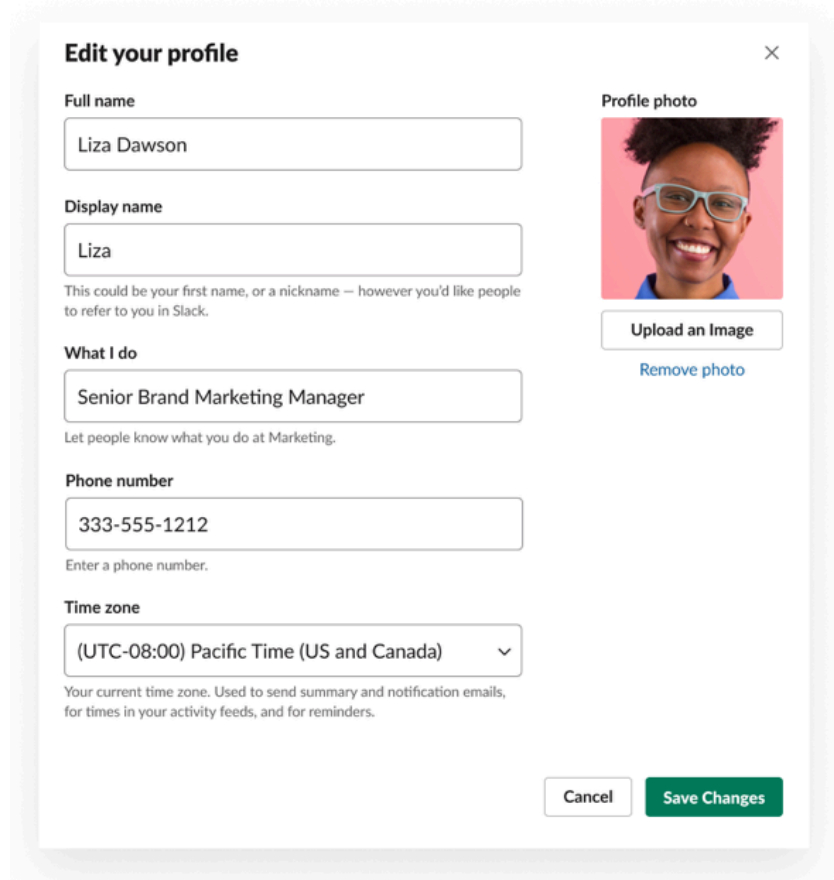


Welcome to the ARC Slack workspace. Slack is a collaboration hub for the people we work with, and channels—created within a workspace—are where communication happens. ARC-wide communication occurs on the #general channel, and other channels are organized around individual labs and instruments.

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



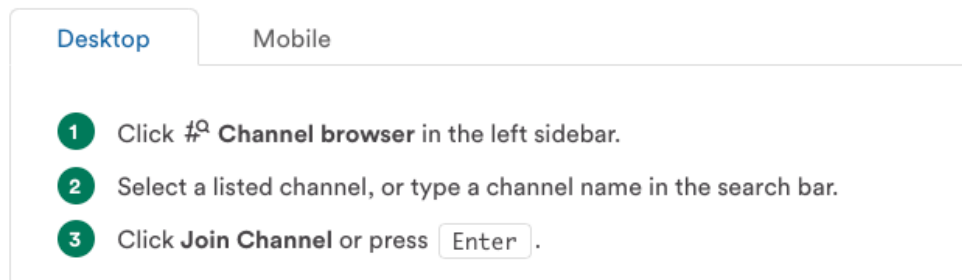
The screenshot shows the 'Edit your profile' dialog box in Slack. It contains the following fields and options:

- Full name:** Liza Dawson
- Display name:** Liza. Below the field is the text: "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. Below the field is the text: "Let people know what you do at Marketing."
- Phone number:** 333-555-1212. Below the field is the text: "Enter a phone number."
- Time zone:** (UTC-08:00) Pacific Time (US and Canada). Below the field is the text: "Your current time zone. Used to send summary and notification emails, for times in your activity feeds, and for reminders."
- Profile photo:** A square profile picture of a woman with glasses. Below the photo are two buttons: "Upload an Image" and "Remove photo".
- At the bottom right are two buttons: "Cancel" and "Save Changes".

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:

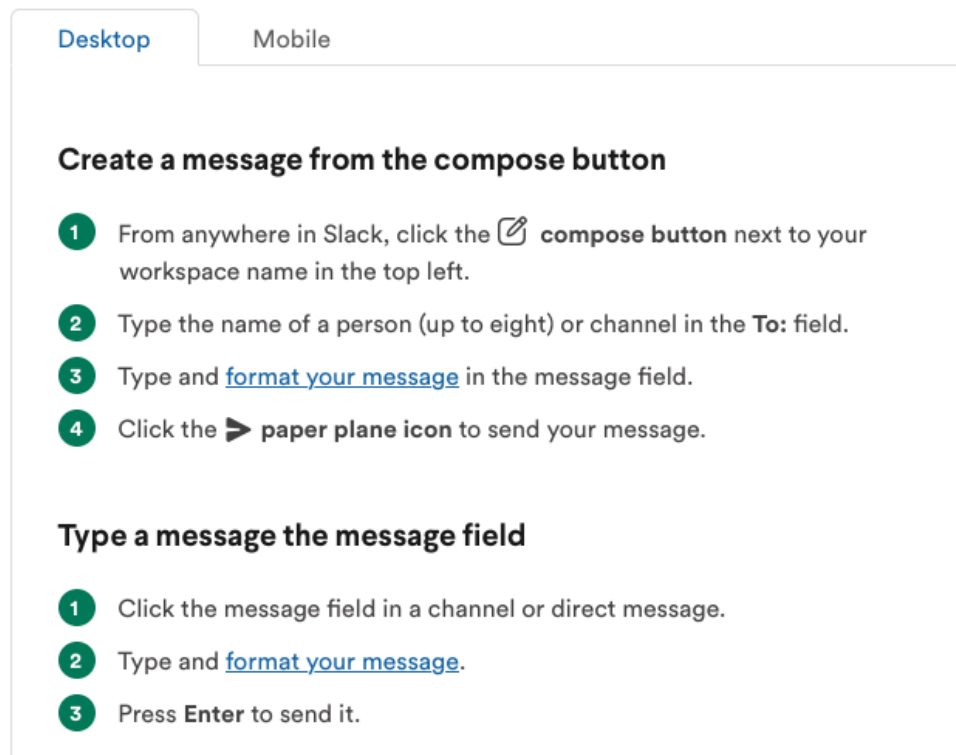


2. Have Conversations (detailed instructions here: <https://slack.com/help/categories/200111606#send-messages>)

- 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.




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

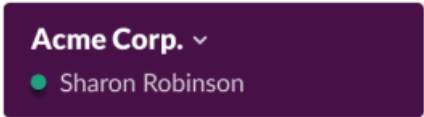
Desktop iOS Android

- 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**.

3. Configure Notifications (more detailed instructions here: <https://slack.com/help/articles/201355156-Guide-to-desktop-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.
A screenshot of a Slack workspace name dropdown menu. The menu is dark purple with white text. It shows "Acme Corp." with a downward arrow, and below it, "Sharon Robinson" with a 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.