Slack Team Messaging

Slack is a cloud-based team collaboration tool. The acronym stands for *Searchable Log of All Conversation and Knowledge*.

Please respond to the email message from the instructor to join the course Slack Team. Download and place in your applications folder on your laptop the Slack application for your computer. We also recommend that you download the Slack App for your smartphone if you have one.

If you are a new Slack user, go to the far right in the top menu where you will find in the pull down menu the **Help** facility. Click and read ***Getting started for new users***. This will tell you most of what you need to know for this class. In addition, or alternatively, you can find good short YouTube videos on most Slack topics.

Some Further Specific Recommendations
In browsing the icons located at the top of the screen, particularly look at:

a. **Channel Settings** - We highly recommend that you set *Notification Preferences* to *Activity of Any Kind*. Do this on both your laptop and phone, if applicable.

b. **Show Channel Details** - This lists everyone who receives a message that you send to that channel. Thus, any message to #general goes to everyone in the class.

c. **More** > All Files > **Uploading Your Files** - It will be convenient to share files from time to time so read the Help section on this topic
... and **Channels Keep Conversations Organized** - For communicating with your project partner you will probably just use a private conversation back and forth. However, there may come a time when you want to create a channel with a smaller group so scan this material as well.

Your First Slack Message
Send a Slack message to your first assigned project team partner. Find their name in the directory, select, type message, hit return. This starts a running log of your private messages with this person.