Setup Instructions for Slack

For the short tutorial I’ll give, going to the webpage https://uasom.slack.com/signup and following these directions on a desktop will get you set up with all the essential stuff you need to do. I’ll highlight the **ESSENTIAL STEPS IN BOLD AND CAPS**, and everything else I give will just help personalize your profile. All of these updates will transfer over to the mobile app.

**Basic Setup:**

1. **CREATE YOUR PROFILE** - follow the link above and sign in with your BlazerID. Create whatever password you’d like to use. Fill out all the blanks you need to and verify your account.

2. **UPDATE PROFILE INFORMATION** - Go to the bottom left hand corner of the webpage and click on the up arrow next to your name. Click “Your Account.” Click on “Profile.” Fill in your name and what you do. This will allow people to see your name and not your BlazerID.

3. **UPDATE NOTIFICATIONS** - Click “Notifications.” Either click the switch to recommended settings button or customize your settings however you see fit.

4. **JOIN YOUR RESPECTIVE CHANNEL** - At the top left of the Page, click the + sign next to channels. You do not have to join each channel, but if you should join the channel you represent in Senate. For example, if you are a LC rep, join the LC rep channel.

**More Setup:**

- **Change your highlight words** - Doing this allows people to send you notifications based off the specific words you select. For example, if you are a LC member and someone wants to address the LC members, they would simply type “LCrep” into a thread and all members with this highlight word would be alerted. To do this, click the up arrow by your name at the bottom left hand corner and select “Preferences.” Then, type each highlight word you wish to be alerted with, separated by commas. For example: LCrep, Senate, SGA.

- **Using the search feature** - If you type any word into the search bar, not only will it look for any word in your selected channels, but it will also look for words in uploaded documents within these channels.

- **Addressing anyone specifically** - This can be done by directly messaging someone or by saying @(blazerid or name) of anyone in the channel. Also, addressing @channel messages everyone within that channel, and @everyone will address everyone.

For those of you who are adventurous (and I hope you are), click here for an introductory tour of Slack, click here for some useful tips, and perhaps most importantly, click here to learn how to customize notifications in Slack.