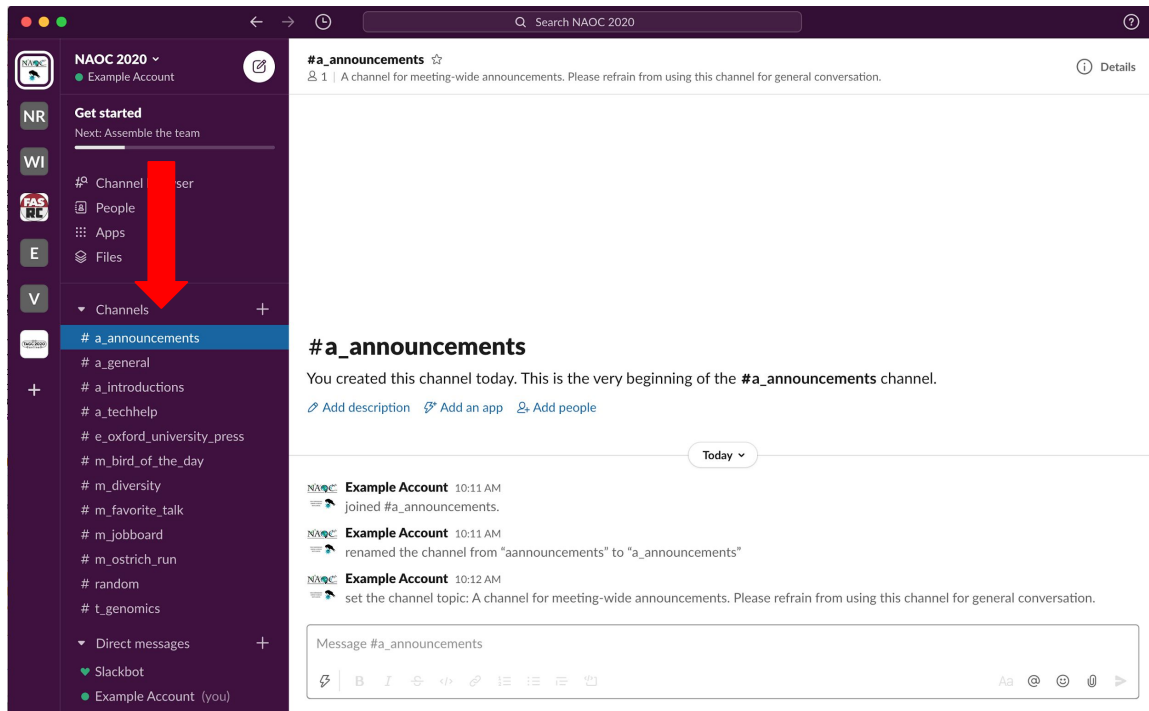
#t_XXX - these channels have discussions focused around specific topics



Channels

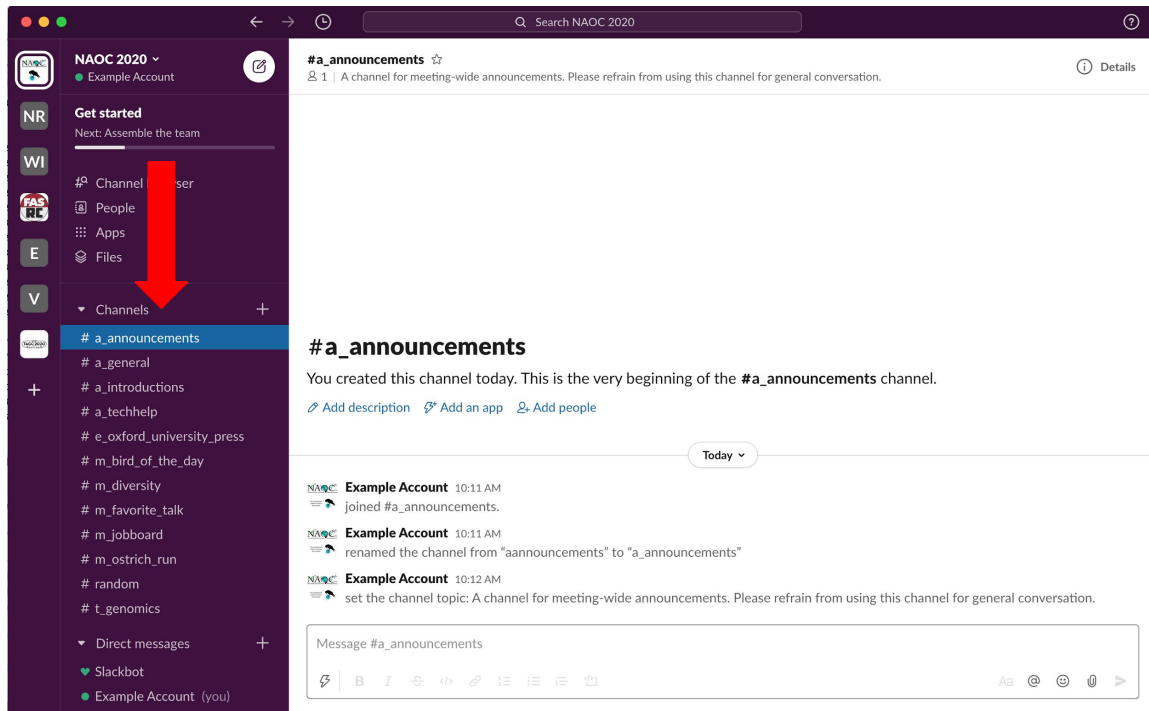
Here you can see I'm in the "a_announcements" channel. You can see what is in each channel by just clicking on it.

When there is a new message in the channel you haven't seen, it will be bolded.



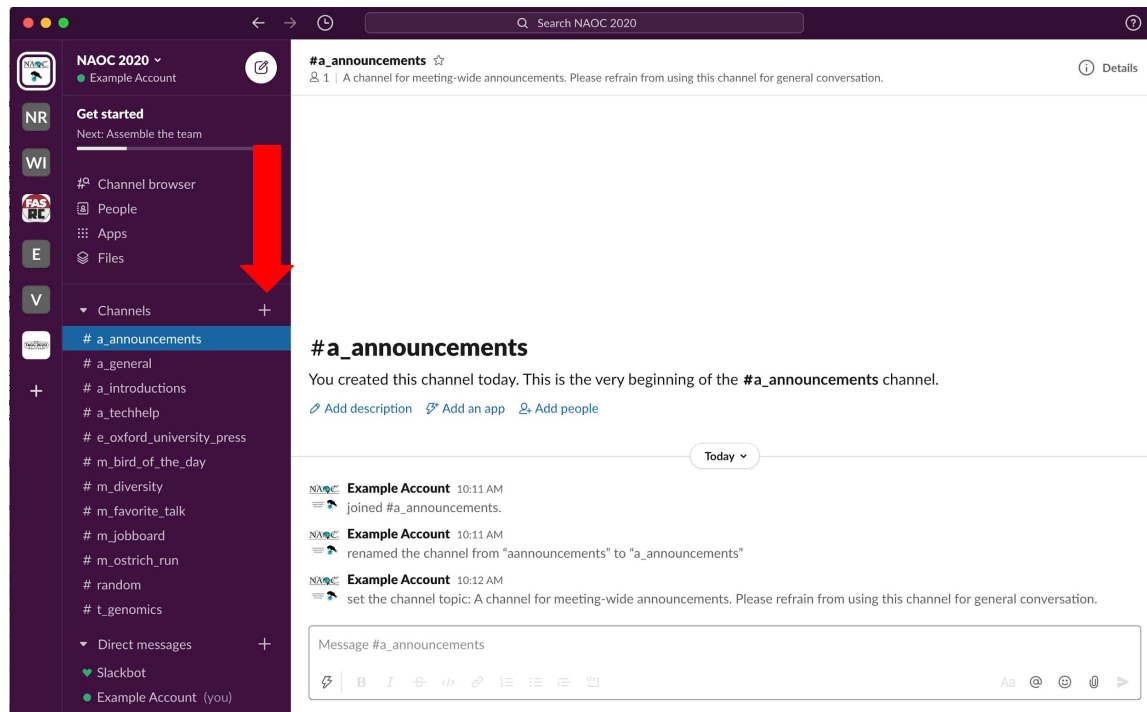
Channels

You can also call attention to individuals during a conversation by mentioning them with @name (e.g. @NameOfInterest).



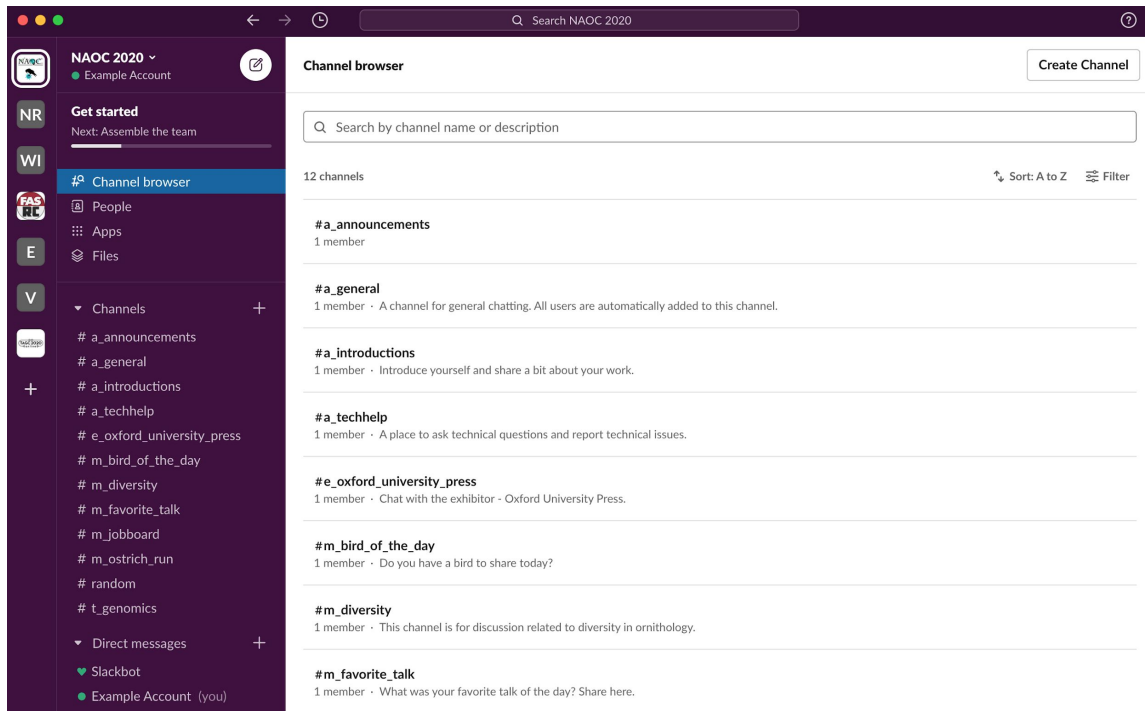
Channels

When you first log on, you won't have joined most channels, so you won't see a lot on this heading. To join channels, just click the “+” where it says “Channels”, and then “Browse Channels”.



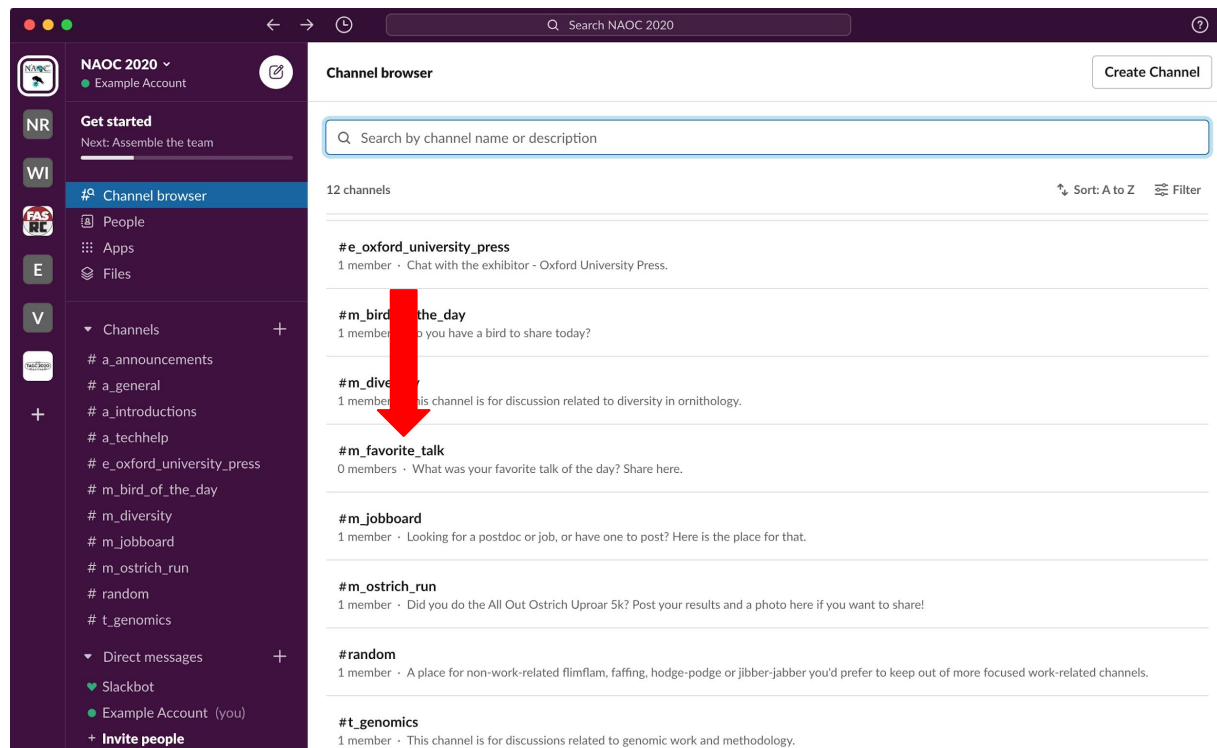
Channels

You will see a menu pop up, where you can see the channel options you can join (click the one you are interested in). You can then join that channel, and it will appear in your sidebar.



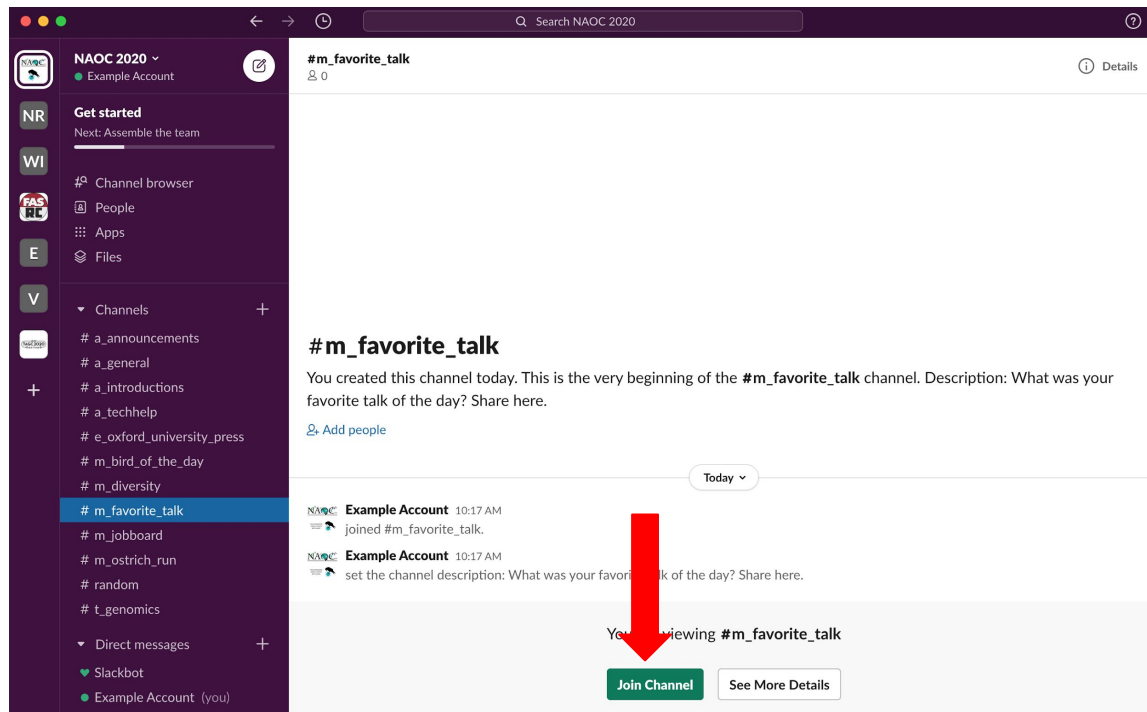
Channels

For example, here is a channel called “#m_favorite_talk” that I’ve not yet joined.



Channels

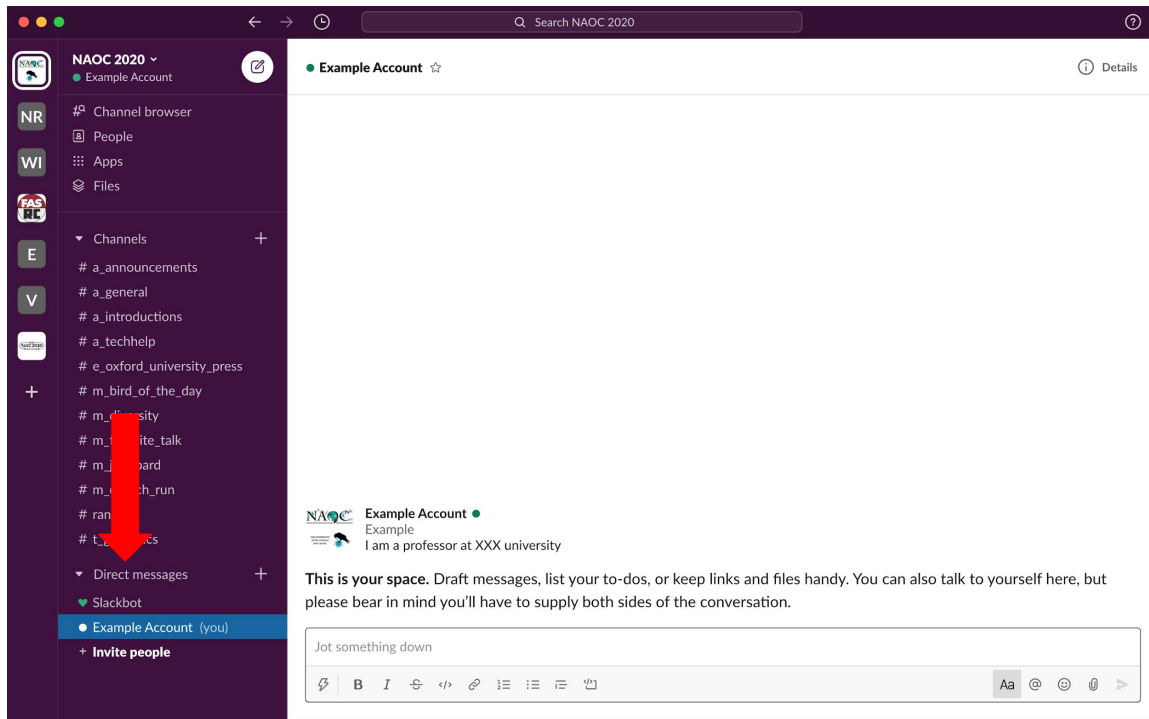
After I've clicked it, I can see what is in the channel, and click "Join Channel" if I want it to appear in my sidebar.



Direct Messaging

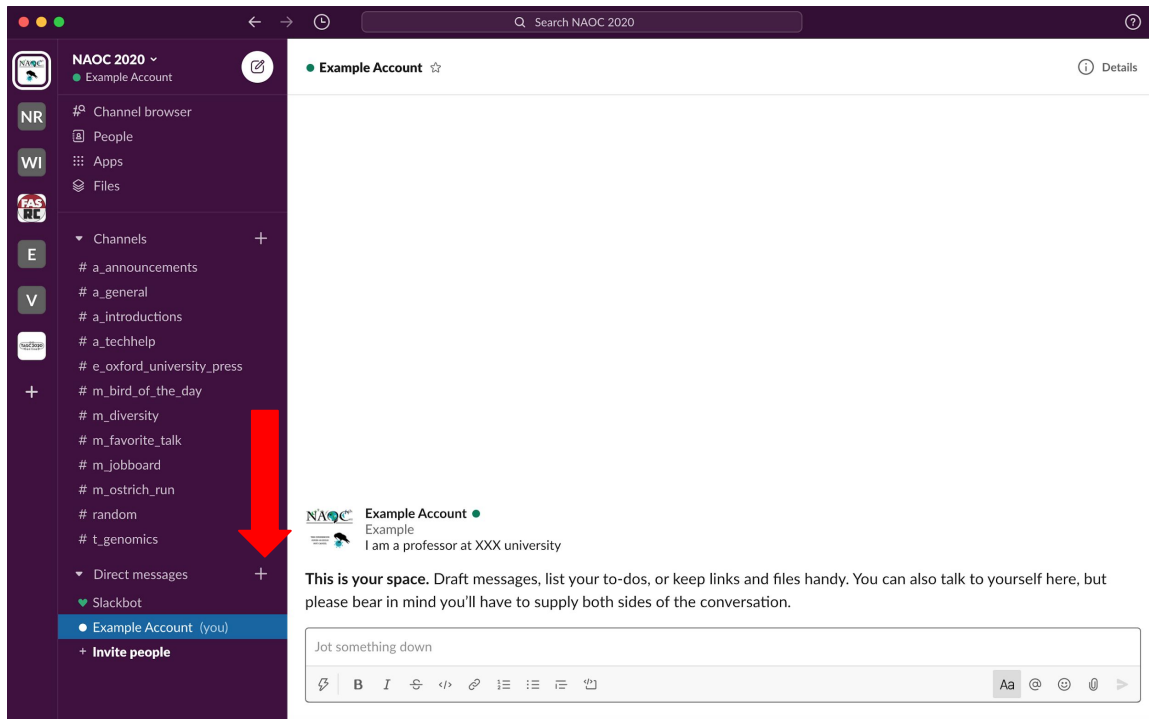
Finally, sometimes you only want to talk to one, or several individual people and that is where direct messaging comes in.

Here, you can see that I can click a name, and have a conversation only with that person.



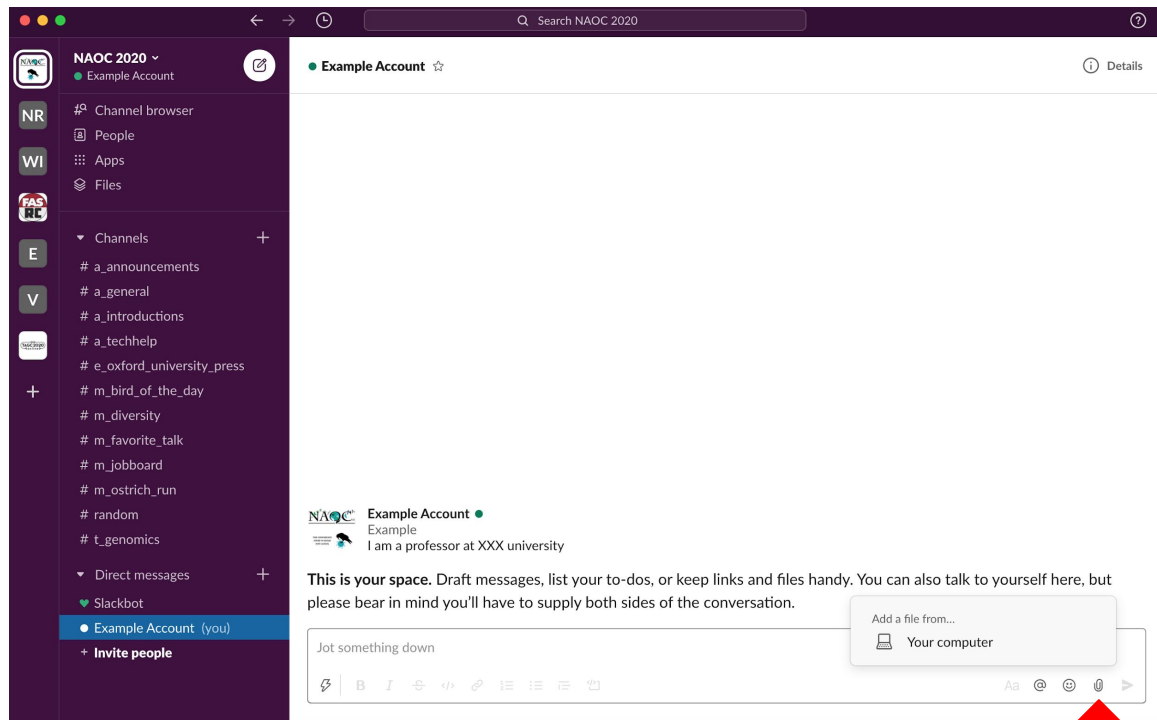
Direct Messaging

You can also message several people at once, if you create a new conversation with the “+” and then add each name.



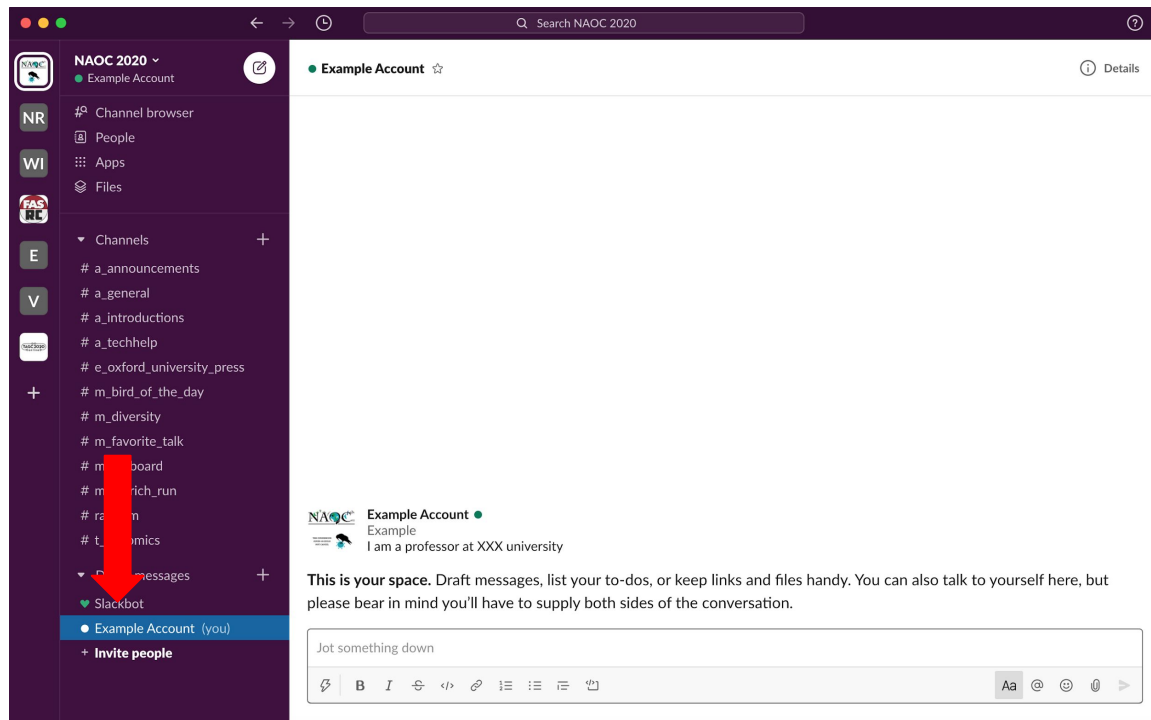
Direct Messaging

You can not only talk to that person, but attach files, or link to things on Google Drive.



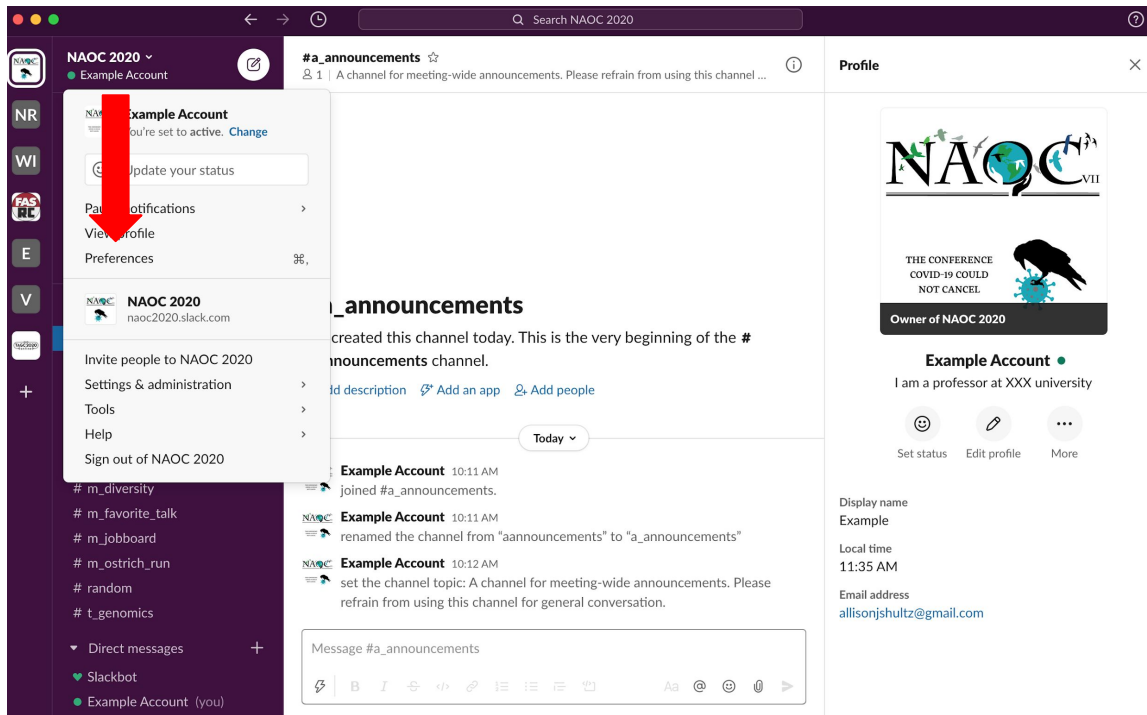
Direct Messaging

You can also have a conversation with yourself as a way to remember things!



Notifications

One aspect you might want to customize is how often you receive notifications. That is located in the “Preferences” when you click on NAOC 2020.



The screenshot displays the Slack interface for the 'NAOC 2020' workspace. On the left sidebar, the workspace menu is open, and a red arrow points to the 'Preferences' option. The main view shows the '#a_announcements' channel. The channel header includes the channel name, a star icon, and a description: 'A channel for meeting-wide announcements. Please refrain from using this channel ...'. The channel description states: 'I created this channel today. This is the very beginning of the # announcements channel.' Below the description, there are links for 'Add description', 'Add an app', and 'Add people'. A message from 'Example Account' is visible, stating: 'joined #a_announcements.' The right sidebar shows the profile of 'Example Account', who is the 'Owner of NAOC 2020'. The profile includes a bio: 'I am a professor at XXX university', and links for 'Set status', 'Edit profile', and 'More'. The bottom of the interface shows a message input field for '#a_announcements'.

Notifications

We hope that you enjoy having the Slack channel to facilitate conversation and networking during the meeting!

If you have any technical questions, post them to [#a_techhelp](#)!