

Postdoc slack Channel



Science Resource Sharing



Postdoc Life

SLACK TUTORIAL

The Postdoctoral Association's CU Denver / Anschutz Postdocs Workspace

*Use this guide to find out how to send messages,
start a message thread, set your notification
preferences, mute channels and more!*

To Access the PDA Slack Workspace

Visit:

<https://join.slack.com/t/cuanschutz-postdocs/signup>

or scan:



Get oriented to the Slack workspace

The very top left identifies what workspace is open and provides access to your account info.

Shows the channel name or DM participants of the page you are currently viewing.

Click on the ⚙️ to change channel settings, such as channel-specific notifications

Click on the @ to view your mentions in the Workspace

Click “Threads” to view all message threads you have participated in.

If “Threads” is in bold, you have unread messages.

The “Channels” panel shows all the different channels in the workspace.

Channel names in bold have new, unread messages.

The “Direct Messages” panel allows you to DM people in the workspace or find previous DM conversations.

Some workspace members may not be visible, so you may have to hit the (+) button to find a specific person.

Click on the ☆ to view your starred items.

Starring an item is only visible to you and can be used as a reminder or to save important files.

This entire white space is the discussion board for the channel or DM you currently have open (the *general* channel in this example).

To switch channels, click on whichever one you want to open on the left panel.

The screenshot shows the Slack workspace interface. On the left is a dark sidebar with a top bar displaying 'CU Denver / A...' and 'Natalie Hohos'. Below this are sections for 'Threads', 'Channels', 'Direct Messages', and 'Apps'. The 'Channels' section lists '# general' (bold), '# postdoclife', and '# resource-sharing'. The 'Direct Messages' section lists 'Slackbot', 'Natalie Hohos (you)', and several other users. The main area on the right is the '# general' channel view, showing a header with the channel name, a search bar, and icons for settings, search, mentions, and starred items. The channel description states '@PDA created this channel on September 9th. This is the very beginning of the #general channel. Description communication and announcements. All members are in this channel. (edit)'. Below the description are several messages from users like PDA and Jennifer Major. At the bottom is a text input field with the placeholder 'Message #general' and icons for mentions and emojis.

This text box is where you type messages or send files to the channel’s discussion board.
Anyone in the channel can read these messages.
Check out the ‘How to Message’ section for some helpful hints to effectively communicate on Slack!

How to Message

In Slack there are 3 ways to send messages:

1. Posting to a **channel** (public)
2. Replying directly to a **thread**
3. To select people in a **direct message (DM)** (private)

Descriptions and examples of each type are provided.

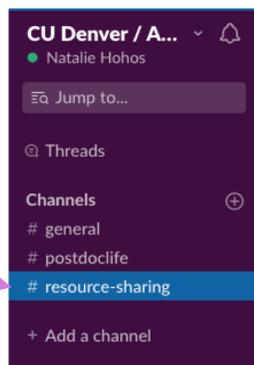
I. Posting to a channel

- Posting in a channel makes your message visible to **all members of the channel**
- If you want someone, or everyone, notified of your message you need to tag them using the '@' sign
 - To **tag someone in a message** use the '@' sign followed immediately by the person's name. After you type the '@' sign, Slack will show a list of people available to be tagged. Select who you want to tag, then continue to write your message.
 - To **tag multiple people in one message** write the '@' followed by the first name and then '@' followed by the second name and so on
 - To **tag the whole channel** use @channel
 - To **tag the everyone in the workspace** use @everyone
 - **Whoever you tag will receive a notification, so please tag wisely!**

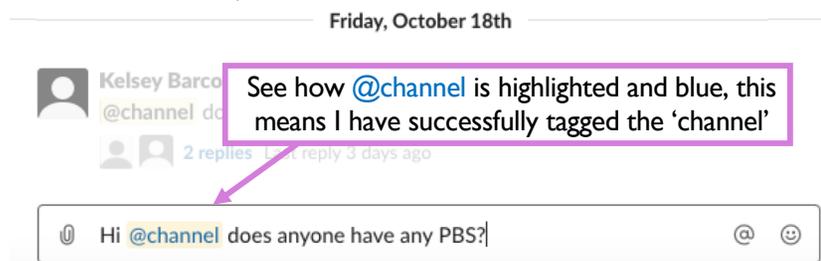
Example: I want to send a message to the *#resource-sharing* channel to see if anyone has any PBS, notifying everyone in the channel that I sent the message.

First, go to the channel you would like to send the message to

Click here to get to the *resource-sharing* channel



Then, type your message, remembering to tag the channel, in the channels discussion board:



Finally, hit 'Enter' to send your message – when it sends, everyone in the channel will receive a notification that you have posted a message.

How to Message

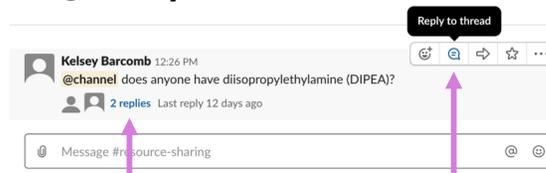
2. Replying to a thread

- Replying in a thread **keeps conversations organized** and **minimizes notifications** sent to everyone in the channel
- Responses are still visible to **all members of the channel**
- You should still **tag people** as needed

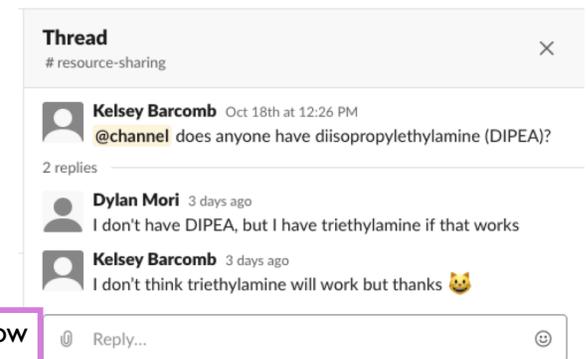
TIP: You can **Follow** a thread if you'd like to be notified of new responses without responding directly. Just hit the '...' button and select *Follow thread*.

Example: Kelsey Barcomb posted in #resource-sharing looking for DIPEA. I have some in my lab she can use. I want to reply to the thread that has already been started for this message and tag Kelsey so she gets a notification that I have answered her question.

Open the thread window, type your response, and hit send, remembering to tag @Kelsey so that she will receive a



Click on "2 replies" or "Reply to thread" and the *Thread* window for that message will open on the right side of your screen.



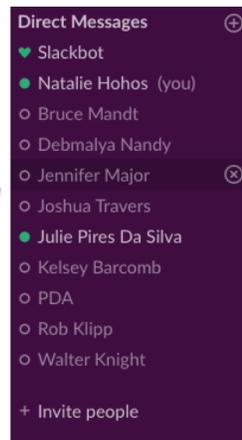
3. Sending a DM

- Direct messages are only visible to the participants
- Notifications will be sent for each message, no need to tag
- DMs aren't limited to just 2 participants, add as many people as you need

Example: I want to send the PDA president Jennifer Major a DM letting her know I would like to volunteer on the Postdoc Research Day Committee for next year.

First, select the recipient from the Direct Messages panel

Click on Jennifer Major's name to start a DM



If Jennifer was not on your list (or you wanted to select multiple recipients), you would click on the 'plus sign' to search for her name on the Workspace

The DM thread will pop up. Then, you can type your message and send.



How to Change Your Notifications

In Slack the default notification settings are:

1. Receive an email when you are mentioned; this can be by @your-name, @channel, or @everyone
2. Receive a phone notification when you are mentioned (if you have the Slack app on your phone)
3. Receive a desktop notification when you are mentioned and you have Slack open on your browser

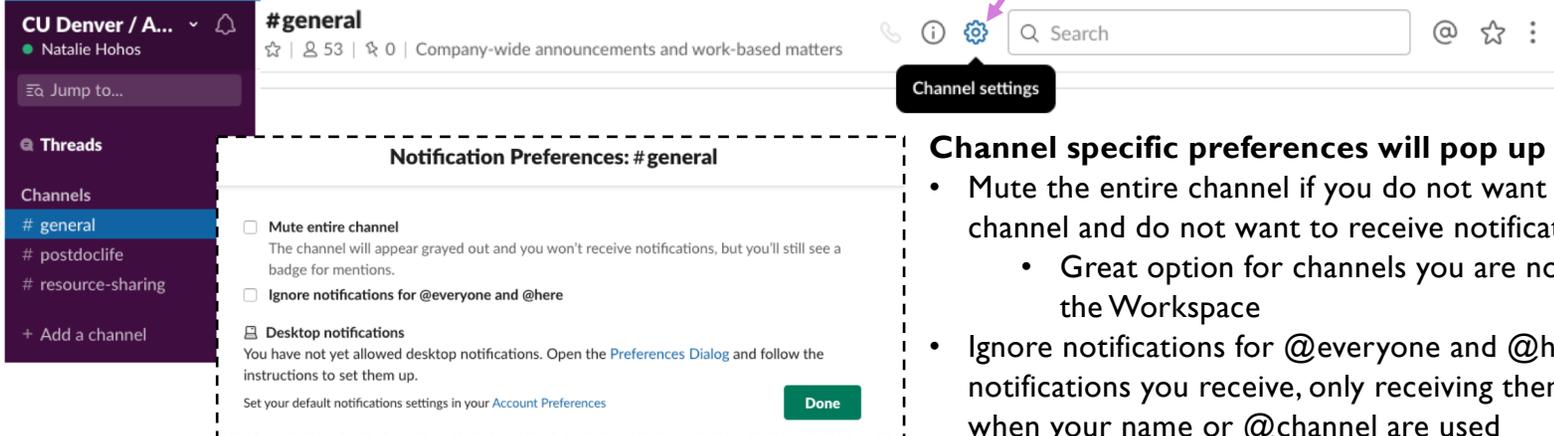
These notifications are not additive. If you have received the notification on your phone/desktop then you will not be notified by email.

Slack allows you to increase/decrease notification criteria and change when you are available to receive notifications. You can also make channel specific settings if you want to be notified for some but not others. Instructions on changing settings can be found below.

Changing Channel Specific Notifications

First, go to the channel you would like adjust

Then look on the top of the screen for the channel information/tool bar. Click on the 'Channel settings' icon (⚙️) and select the 'Notification preferences' option



Channel specific preferences will pop up

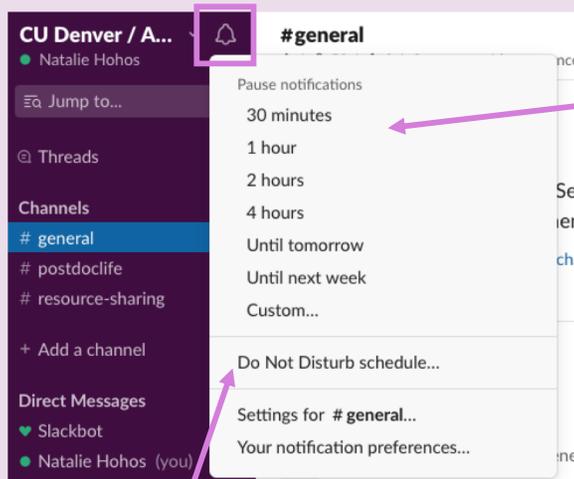
- Mute the entire channel if you do not want to participate in this channel and do not want to receive notifications from the channel
 - Great option for channels you are not interested in within the Workspace
- Ignore notifications for @everyone and @here to limit the notifications you receive, only receiving them for this channel when your name or @channel are used

How to Change Your Notifications

Pausing Notifications and Setting a Do Not Disturb Schedule

Click on the 'bell' icon on the top left side of the left toolbar

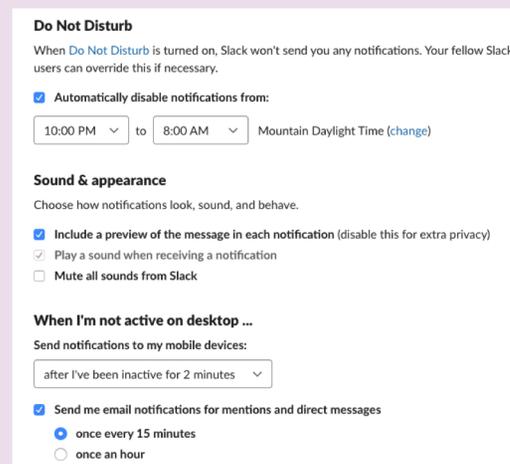
- A drop-down menu will pop up



From the drop down menu you can **pause notifications for several set amounts of time**, or you can click on 'Custom' to set a custom period

To set your Do Not Disturb schedule, click on 'Do Not Disturb Schedule' from the drop down menu

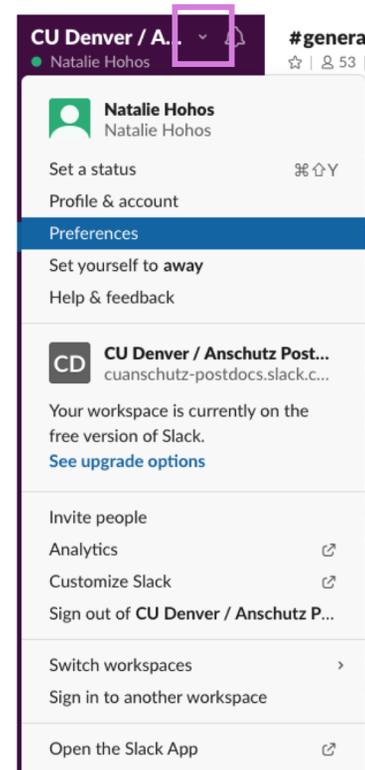
- Here you can set when you would like Slack to not disturb you
- You can also change how slack notifications look, sound, and behave
- You can also set how you would like to receive notifications when you are not active on the desktop



Changing Your General Slack Preferences and Notifications

Click on the down arrow 'v' on the top left side of the left toolbar

- A drop-down menu will pop up



Select 'Preferences'; The preferences for the **entire workspace** will pop up.

Here you can **change some notification settings** and **add keywords** for which to receive badge notifications; this is great if you turn off notifications for a channel, but still want to keep an eye on it if certain key words pop up!

Within the **preferences for the entire workspace** there are also options to change your **settings related to your language and region**, messages and media, themes, sidebar, mark as read, accessibility, and some advanced settings.