CASFER Slack Basics

What is Slack?

Slack is a cloud-based workspace used as a communication tool for teams. Use this workspace to exchange information, post news, recruit/volunteer for upcoming events, give 'shout outs' to those doing amazing things, share pictures, files, project updates, challenges, reflections, and anything CASFER!

Within the team, there are "channels" or small groups that include each of the CASFER universities (TTU, GT, CWRU, MIT, FAMU) so depending on the post, details can be shared by team-level, campus-level, group-level, or even individual-level. Additional channels may be added to share across projects, institutions, mentors, curriculum, or anything else that might help communication within the Center.

Follow instructions below to join the **CASFER** Slack team.

Joining CASFER Workspace if you already have Slack

Click on this link to join the CASFER Workspace: https://casferworkspace.slack.com

Joining CASFER Slack Workspace from email invitation

1. Once you receive an email from Slack inviting you to join the **CASFER** workspace, click on the green Join Now button.

2. Type in your full name.

Join CASFER on Slack

Full name

Your name

3. Type in your Display name. NOTE: Your Display name is what will show up to all other members, so choose some form of your first name.

Display name (optional)

Display name

By default, Slack will use your full name — but you can choose something shorter if you'd like.

4. Create a password. NOTE: we will not have access to this, so choose something you will remember.

Password (required)

| Password |

Passwords must be at least 6 characters long, and can't be things like *password*, *123456* or *abcdef*.

5. Unclick the check box so that you do not get advertisements from Slack.

☐ It's ok to send me email about the Slack service.

6. Click Next.

Next

7. Review the User Terms of Service and click on I Agree.

By choosing **I Agree**, you understand and agree to these User Terms of Service and our Privacy Policy.   **I Agree**

8. You are now a member of the **CASFER** team! Click on Explore Slack to take the tutorial. Welcome!

Explore Slack

9. You will now be in the **CASFER** workspace "general" channel. Feel free to post a quick message so that the "slackbot" will know you are comfortable there.
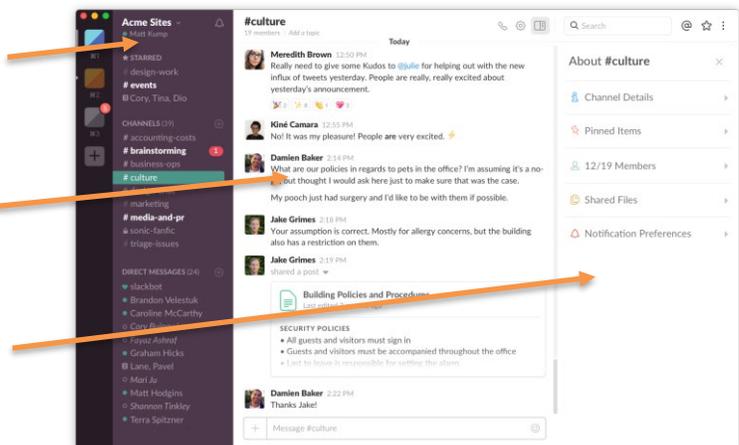
Navigating Slack

1. In the online version (not the mobile app version), there are three basic areas:

Sidebar: left-hand menu bar for channels and direct messaging

Messaging Area: center area for posting messages in a channel

Channel Details: right-hand menu bar for additional data

2. Start by heading over to the **Sidebar**
   o Click on the **bell icon** next to the team name > **Your notification preferences** > click through the **Notification Settings**. NOTE: You may not want a notification for every post, but you should set up the system to notify you if someone Direct Messages or uses your name in a post.
   o Click on the tiny **down arrow** next to the Team Name to get a fly-out options menu.
   o Click on **profile and account** > look over to the right-hand sidebar > click on **Edit Profile.**
   o Hover over the **Profile Photo**, so you can see how to drag and drop your own photo rather than using the Slack default one. This will make it easier to spot your messages in the discussion.
   o Add your position at CASFER (Undergraduate, Graduate, Staff, Post-Doc, Faculty, etc.) under **What I do**.
   o Save Changes
3. In the **Messaging Area** in the center, you can post messages using the field towards the bottom. This is very similar to other social media postings with options for emojis.
   o Click on the plus sign (+) button to the left of the posting field if you would like to post a document/image (from Google Drive or from your computer).
   o If you want to include an image from the internet, simply paste the URL into the field and post, Slack will include the URL and the image.

Communicating through Slack

1. Sharing with the **whole CASFER team**:
   o If you would like everyone on the team to see your message, post in the #general area.
   o If you want to ensure that everyone on the team is notified of your message, include **@everyone** in the message text.
2. Sharing with a **small group**, or "channel":
   o If you just want the people in your channel to view your message, select the specific channel and post there. NOTE: Messages posted in specific channels will not show up in the general channel.
   o If you want everyone in that channel to be notified of the message, include **@channel** in the message text.
3. Sharing with a **specific person**:
   o If you want members of a channel to see your message, but want to ensure that a specific person be notified of that message—maybe it relates more to them than to others—include **@specificname** in the message text that's posted in that channel. NOTE: The moment you type the "@" symbol, a box will open up allowing you to choose people from a list.
   o If you only want the message to be seen by that specific person and no one else (it is private), send them a **Direct Message** (Sidebar > Direct Messages > click on the name of the person you want to communicate with directly).
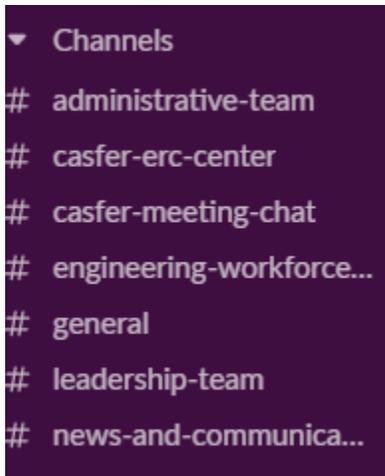
Our Slack Team

Team name: CASFER
Workspace URL: https://casferworkspace.slack.com

Joining Channels

Review the **Channels** section header in the left sidebar.

When you select a new channel, you can scroll through its activity before joining.
The 🔒 **lock icon** means the channel is private.

Slack Glossary

https://get.slack.help/hc/en-us/articles/213817348-Slack-glossary

Slack Help

For more information about the cool things you can do in Slack, go to their Help Center:
https://get.slack.help/hc/en-us/categories/200111606

Questions?

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