

FB-ISAO has elected to use Slack for its collaboration platform. This basic guide includes the simple process for installing and getting started using Slack.



Slack is a simple to use and effective collaboration app. It is compatible across multiple mobile and desktop platforms. Slack uses 'channels' to organize conversations by topic or interest. Likewise, you can create conversations with one or more slack users. There are public channels accessible to all users, and private channels can be created and only accessible by invitation. Channels and conversations are easily searchable. Slack can also be used to share files. And while Slack uses custom notifications to alert you in the event of an important message, these are completely optional so as not to get inundated with messages.

Getting Started

What to expect:

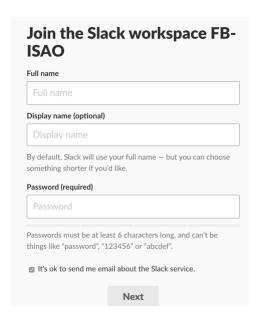
- You will receive an email invitation with the "Join Now" button that will ask you to join the FB-ISAO Slack workspace.

Reference: https://get.slack.help/hc/en-us/articles/218080037-Getting-started-for-new-members#members



- 1. Join Slack
 - a. Click the "Join Now" button to accept the email invitation and follow the prompts to create a login and start Slacking

11/28/18 3:45 PM 1



- 2. For ease of use and convenience, it is recommended that you install the Slack app on your device(s), as opposed to using the Slack website.
 - a. Option 1: Visit Slack.com
 - i. Navigate to the Download Slack menu, and you will be presented with the compatible download for the device you are on
 - ii. Sign-in to FB-ISAO Workspace once installed
 - b. Option 2: Download Slack directly from your device platform's "app" store
 - i. Enter the Slack URL for FB-ISAO >> fb-isao.slack.com
 - ii. Sign-in to the FB-ISAO Workspace once installed
- 3. Once logged in, pick an FB-ISAO channel marked with a '#' and send a test message to see how easy it is!
- 4. If you have time, check out https://get.slack.help/hc/en-us/articles/217626358-Tour-the-Slack-app for a quick Tour of the Slack App!

11/28/18 3:45 PM 2