

Slack for Dummies Guide

Version 1.1: 13 Nov 2017

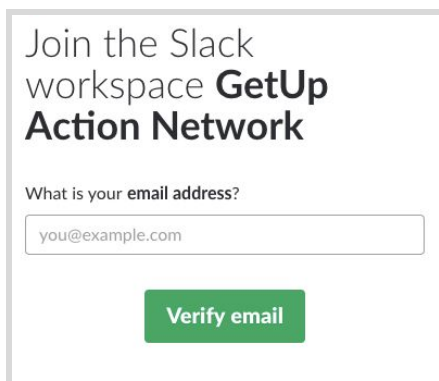
Why use Slack?

It's a great way to stay up-to-date with GetUp's national campaigns, talk with like-minded GetUp members and communicate with your action group.

How to get onto Slack

Joining Slack is easy and takes only a few minutes.

1. Grab the sign-up link from your group coordinator
2. Go to the website address given to you by your action group coordinator. Type in your email address and click on the "verify" button.

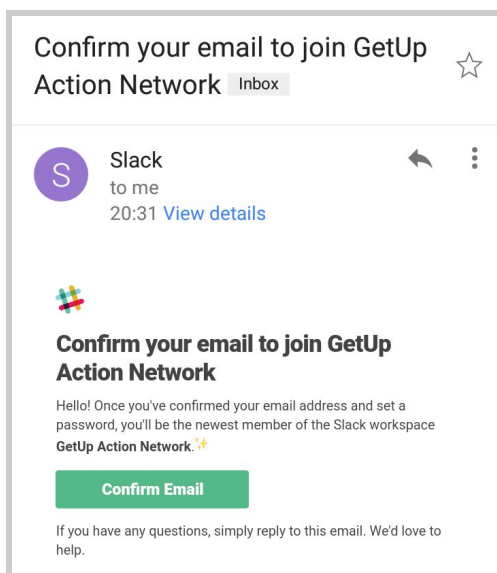


Join the Slack workspace **GetUp Action Network**

What is your email address?

Verify email

3. Go to your email inbox and look for an email from Slack like the below. It will ask you to confirm your email to join the slack network. Click on the "confirm email" button.



4. Enter your first and last name into the “full name” box. If you’d like a nickname on Slack, enter it into the “display name” box.

Full name

Display name (optional)

5. Enter a password into the password box and click on the “next” button

Password (required)


Great!

Passwords must be at least 6 characters long, and can't be things like *password*, *123456* or *abcdef*.

It's ok to send me email about the Slack service.

Next

6. Accept the user terms of service by clicking on the “I agree” button” and you’re done!

 slack

Please review the User Terms of Service

Effective: November 17, 2016

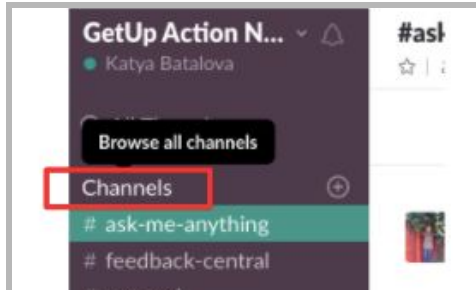
These User Terms of Service (the “User Terms”) govern your access and use of our online workplace productivity tools and platform (the “Services”). Please read them carefully. Even though you are signing onto an existing workspace, these User Terms apply to you –the

By choosing **I Agree**, you understand and agree to Slack's User Terms of Service, [Privacy Policy](#), and [Cookie Policy](#).

I Agree

How to connect with your action group

1. In the left hand column, click on the text “channels” (be sure to click on the word “channels” and not the plus symbol next to it)

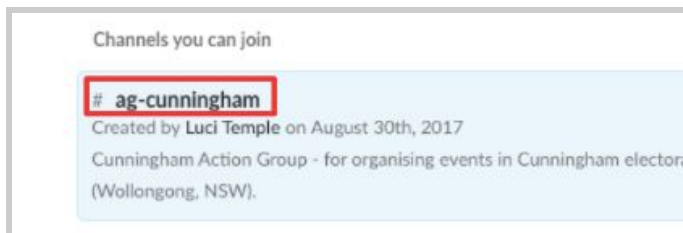


Note: If you're on a mobile/tablet, first click on the GetUp logo in the top left corner to show this column.

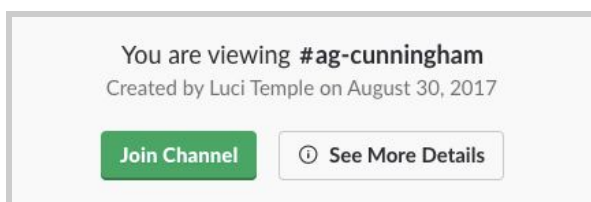
2. Type your electorate's name into the search bar



3. Find your action group's channel and click on it. The channel will be name #ag- followed by the name of your electorate eg. “#ag-cunningham”

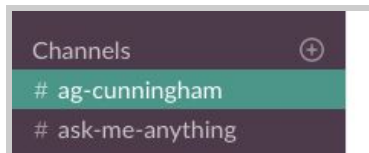


4. Clicking on the name of the channel will open it in Slack. Click on the button “join channel” to join.

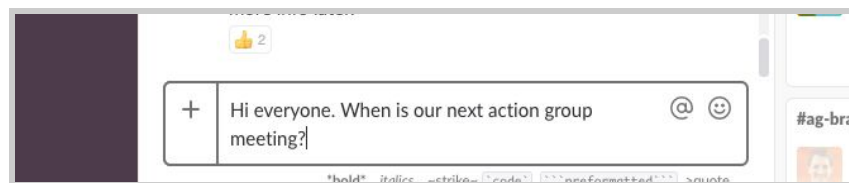


How to communicate with your action group

1. Find your action group's channel using left hand side navigation - click on the appropriate channel name to open it. *Note: If you're on a mobile/tablet, first click on the GetUp logo in the top left corner to show this column.*



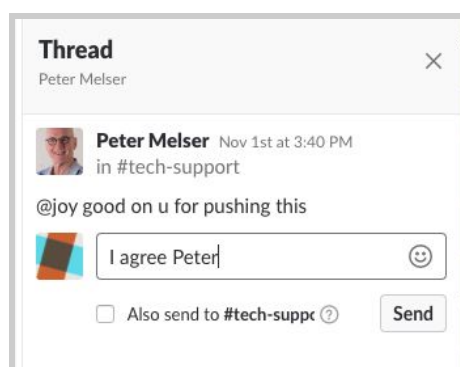
- a. To write a comment to the group, write your message in the box at the bottom of the channel and press enter to send.



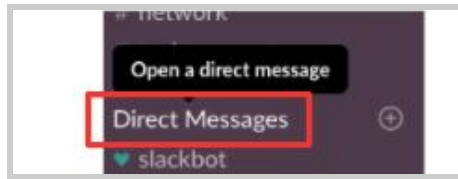
- b. To reply to someone else's comment on Slack, hover over their comment and click on the "start a thread" button. This will keep replies on a topic grouped together. *Note: if you're on a mobile/tablet, click on the person's comment, then type in the "start thread" box.*



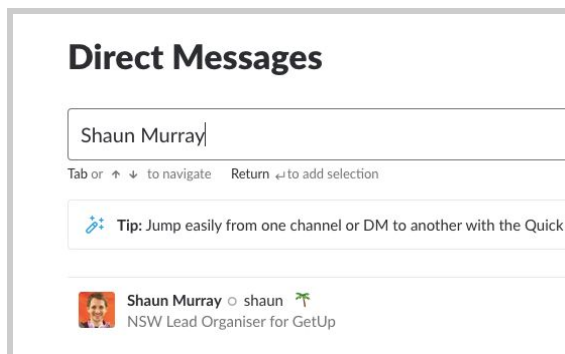
Type in your comment and click "send". *Note: if you're on a mobile/tablet, tap on the triangular icon.*



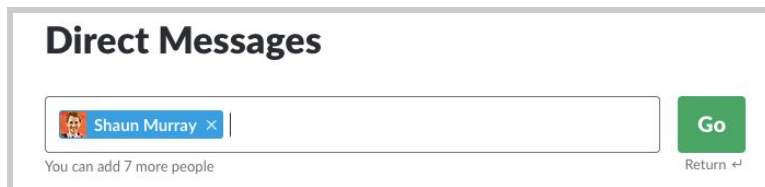
- c. To send a private message to one person, or a small number of people, in your action group navigate to the “Direct messages” section in the left hand column. *Note: If you’re on a mobile/tablet, first click on the GetUp logo in the top left corner to show this column.*



Type the name of the person(s) you want to private message into the search box. When they appear below, click on the person to select them.



Search more people (up to 7) to add them to the message. Or click on the “Go” button to start writing your direct message. *Note: if you’re on a mobile/tablet, click on the word “start” in the top right hand corner.*

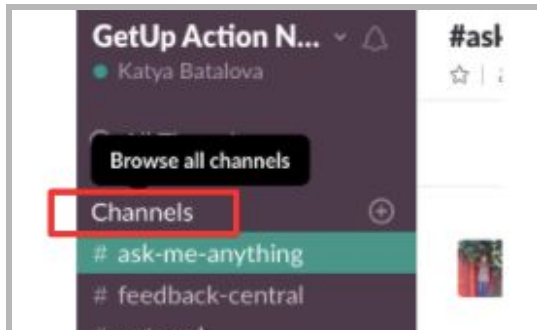


Type in your message and press enter to send.



How to stay updated on the Stop Adani campaign via slack

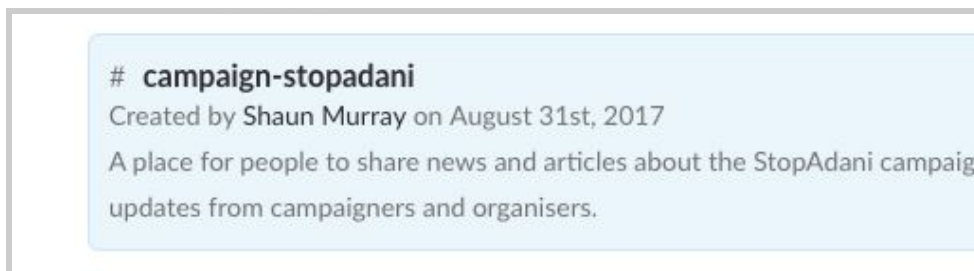
1. In the left hand column, click on the text “channels” (be sure to click on the word “channels and not the plus symbol next to it). *Note: If you’re on a mobile/tablet, first click on the GetUp logo in the top left corner to show this column.*



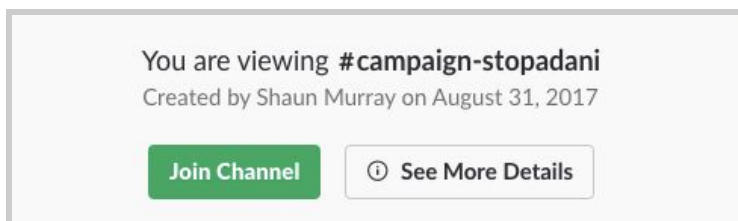
2. Type “stopadani” (no spaces) into the search bar. *Note: If you’re on a mobile/tablet, first tap on the magnifying glass symbol to open the search bar.*



3. Click on the “#campaign-stopadani” channel, as pictured below.



4. Click on the “join channel” button to join the channel

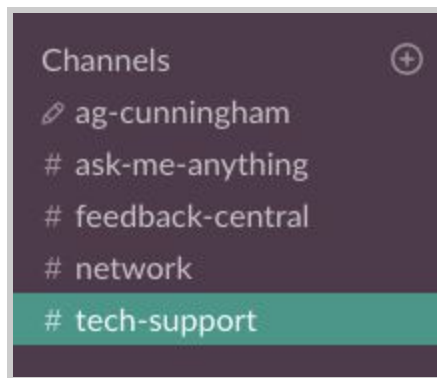


How to return to Slack at a later date

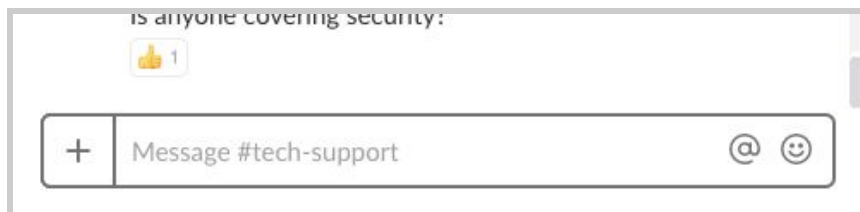
Go to the website address: <https://getupactionnetwork.slack.com/>

How to get help if you're having trouble using Slack

1. Reach out to the Tech Support team using Slack
 - a. Navigate to the left-hand column and click on the “#tech-support” channel. *Note: If you're on a mobile/tablet, first click on the GetUp logo in the top left corner to show this column.*



- b. Type a message detailing what you need help with into the box at the bottom of the group. Someone from the tech support team will try to get back to you as quickly as possible.



2. Alternatively browse the Slack resources on the GetUp Action Hub website: http://action.getup.org.au/slack_resources