

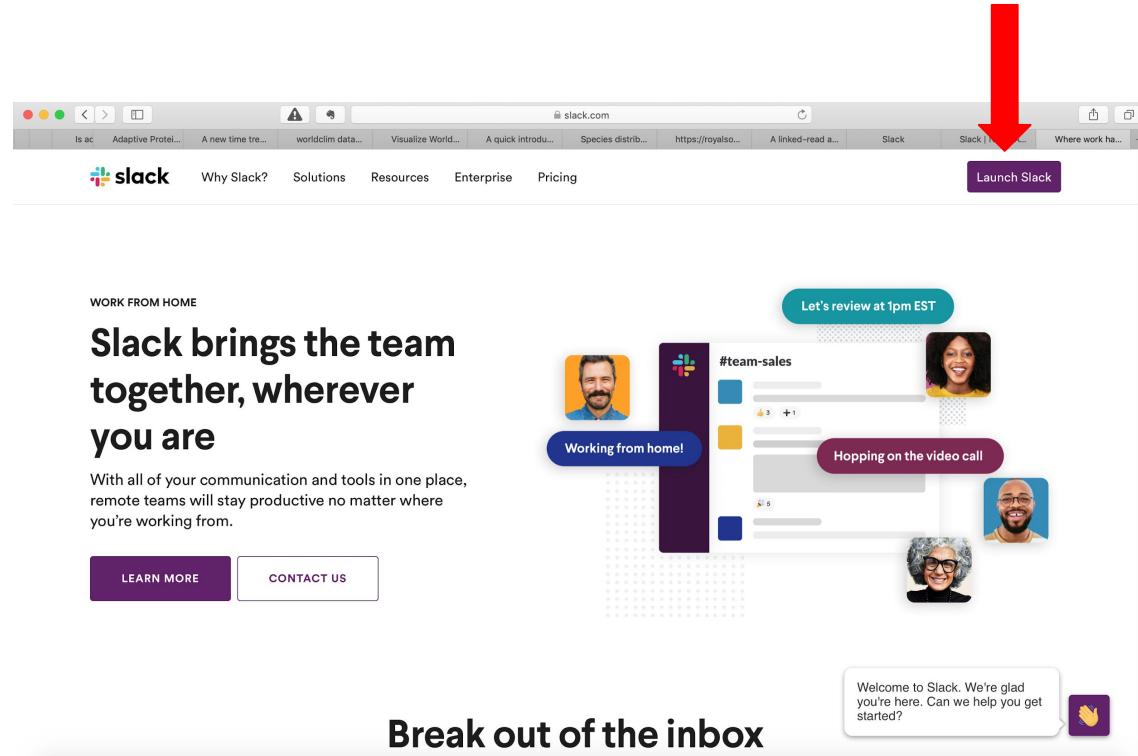
# How to use Slack



# 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”.

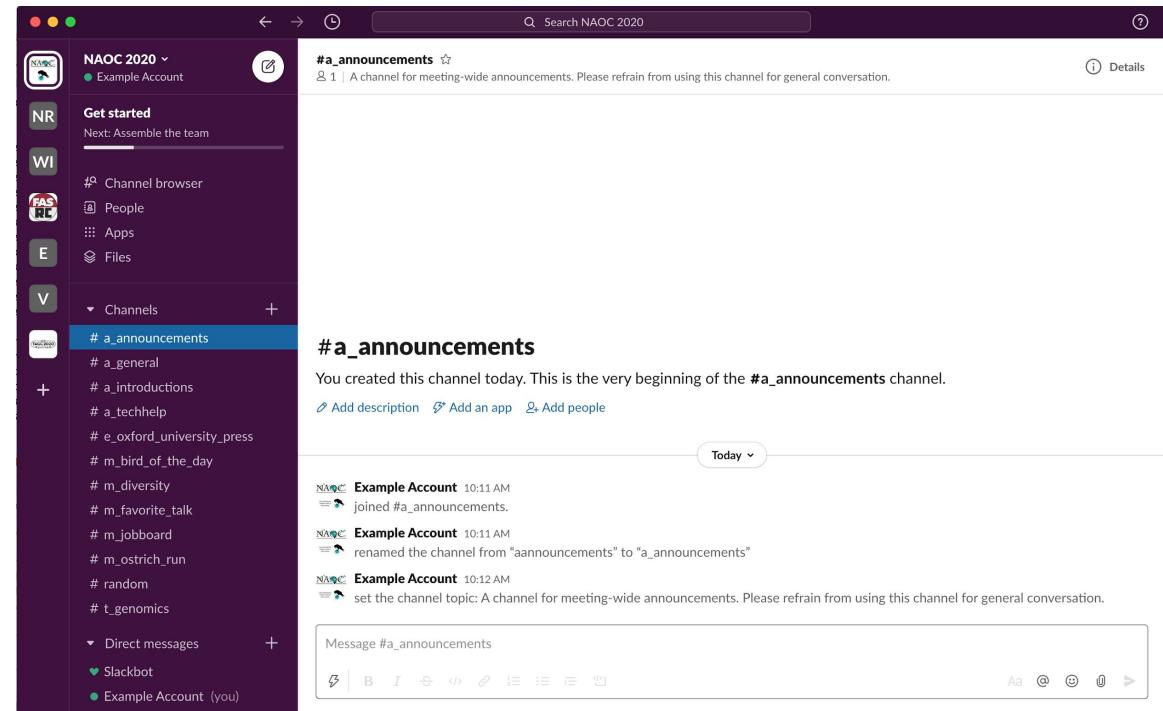


A screenshot of a web browser displaying the slack.com homepage. The browser's address bar shows the URL. The page features the Slack logo and navigation links for Why Slack?, Solutions, Resources, Enterprise, and Pricing. A prominent purple button on the right side of the header is labeled "Launch Slack". A large red arrow points downwards to this button. The main content area is titled "WORK FROM HOME" and features the headline "Slack brings the team together, wherever you are". It includes a subtext about remote teams staying productive, a "LEARN MORE" button, and a "CONTACT US" button. To the right, there is a visual representation of a Slack workspace with users, messages, and a video call interface. A call-to-action at the bottom right says "Break out of the inbox".

# 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.



The screenshot shows a Slack workspace interface. The left sidebar includes a profile icon, a status indicator (NR), a workspace icon (WI), a FAS RC icon, and a list of channels and direct messages. The channels list shows several channels, with **# a\_announcements** highlighted in blue. The direct messages list includes Slackbot and Example Account (you). The main pane shows the **#a\_announcements** channel. The channel header indicates it was created today. It has a topic: "A channel for meeting-wide announcements. Please refrain from using this channel for general conversation." The channel list shows the following activity:

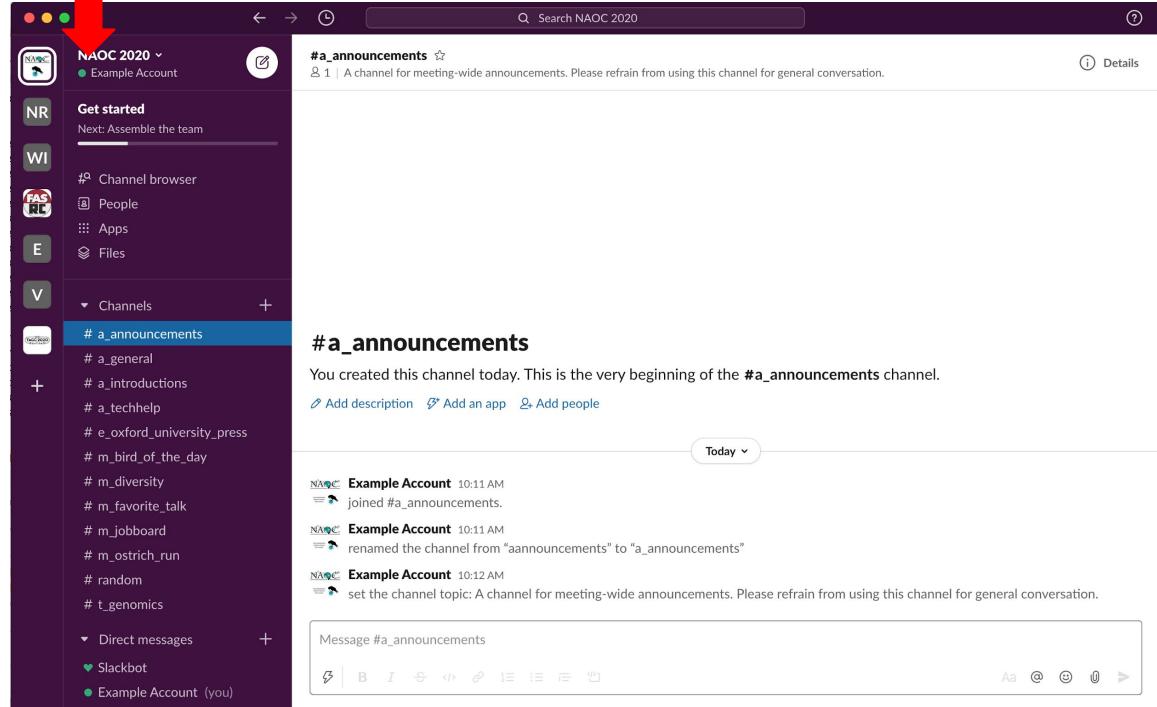
- Example Account joined **#a\_announcements** at 10:11 AM.
- Example Account renamed the channel from "announcements" to "a\_announcements" at 10:11 AM.
- Example Account set the channel topic at 10:12 AM.

The message input field at the bottom is empty, and the message toolbar includes icons for rich text, mentions, and attachments.

# 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.

NAOC 2020

Example Account

NR

WI

FAS

E

V

NAOC 2020

naoc2020.stack.com

Invite people to NAOC 2020

Settings & administration

Tools

Help

Sign out of NAOC 2020

# 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 ...

Profile

NAOC VII

THE CONFERENCE COVID-19 COULD NOT CANCEL

Owner of NAOC 2020

Example Account •

I am a professor at XXX university

Set status Edit profile More

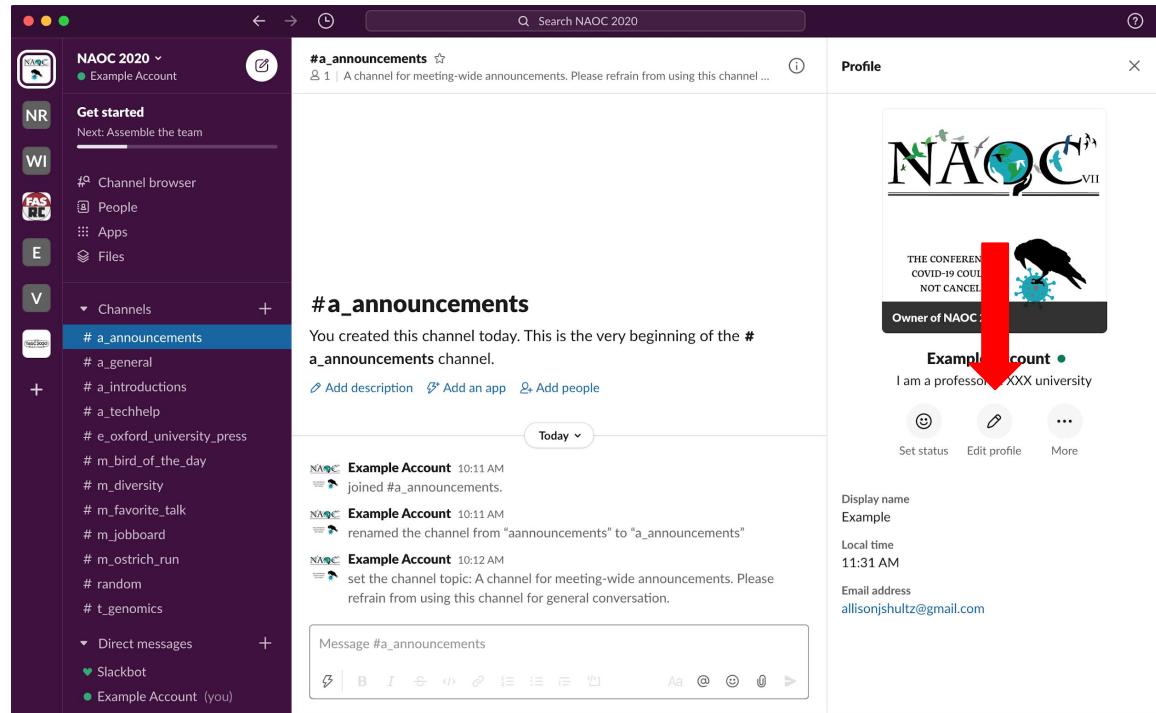
Display name Example

Local time 11:35 AM

Email address allisonjshultz@gmail.com

# Profile

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

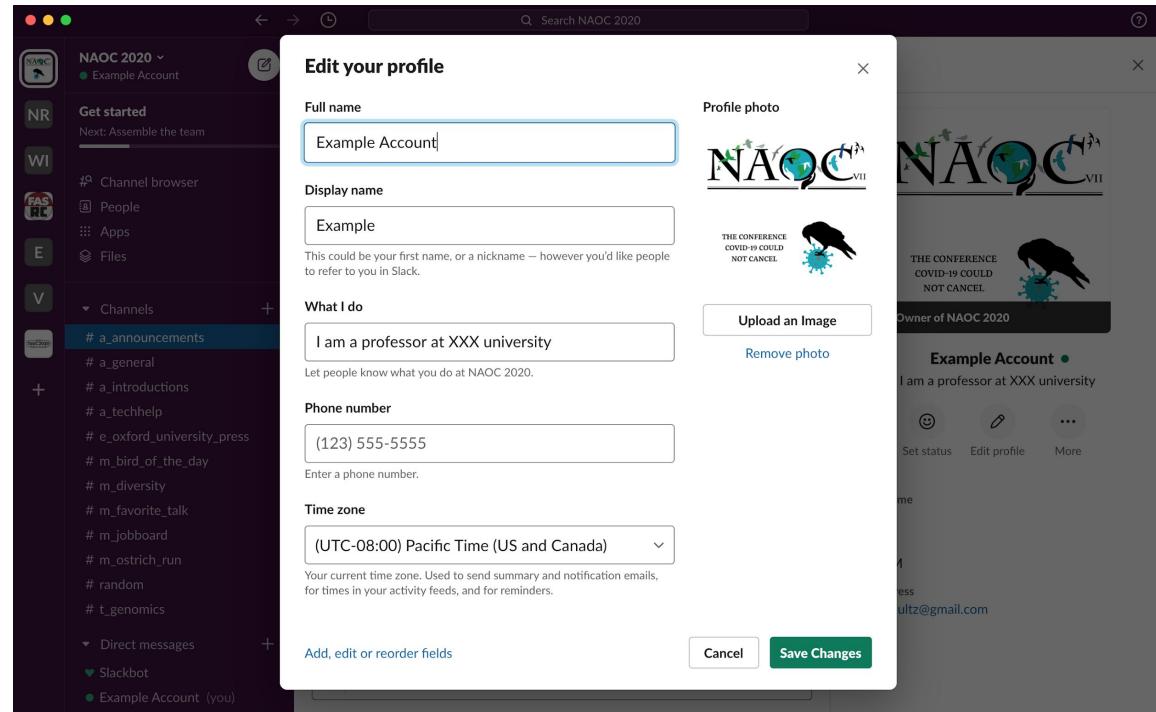


The screenshot shows a Slack interface for the 'NAOC 2020' workspace. On the left, a sidebar lists various channels and direct messages. The 'a\_announcements' channel is selected and highlighted in blue. The main pane displays the '#a\_announcements' channel, which was created today. The channel topic is: 'A channel for meeting-wide announcements. Please refrain from using this channel ...'. Below the topic, there are buttons for 'Add description', 'Add an app', and 'Add people'. The channel history shows three messages from 'Example Account' (you) at 10:11 AM, 10:11 AM, and 10:12 AM, respectively. The first message is a join notification, the second is a channel rename notification, and the third is a topic update. The third message also includes a note about refraining from general conversation. At the bottom, there is a message input field with placeholder text 'Message #a\_announcements' and a rich text editor toolbar. On the right, the user's profile is shown with a green NAOC logo, the name 'Example Account', and the status 'I am a professor at XXX university'. Below the profile, there are buttons for 'Set status', 'Edit profile', and 'More'. A red arrow points to the 'Edit profile' button.

# Profile

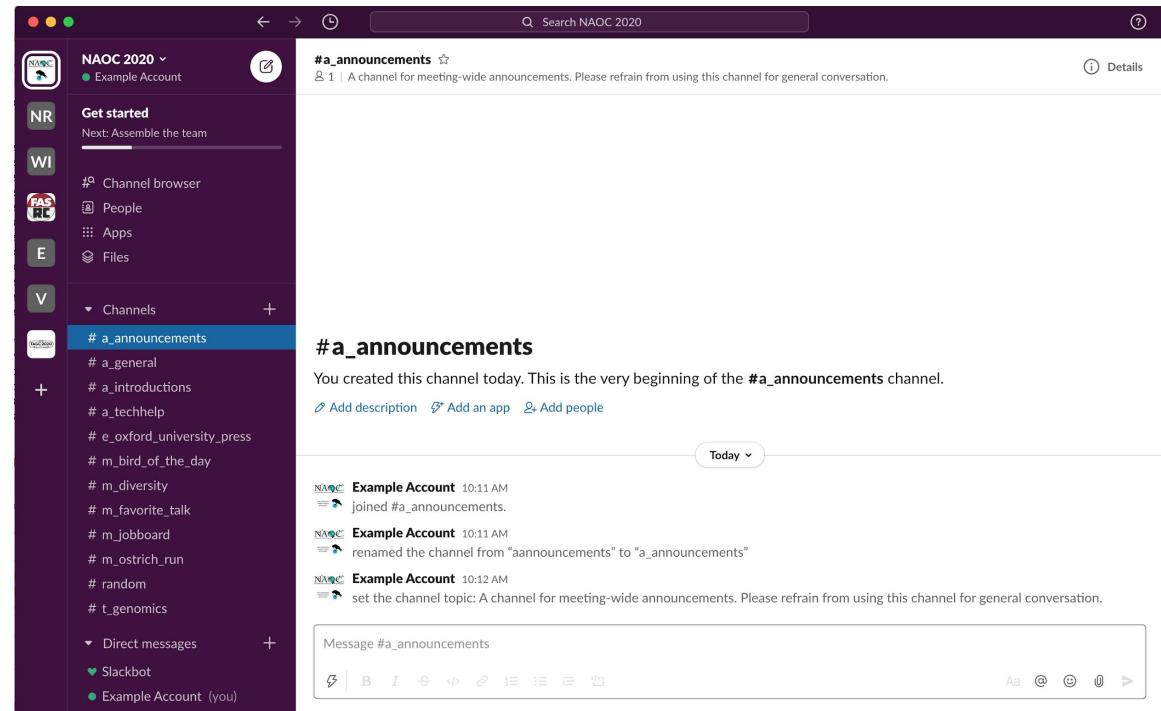
You can edit your profile to reflect more about you (e.g. your name, display name).

Many of these fields are optional.



# Channels

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

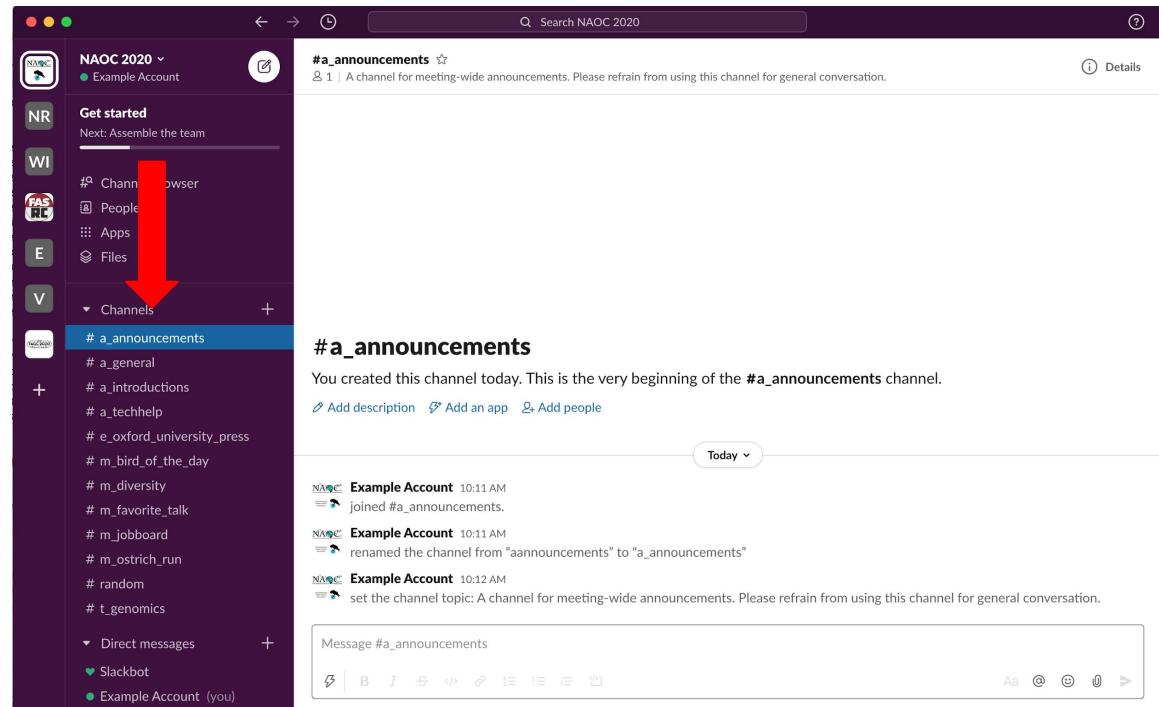


The screenshot shows the Slack desktop application interface. The left sidebar is a navigation menu with various icons and labels: NAOC 2020 (with a dropdown for 'Example Account'), Get started (with a link to 'Next: Assemble the team'), and a list of channels and direct messages. The 'Channels' section is expanded, showing a list of channels including '#a\_announcements' (which is selected and highlighted in blue), '#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', and '#t\_genomics'. Below this is a 'Direct messages' section with entries for 'Slackbot' and 'Example Account (you)'. The main right pane shows the '#a\_announcements' channel. The channel header reads '#a\_announcements' with a star icon, '1 message', and a note: 'A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.' Below the header are buttons for 'Add description', 'Add an app', and 'Add people'. A timestamp 'Today' is shown. The channel history shows three messages from 'Example Account': 1. 'joined #a\_announcements.' (10:11 AM) 2. 'renamed the channel from "announcements" to "a\_announcements"' (10:11 AM) 3. 'set the channel topic: A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.' (10:12 AM). At the bottom of the channel view is a message input field with placeholder text 'Message #a\_announcements' and a toolbar with various message formatting icons.

# 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

NAOC 2020 | Example Account

Get started  
Next: Assemble the team

#a 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

A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.

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 "announcements" to "a\_announcements"

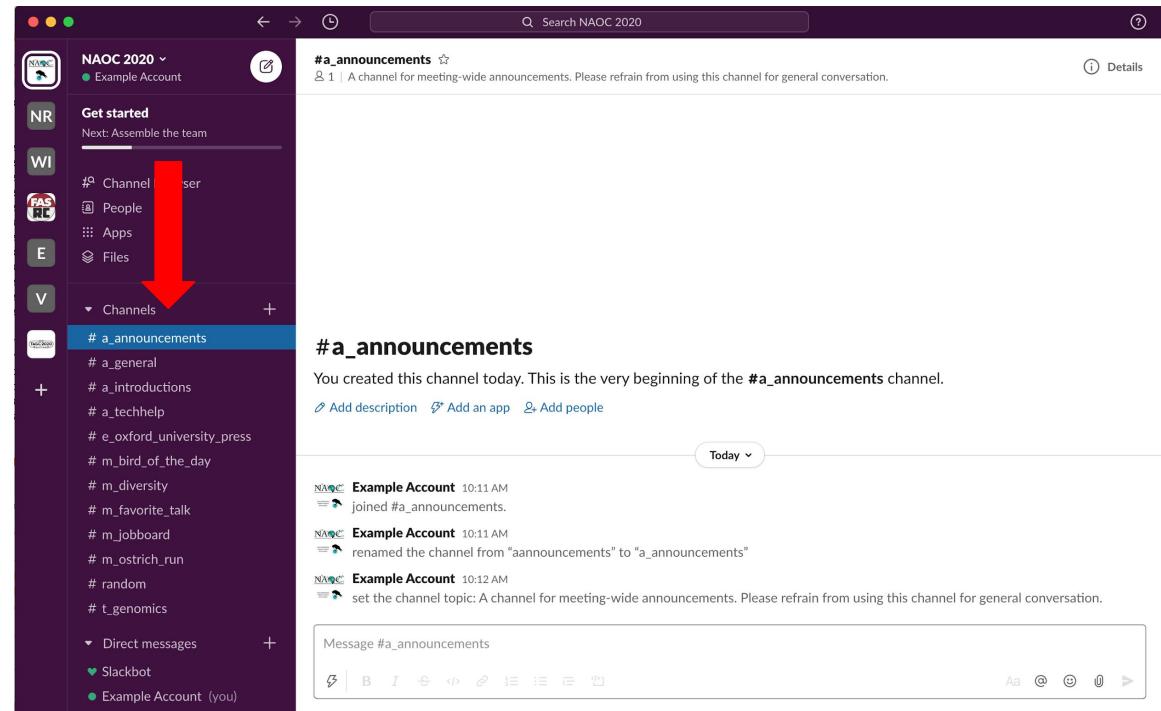
Example Account 10:12 AM set the channel topic: A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.

Message #a\_announcements

# 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.



The screenshot shows a Slack interface. On the left, a sidebar lists various channels and direct messages. A red arrow points to the '# a\_announcements' channel, which is highlighted in blue. The main pane shows the '# a\_announcements' channel with the following content:

**#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 "announcements" to "a\_announcements"

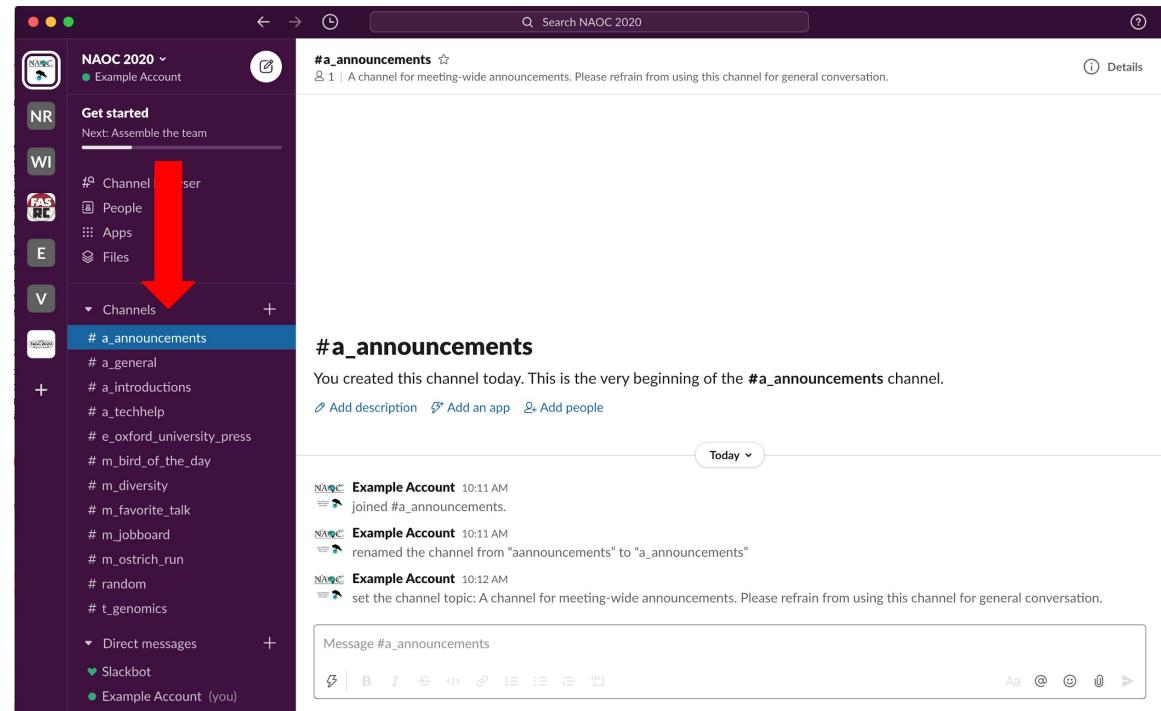
Example Account 10:12 AM set the channel topic: A channel for meeting-wide announcements. Please refrain from using this channel for general conversation.

Message #a\_announcements

Message input field with rich text editor icons.

# Channels

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



The screenshot shows the Slack desktop application interface. On the left, the sidebar lists various channels and direct messages. A red arrow points to the '#a\_announcements' channel, which is highlighted in blue. The main pane shows the details for the '#a\_announcements' channel, including its creation message and a message input field.

#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.

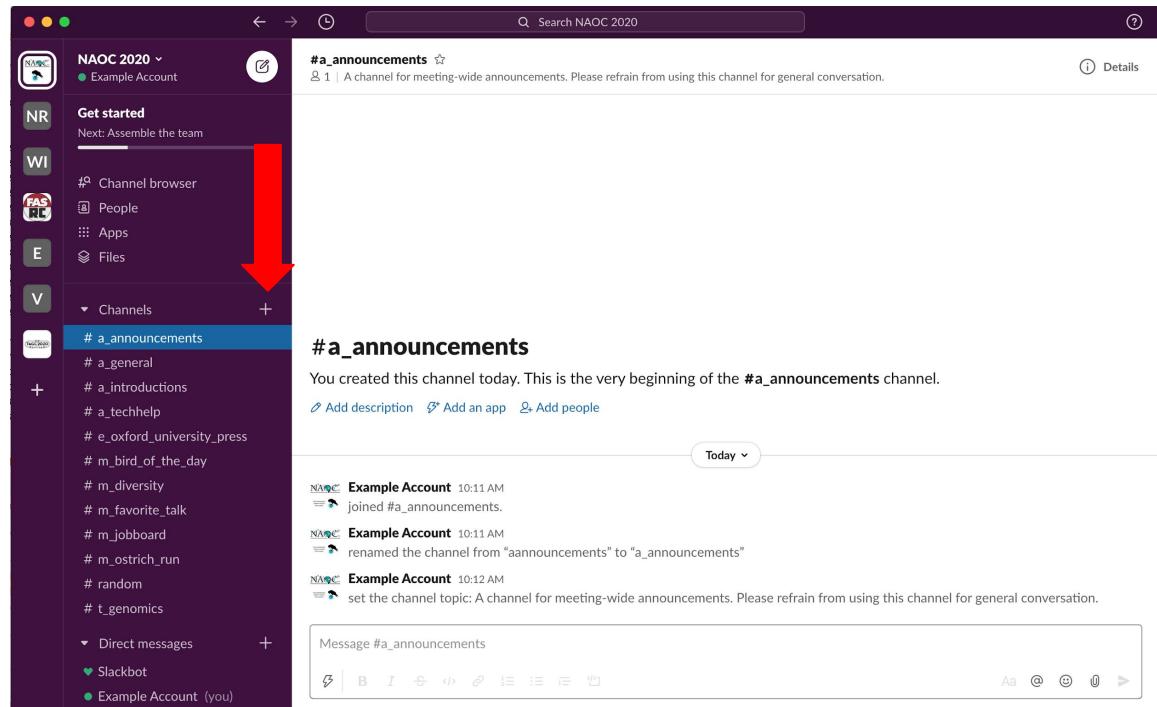
Example Account 10:11 AM renamed the channel from "announcements" to "a\_announcements"

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

# Channels

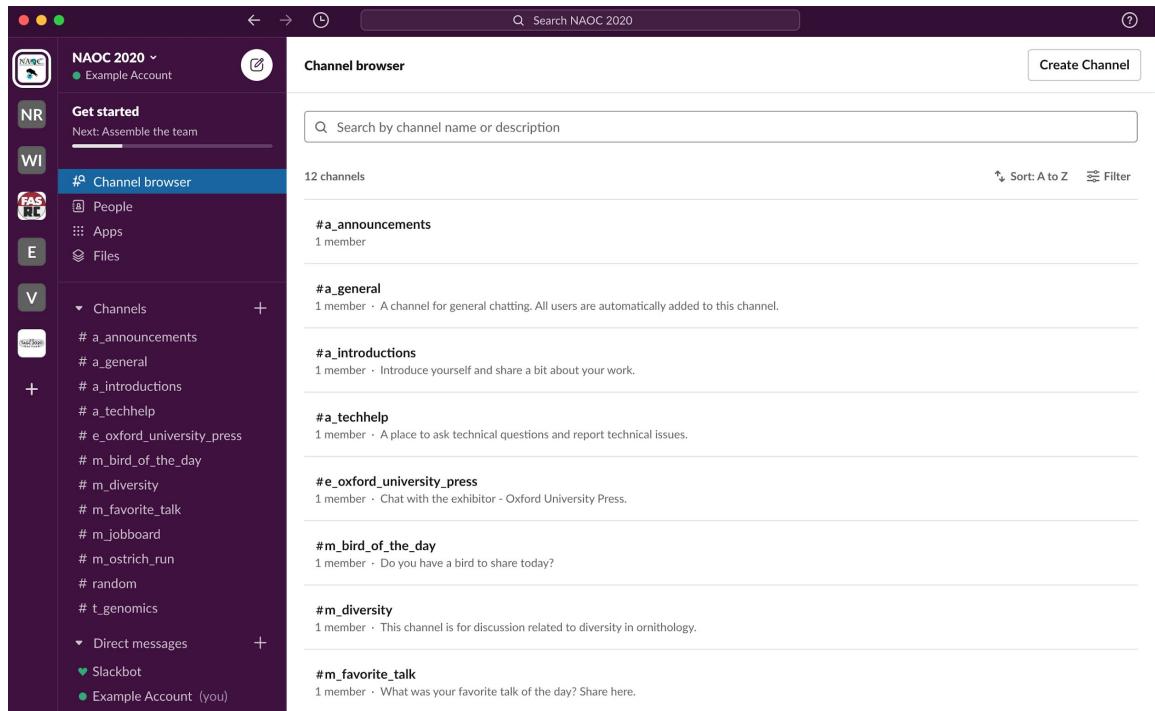
When you first log on, you won't have joined most channels, so you won't see a lot on this heading. To join channels, just click the “+” where it says “Channels”, and then “Browse Channels”.



The screenshot shows the Slack desktop application interface. On the left, the sidebar shows a list of channels and other sections. A red arrow points from the text in the previous block to the “+” button next to the “Channels” section. The “Channels” section is expanded, showing a list of channels including #a\_announcements, #a\_general, #a\_introductions, etc. The #a\_announcements channel is selected. The main pane shows the #a\_announcements channel details: “#a\_announcements” is highlighted in blue, and the channel was created today. Below this, a message from “Example Account” is shown: “joined #a\_announcements.” The message input field at the bottom contains the text “Message #a\_announcements” and includes a rich text editor toolbar.

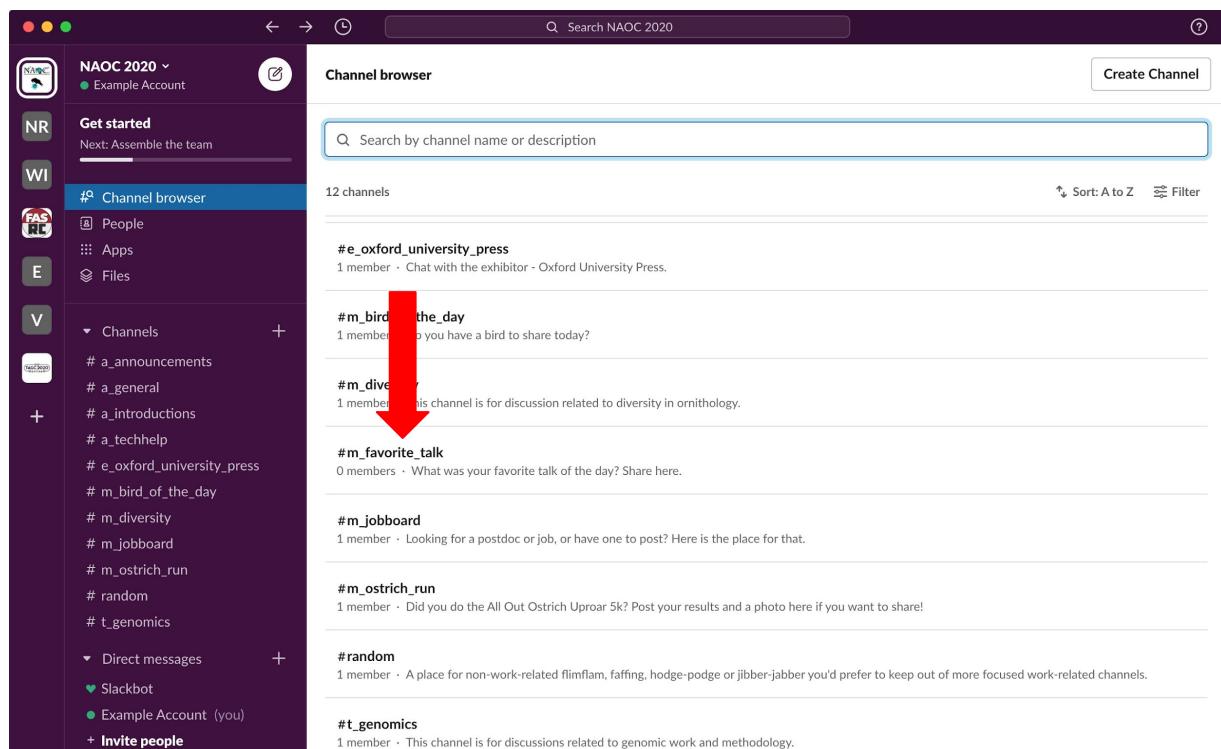
# Channels

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.



The screenshot shows a Slack interface with a sidebar on the left and a main content area on the right.

**Left Sidebar (NAOC 2020 Channel Browser):**

- Get started: Next: Assemble the team
- # Channel browser (highlighted in blue)
- NR
- WI
- FAS RL
- E
- V
- +
- Channels (expanded):
  - # a\_announcements
  - # a\_general
  - # a\_introductions
  - # a\_techhelp
  - # e\_oxford\_university\_press
  - # m\_bird\_of\_the\_day
  - # m\_diversity
  - # m\_jobboard
  - # m\_ostrich\_run
  - # random
  - # t\_genomics
- Direct messages (expanded):
  - Slackbot
  - Example Account (you)
  - + Invite people

**Right Content Area (Channel browser):**

Search bar: Search NAOC 2020

Create Channel

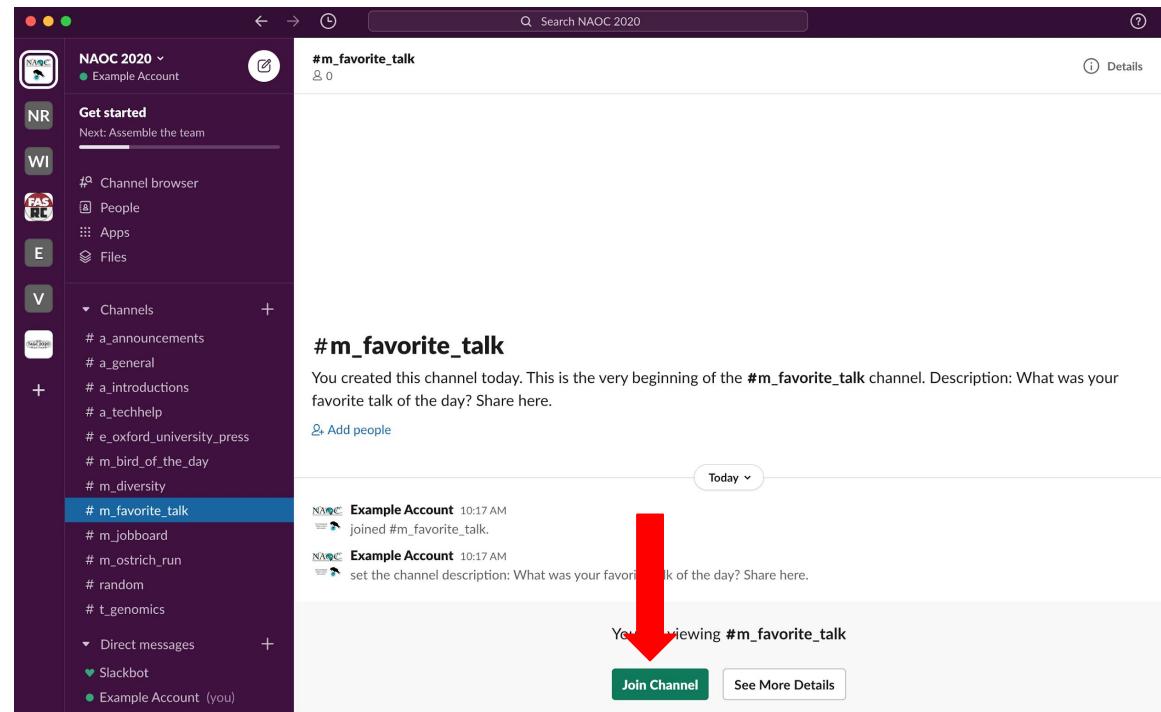
Sort: A to Z | Filter

12 channels

- #e\_oxford\_university\_press: 1 member - Chat with the exhibitor - Oxford University Press.
- #m\_bird\_of\_the\_day: 1 member - Do you have a bird to share today?
- #m\_diversity: 1 member - This channel is for discussion related to diversity in ornithology.
- #m\_favorite\_talk**: 0 members - What was your favorite talk of the day? Share here. (This channel is highlighted with a red arrow pointing to it.)
- #m\_jobboard: 1 member - Looking for a postdoc or job, or have one to post? Here is the place for that.
- #m\_ostrich\_run: 1 member - Did you do the All Out Ostrich Uproar 5k? Post your results and a photo here if you want to share!
- #random: 1 member - A place for non-work-related flimflam, faffing, hodge-podge or jibber-jabber you'd prefer to keep out of more focused work-related channels.
- #t\_genomics: 1 member - This channel is for discussions related to genomic work and methodology.

# Channels

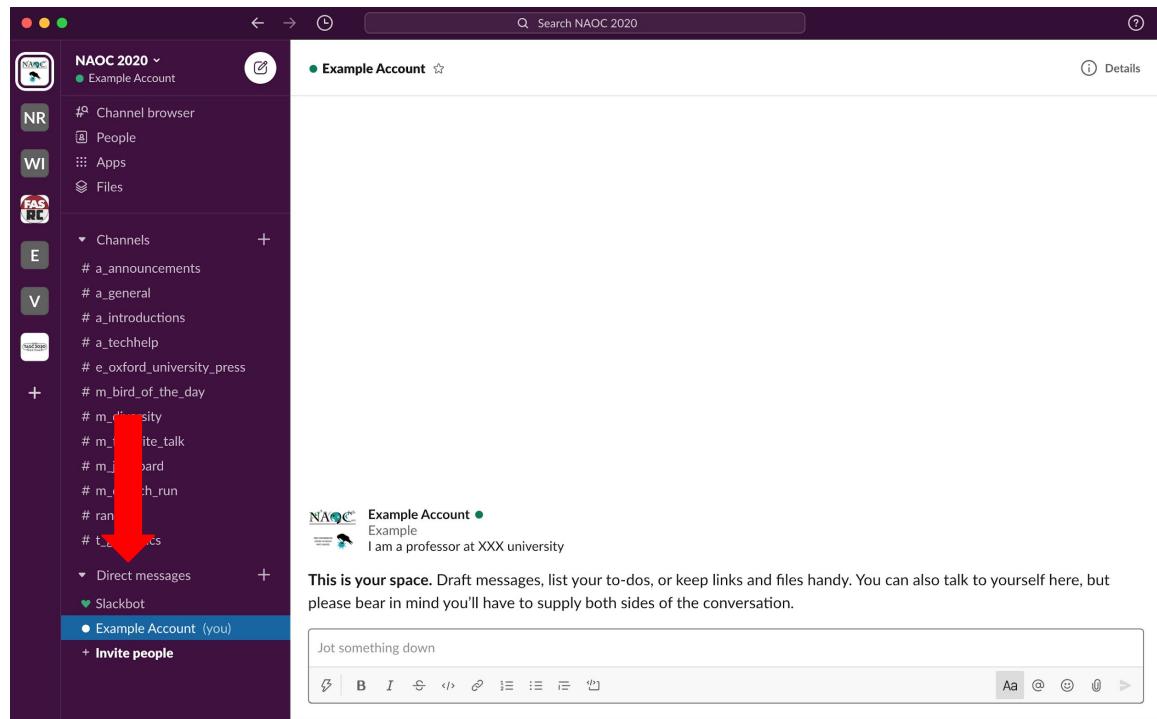
After I've clicked it, I can see what is in the channel, and click "Join Channel" if I want it to appear in my sidebar.



# Direct Messaging

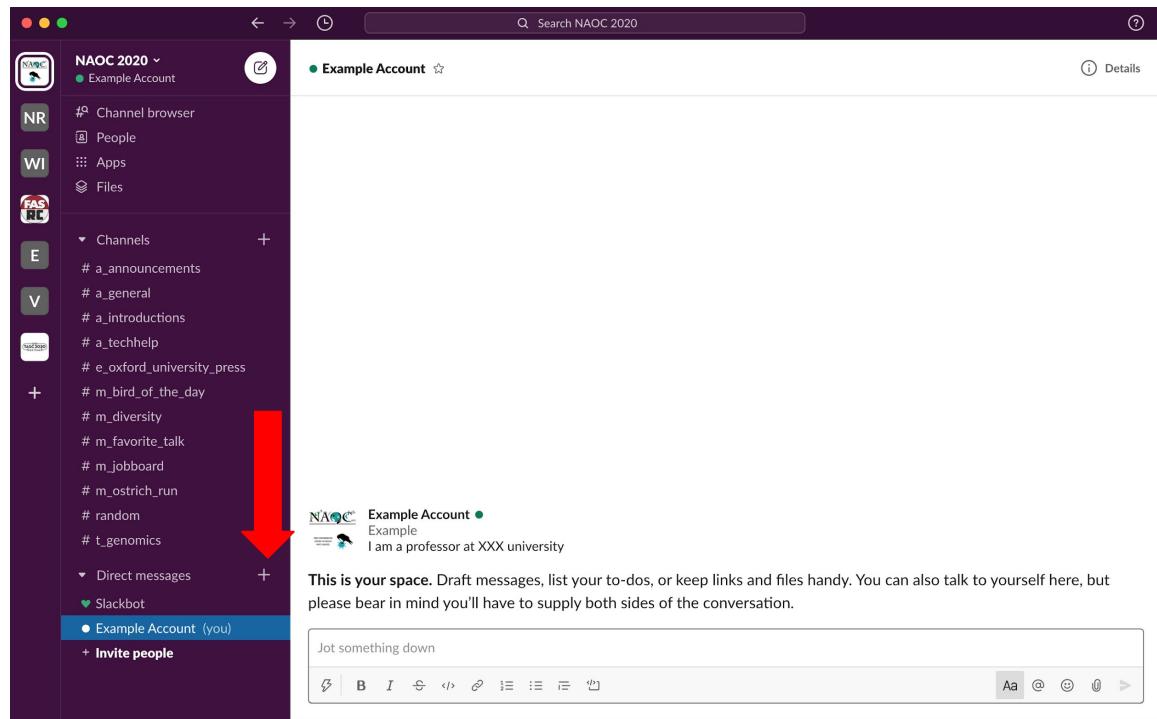
Finally, sometimes you only want to talk to one, or several individual people and that is where direct messaging comes in.

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



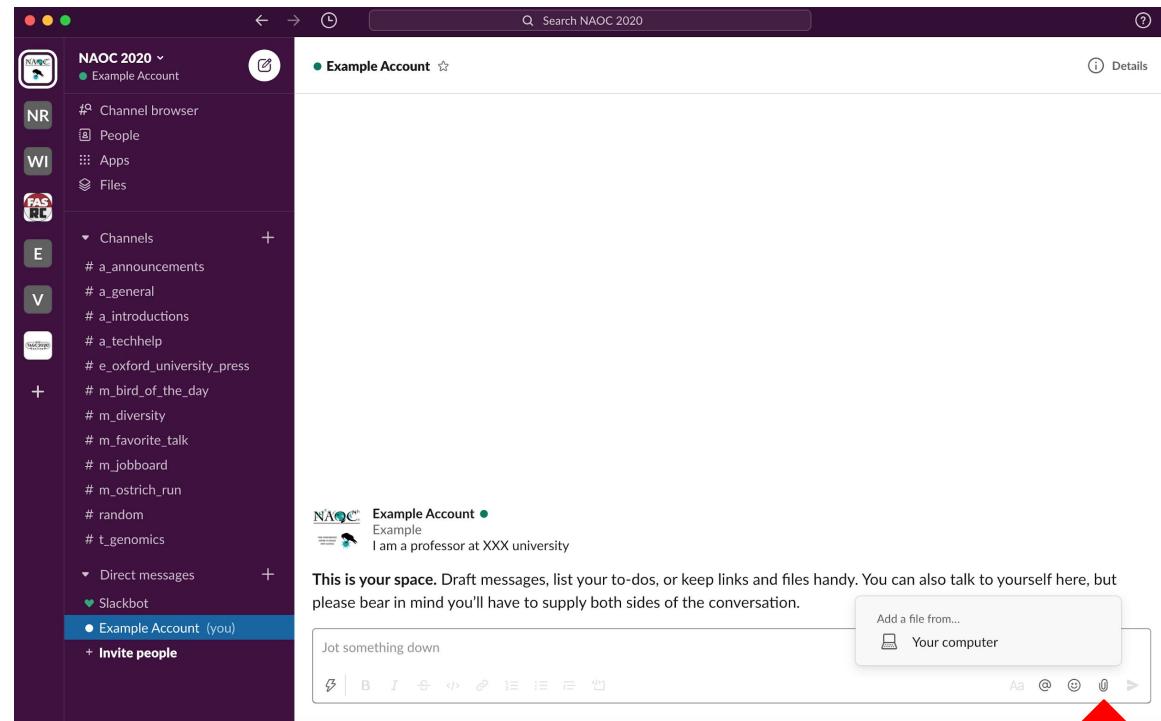
# Direct Messaging

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



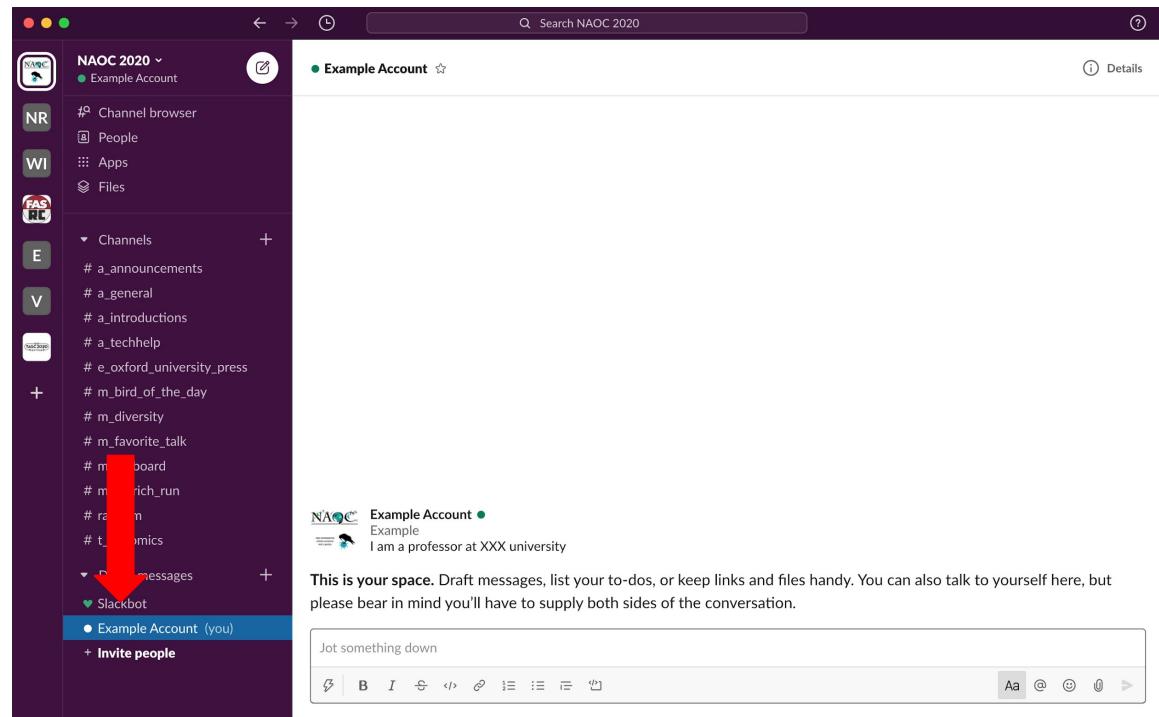
# Direct Messaging

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



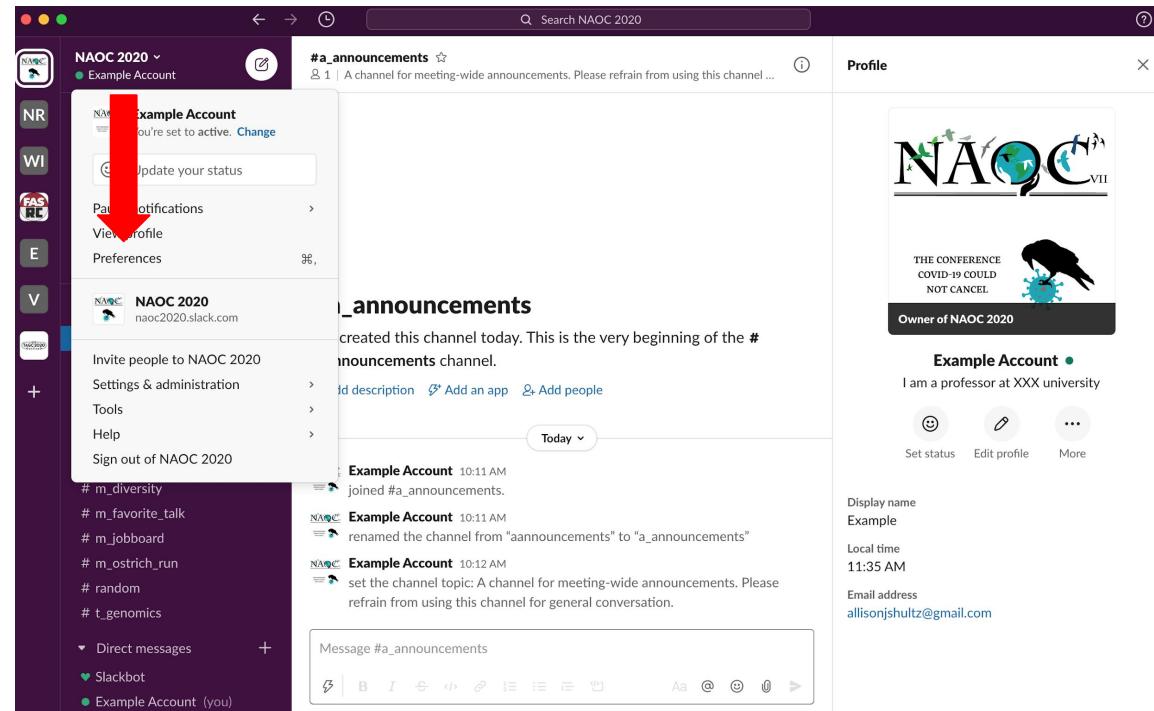
# Direct Messaging

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 shows the NAOC 2020 Slack workspace. A red arrow points to the "Preferences" option in the dropdown menu that appears when clicking on the workspace name "NAOC 2020". The "a\_announcements" channel is currently selected, displaying its history. The channel topic is: "A channel for meeting-wide announcements. Please refrain from using this channel for general conversation." The channel was created today. The message history shows the channel was renamed from "announcements" to "a\_announcements" at 10:11 AM, and the channel topic was set at 10:12 AM. The message input field at the bottom is ready for a new message to the channel.

# 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`!