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Slack is an instant message communication channel that seamlessly ties to other USU accounts. This email alternative provides a quick, easy way to contact people in your channel (or group) and organize your conversations. Anyone with an @usu.edu email account may sign up and join the numerous discussion channels, as well as create private channels for specific group and team conversations.

Join Slack

To join Slack, visit <http://usu.slack.com>. Slack may be used in a web browser or via an app. Many users prefer the app version for both computers and phones. Desktop apps are available for Windows, macOS and Linux. To install go <https://slack.com/downloads> to get the installer for your operating system.

In addition to the desktop apps, Slack has mobile apps for iOS and Android. Apps are available in your mobile phone app store, search "Slack." You may also go to <https://slack.com/downloads> for links to app stores.

Slack Use

Slack uses channels for organization; channels can be public or private.

When you launch Slack for the first time, you will enter the [#general](#) channel, which is like the front room to your workspace. Be careful, everyone who is on Slack at USU can see messages in the #general channel. It is recommended that the average user mute all messages from the #general channel. All other USU channels are listed on the left side of the Slack screen.

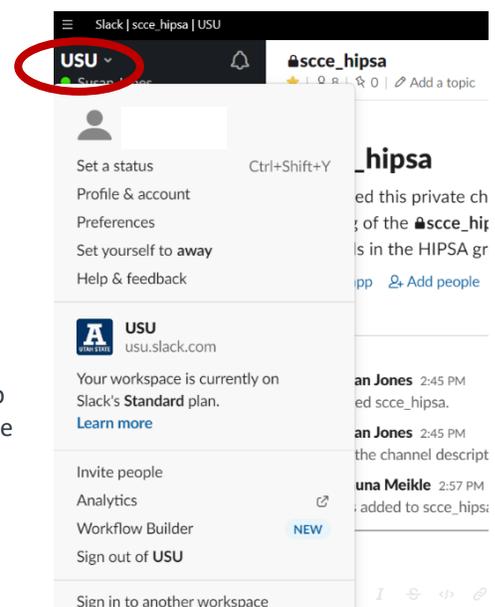
In addition to channels, Slack provides a Direct Message feature, which also on the left side to the Slack screen. The direct message option allows for private, targeted conversations.

Note: USU does not have a Business Associate Agreement with Slack, so like regular email, do not send PHI via Slack.

Account Settings

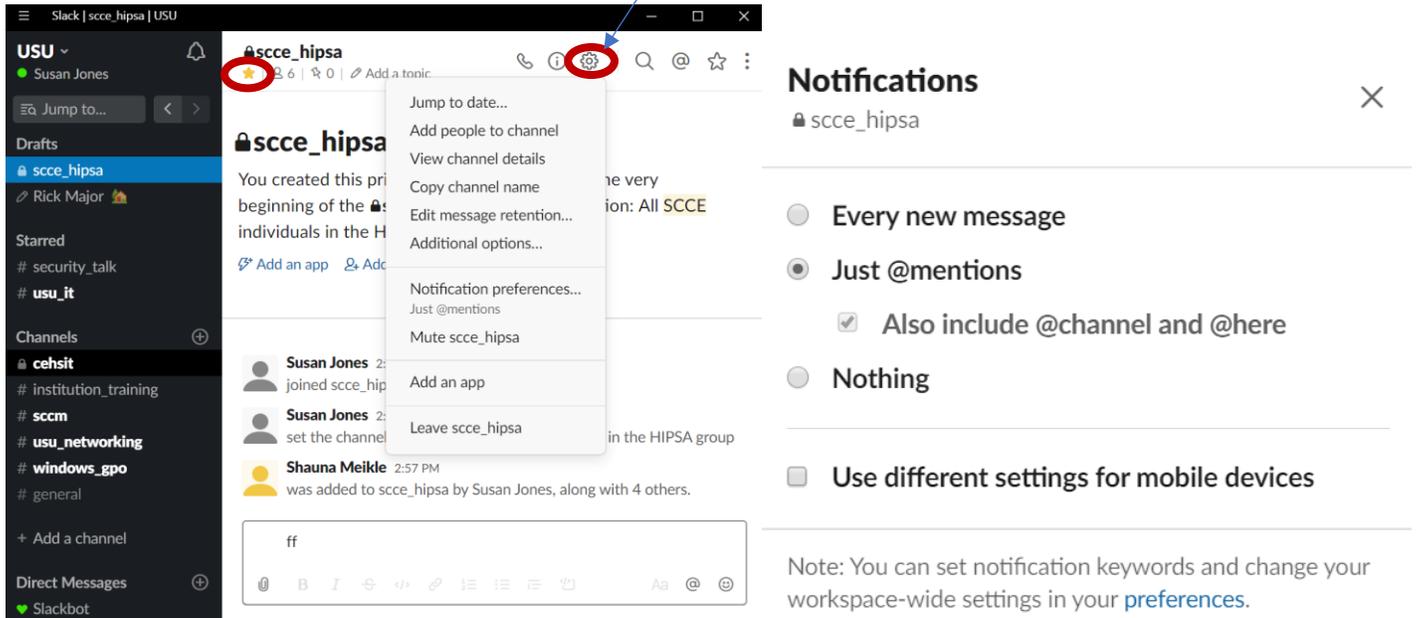
You are able to adjust the settings on your account by clicking the down-arrow next to USU (top left corner).

- Set a status: Set your status to something other than available. A graphic representing your status will appear next to your name
- Profile & acct: Edit items relating to your account—name, title, image
Add cell phone number here if you would like notifications sent to your phone
- Preferences: Set and edit preferences—**overall** account preference/notifications, passwords, **key words**, **do not disturb** times, sounds, etc.
Setting key words and do not disturb times are recommended.
- Set away: To appear away from your computer, but still want to keep Slack app open while working, use this option. The green dot next to your name will turn dark, and you will show as unavailable. Your mobile notifications will continue, however
- Help/Feedback: Slack help resources



Slack Channels

Your current channel will display at the top of the Slack window. Mark your most frequented channels with a Star, and set notification preferences for the channel. Click the Settings icon and choose Notification Preferences. **These settings are just for this channel.** As mentioned above, you may set notifications for the overall account in Account Settings.



From the Notifications menu, select the notifications you wish to receive. As shown above, you can receive a notification for (1) Every new message, (2) Just messages to mention you or your account key words, or (3) No notifications at all.

You also are able to create different settings for your mobile device notifications. *Your mobile number must be in your Slack profile (in Profile & Account) for this option to work.*

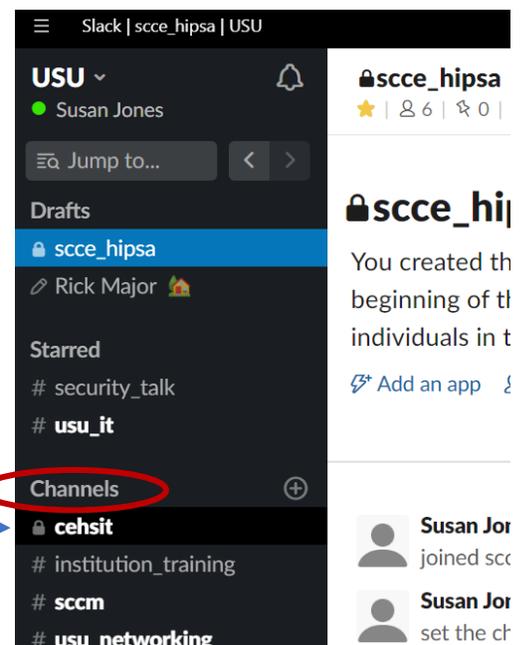
Join other Channels

Click the word “Channels” (left side of Slack window) to Browse all available public USU channels. You can browse or search for USU channels from here. Public channels are a great way to stay current on technologies, applications, or other departmental events.

Private channels may be found under “Channels” as well. You must search to see the private channels, however.

You can also start a new public or private channel. To create a new channel, click the “+” symbol next to the word “Channels.”

Your screen will list some of your channels. Public channels will have a number symbol “#” in front of the channel name, and private channels will display a lock symbol.



Message Box

Typing a Slack message is simple. In the message box, type your text and hit <ENTER>. The message is sent to everyone in the channel.



You can also attach a file, format the text, add links, mention someone, and add emojis.

Direct or Private Messages

To send a direct or private message, click the “+” symbol next the word “Direct Messages” (bottom left side of the Slack window) and choose the individual(s) you would like to message. Another option is to use Slack code **/dm**. An example of a message sent to Jo Slacker, using Slack code, will be in the following format: “/dm @Jo Slacker <message>”

/dm @Jo Slacker Please remember to bring a Chromebook to the 2 pm meeting

Set a Reminder

Type **/remind** in the message field to set a reminder for yourself, someone else, or a channel. When you type **/remind**, Slack will show you the proper format for reminders:

/remind [@someone or #channel] [what] [when]

Message Examples

Reminder to yourself /remind me Send Training Notifications in 10 minutes

Reminder to a Slacker /remind @Katelyn Oliver Send a Poem March 25

Reminder to group /remind #scce_hipsa HIPSA Meeting every Friday

For more reminder information, visit <https://slack.com/help/articles/208423427-Set-a-reminder>

Help Resources

Slack has many more features, and the best way to learn a new technology is to explore.

The Slack Help Center is good resource. Please visit <https://slack.com/help> for assistance with Getting Started, Using Slack, Your Profile and Preferences, Adding Tools, Workspace Administration, and Tip, Tricks & More.

Get Slacking!  slack

Note: USU does not have a Business Associate Agreement with Slack, so like regular email, do not send PHI or any sensitive data via Slack.