

Slack User Guide

Welcome to the ARC Slack workspace. Slack is a collaboration hub for the people with which we work, 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.

ARC-wide communication:

#general

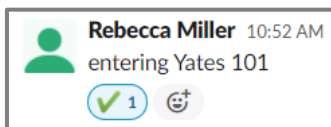
Channels for communicating entering and exiting laboratories:

Message to indicate you are entering; add a check mark to indicate you have exited.

#iss-yates101 (SEM, TEM, profilometer)

#mma-c4-general (XPS)

#mma-c1-general (CAG, ellipsometer)



Channels for communicating about individual instruments exist; however directly emailing Rebecca Miller (rebecca.miller@colostate.edu) or Roy Geiss (roy.geiss@colostate.edu) will likely result in a swifter response. In case of an emergency, please call Rebecca Miller at 515-231-7207.

The following instructions are excerpts from the 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:

Getting Started

- Join the CSU-ARC workspace by visiting this link using either an @colostate.edu or @rams.colostate.edu email: https://join.slack.com/t/csu-arc/shared_invite/zt-g1wefh45-WbaKt0cInTN1fqI8ReW4jA
- Download Slack's desktop and/or mobile app: <https://slack.com/downloads>
- Set up your profile.

Edit your profile


Full name
Liza Dawson

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

What I do
Senior Brand Marketing Manager
Let people know what you do at Marketing.

Phone number
333-555-1212
Enter a phone number.

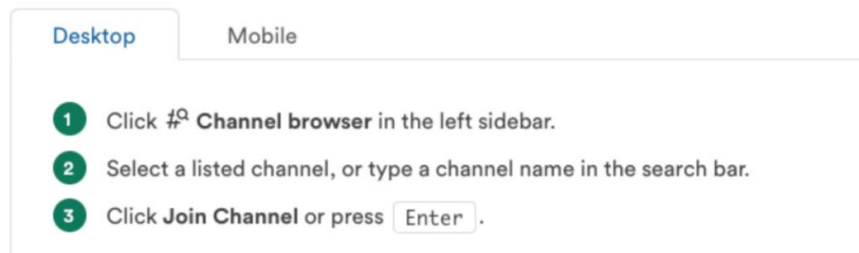
Time zone
(UTC-08:00) Pacific Time (US and Canada) ▾
Your current time zone. Used to send summary and notification emails, for times in your activity feeds, and for reminders.

Profile photo

Upload an Image
Remove photo

Cancel Save Changes

Join Channels

- All channels are organized by the respective centers:
 - mma = Materials & Molecular Analysis
 - iss = Imaging & Surface Science
 - bio = Bioanalysis & Omics
- Each channel has a description so you can get full information about what type of communication will occur on that channel.
- Join all the channels that may be relevant to you.



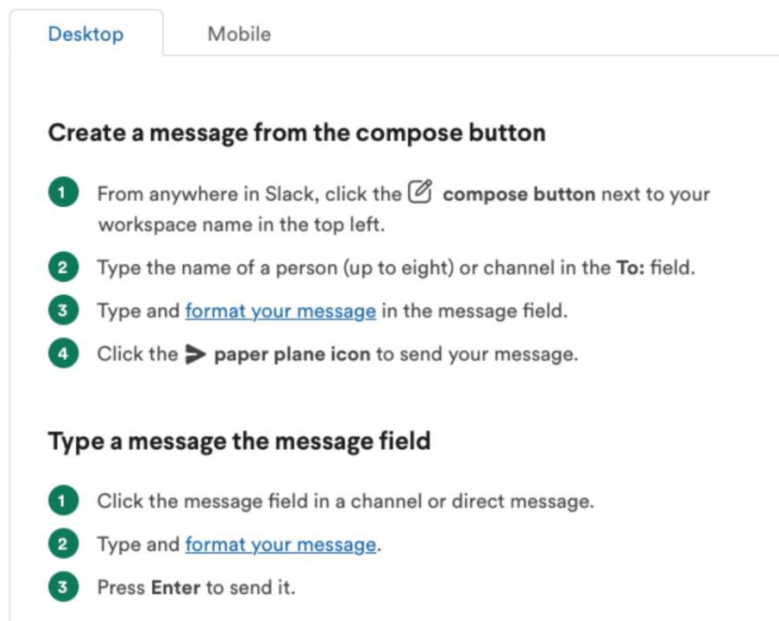
Have conversations:

<https://slack.com/help/categories/200111606#send-messages>

- 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.




➤ 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

Desktop iOS Android

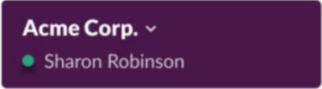
- 1 Hover over the message you'd like to reply to.
- 2 Click the  **Start a thread** icon.
- 3 Write your message.
- 4 Click **Send**.

Configure Notifications:

<https://slack.com/help/articles/201355156-Configure-your-Slack-notifications#mac-1>

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:

- 1 From your desktop, click your workspace name in the top left.
The screenshot shows a dark purple dropdown menu with the text "Acme Corp." and a downward arrow, and below it, "Sharon Robinson" with a small green dot to its left.
- 2 Select **Preferences** from the menu.
- 3 Select **Notifications**.
- 4 Under **Desktop notifications**, choose your notification triggers.

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