Welcome to the ARC Slack workspace. Slack is a collaboration hub for the people we work with, and channels—created within a workspace—are where communication happens. ARC-wide communication occurs on the #general channel, and other channels are organized around individual labs and instruments.

These instructions are excerpts from Slack Help webpage and are specific to the desktop app. Full instructions including tips on how to use the mobile app can be found here: https://slack.com/help/categories/200111606

1. Getting Started
   a. Join the CSU-ARC workspace by visiting this link and following the prompts: https://join.slack.com/t/csu-arc/signup; you must use either an @colostate.edu, or @rams.colostate.edu email for this link to work
   b. Download Slack’s desktop and/or mobile app: https://slack.com/downloads
   c. Setup your profile

   ![Image of profile setup]

   d. Join Channels
      i. All channels are organized with a center prefix: mma = materials and molecular analysis, iss = imaging and surface science, bio = biological omics; followed by a lab, eg. #mma-ms = the materials and molecular analysis center – mass spectrometry lab.
ii. Each channel has a description so you can get full information about what type of communication will occur on that channel.

iii. Join all the channels that may be relevant to you, e.g. the #mma-ms-general channel, and the #mma-ms-wtof channel if you’re a user of the walkup TOF MS.

iv. Instructions to join channels:

```
1. Click # Channel browser in the left sidebar.
2. Select a listed channel, or type a channel name in the search bar.
3. Click Join Channel or press Enter.
```

2. Have Conversations (detailed instructions here: https://slack.com/help/categories/200111606#send-messages)

   a. Channel-wide communication and direct messages

   There are two ways to start writing new messages in Slack:

   - Use the compose button.
   - Type a message in the message field of any channel or direct message.

```
Create a message from the compose button

1. From anywhere in Slack, click the compose button next to your workspace name in the top left.
2. Type the name of a person (up to eight) or channel in the To: field.
3. Type and format your message in the message field.
4. Click the paper plane icon to send your message.

Type a message the message field

1. Click the message field in a channel or direct message.
2. Type and format your message.
3. Press Enter to send it.
```
b. Threads

**Why use threads?**

- Tie your feedback and thoughts to a specific message or file.
- Organize conversations and preserve meaningful context.
- Encourage open discussion without distracting others.

**Start or reply to a thread**

<table>
<thead>
<tr>
<th>Desktop</th>
<th>iOS</th>
<th>Android</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hover over the message you'd like to reply to.</td>
<td></td>
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<td>2</td>
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<tr>
<td>Click the @ Start a thread icon.</td>
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<td>3</td>
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<td>Write your message.</td>
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<td>4</td>
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<tr>
<td>Click Send.</td>
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</table>


**Notification triggers**

By default, only @mentions, direct messages, and keywords will trigger desktop notifications. You can change this preference to include all messages sent to channels you're a member of, or nothing at all:

<table>
<thead>
<tr>
<th>1</th>
<th>From your desktop, click your workspace name in the top left.</th>
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<tbody>
<tr>
<td></td>
<td><img src="image" alt="Acme Corp." /></td>
</tr>
<tr>
<td>2</td>
<td>Select Preferences from the menu.</td>
</tr>
<tr>
<td>3</td>
<td>Select Notifications.</td>
</tr>
<tr>
<td>4</td>
<td>Under Desktop notifications, choose your notification triggers.</td>
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</tbody>
</table>

All members automatically receive notifications when someone replies to a thread they're following. Uncheck the box to stop getting those notifications.