



# SLACK 1.0

*Swiftly Style Your UC Davis Slack*

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# WHY SLACK?

Slack is a cloud-based collaboration tool that allows teams to communicate in real-time via chat in public or private channels. It integrates applications such as Google Drive, Dropbox, Asana, and more, and features a searchable history and encryption of data.

Use Slack to direct message users or create private and public channels to streamline bulk announcements, work groups, and project collaborations among department teams and volunteer groups.

Compared to free Slack teams, the UC Davis team offers unlimited message history, unlimited integrations, and other premium features. Beyond chat, you can share images, text snippets, and files easily with groups or individuals, public or private.

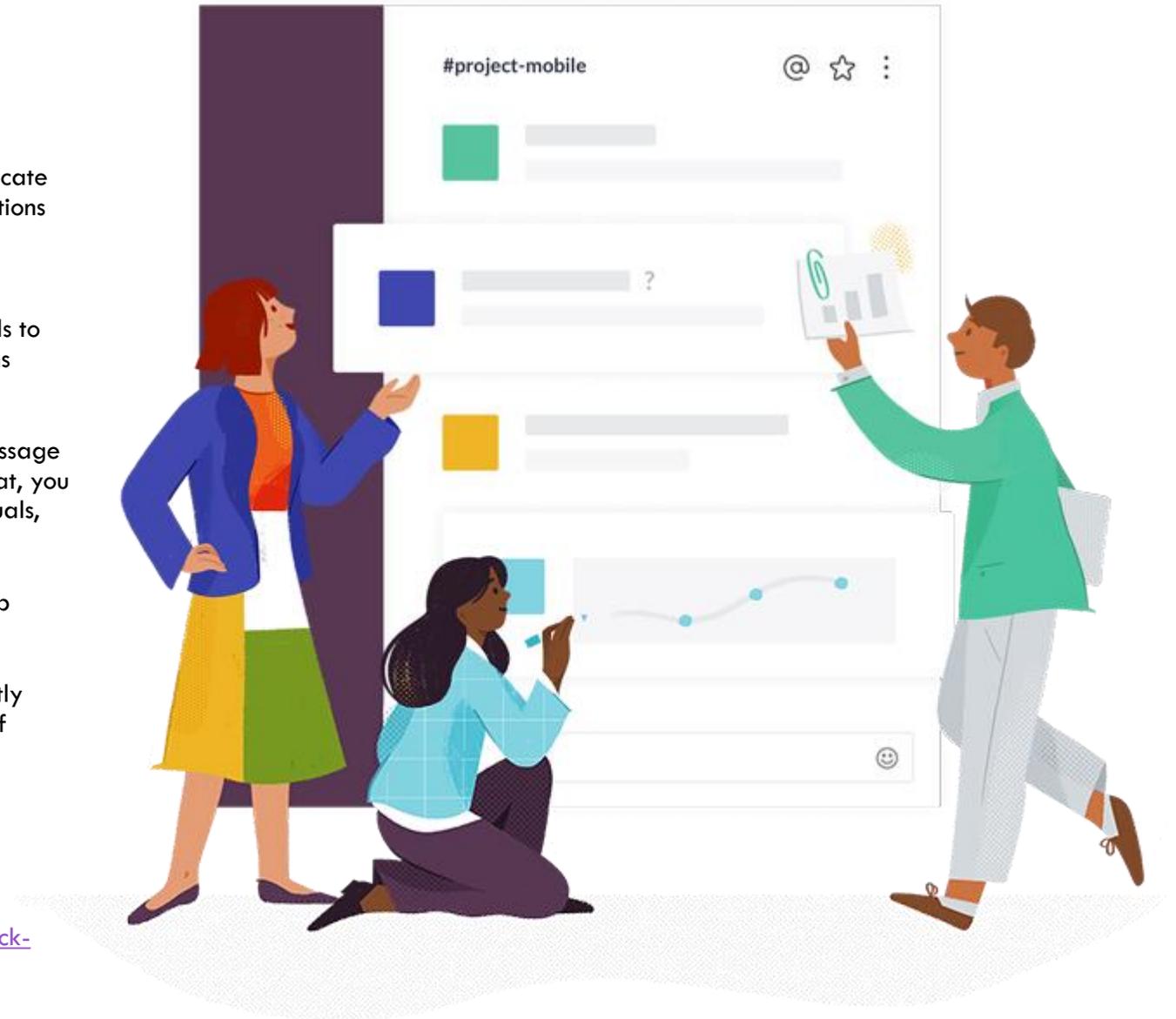
Access Slack from any web browser, mobile device, or from full desktop clients.

There is no cost for end users, however, the UC Davis Slack team is jointly funded by College of Agricultural & Environmental Sciences, College of Engineering, and Division of Social Sciences to allow bonus features.

Read more about Slack at:

<https://itcatalog.ucdavis.edu/service/slack>

<https://get.slack.help/hc/en-us/articles/115004071768-What-is-Slack->



# CREATE AN ACCOUNT

Begin your Slack journey by going to <https://ucdavis.slack.com/>

Create a new account using your UC Davis email. Here you will be sent an email to login and create a password. Click on the following link for further guidance on joining the UC Davis workspace, setting up your profile, and downloading the Slack apps for mobile and desktop:

<https://get.slack.help/hc/en-us/articles/218080037-Getting-started-for-new-members>

Need a tour of the Slack app? Click here to walk through the basic app features.

<https://get.slack.help/hc/en-us/articles/217626358-Tour-the-Slack-app>



# APPS

Ready to download Slack?

<http://slack.com/downloads/>

Mobile

[iOS](#)

[Android](#)

[Windows Phone \(beta\)](#)

Desktop

[Mac OS X](#)

[Windows](#)

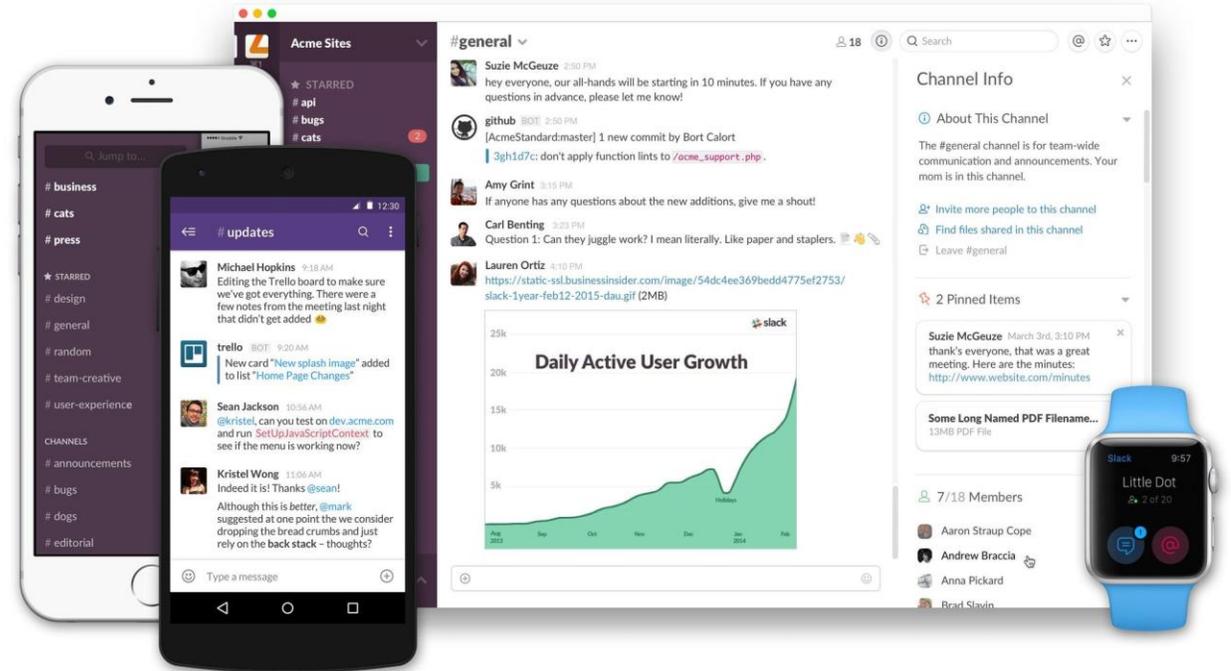
[Linux \(beta\)](#)

Slack offers integration with several partners. Find the list of essential apps here:

<https://ucdavis.slack.com/apps>

Trouble logging into the mobile app? Try this resource:

<https://get.slack.help/hc/en-us/articles/212681477-Sign-in-to-Slack#ios-1>



# PERSONALIZE YOUR PROFILE

At the top left of your desktop app, click on 'ucdavis' and choose 'profile & account' to update your profile. Change your name, title, and even your status. Here you can link your social media accounts for quick reference.

Read more on status and availability:

<https://get.slack.help/hc/en-us/articles/201864558-Set-your-Slack-status-and-availability>

< Team Directory ×



**Ben Franklin** •  
Director of R&D

Message ▾

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Username	@bennyf
Timezone	3 hours behind you (UTC-7)
Phone Number	(888) 555-1212
Email	b.franklin@smithsonian.edu
Mobile number	(808) 555-1212
Nickname	Benny
Location	Arlington, VA
Birthdate	1706-01-17
Flickr	 bennyf
Twitter	 @BenFranklin
Instagram	 @bfranks1706
Facebook	 Ben Franklin
Manager	John Adams
Start Date	1785-10-18
Hobbies include	Kites, Electricity, Beer, Science, and being a total Philadelphia foodie
LinkedIn	 Ben Franklin

# NOTIFICATIONS

Slack offers a complete guide to notifications, including features for channels, desktop notifications and the super important Do Not Disturb after hours set up.

Basic guide: <https://get.slack.help/hc/en-us/articles/201895138-Guide-to-Slack-notifications>

Set reminders: <https://get.slack.help/hc/en-us/articles/208423427-Set-a-reminder>

Mobile notifications: <https://get.slack.help/hc/en-us/articles/201398457-Mobile-notifications>

Desktop notifications: <https://get.slack.help/hc/en-us/articles/201355156-Desktop-notifications>

Do not disturb: <https://get.slack.help/hc/en-us/articles/214888418-Set-default-Do-Not-Disturb-hours>



# CHAT AND CHANNEL ENGAGEMENT

Ready to compose your first message? Walk through the first steps using this link:

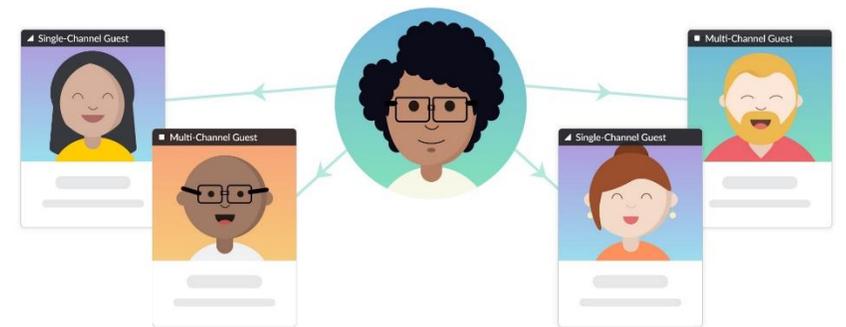
<https://get.slack.help/hc/en-us/articles/203950418-Compose-a-post>

Once you've composed your message, learn how to add some fancy formatting: <https://get.slack.help/hc/en-us/articles/202288908-Format-your-messages>

Send a direct message to your colleague:

<https://get.slack.help/hc/en-us/articles/212281468-Direct-messages-and-group-DMs>

Note: The UC Davis Slack team is informal and is not an official UC Davis communications channel. Users should be aware that access to Slack is available to anyone at UC Davis, so public channels are truly public. Discretion and good taste are highly recommended!



# CREATE A CHANNEL

Now that you're in a channel, you might want to create one of your own. Public channels can be seen by everyone while private channels are visible to added members. A public channel can be changed to private by messaging "@admins" in your channel to change it to private. Note that a public channel can be changed to private but a private channel cannot change to public.

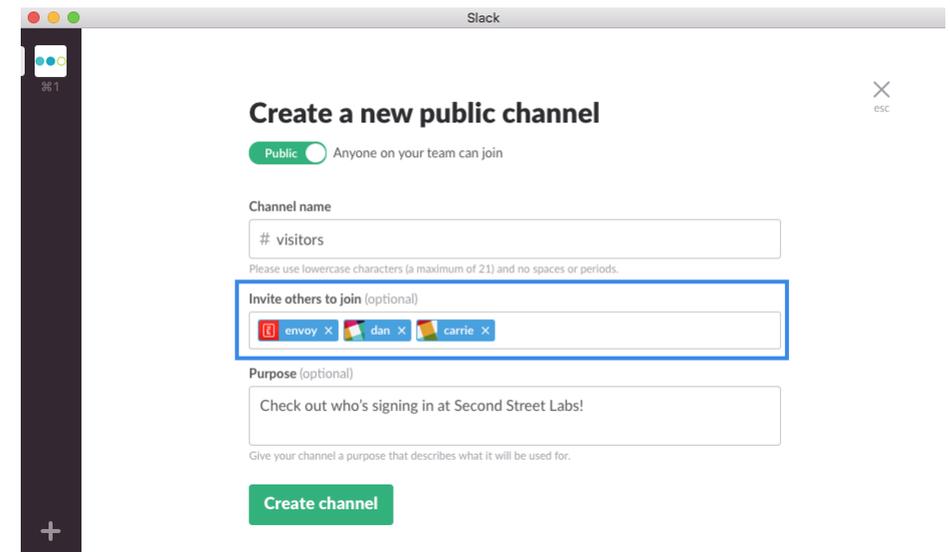
Ready to create a channel? <https://get.slack.help/hc/en-us/articles/201402297-Create-a-channel>

Need to move a direct message to a private channel?

<https://get.slack.help/hc/en-us/articles/217555437-Move-group-DMs-to-a-private-channel>

You can search all public channels by following these instructions: <https://get.slack.help/hc/en-us/articles/205239967-Browse-and-join-channels>

Now that you have a channel, click here to learn how to add new members: <https://get.slack.help/hc/en-us/articles/201980108-Invite-members-to-a-channel>



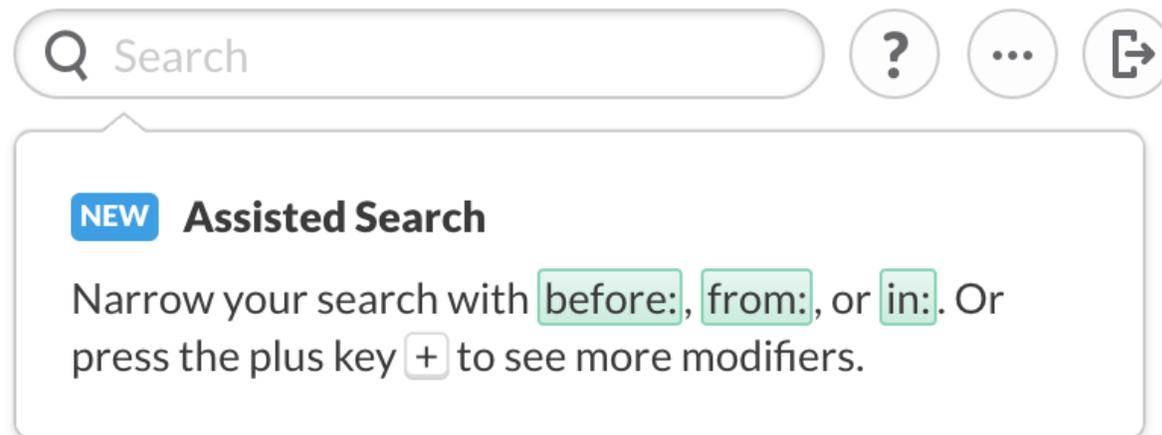
The screenshot shows the Slack interface for creating a new public channel. The dialog box is titled "Create a new public channel" and has a close button (X) in the top right corner. Below the title, there is a radio button labeled "Public" which is selected, with the text "Anyone on your team can join" next to it. The "Channel name" field contains "# visitors" and has a small note below it: "Please use lowercase characters (a maximum of 21) and no spaces or periods." The "Invite others to join (optional)" field is highlighted with a blue border and contains three user avatars: "envoy", "dan", and "carrie". The "Purpose (optional)" field contains the text "Check out who's signing in at Second Street Labs!". At the bottom of the dialog, there is a green "Create channel" button.

# SEARCH FUNCTION

Slack offers an easy way to search conversations and channels. Here are some resources for searching key areas:

<https://get.slack.help/hc/en-us/articles/202528808-Search-in-Slack->

<https://get.slack.help/hc/en-us/articles/213532017-Advanced-search-in-Slack>



# MORE STUFF!

Here are some bonus features for those ready to take the Slack 2.0 leap!

Polls in Slack: <https://get.slack.help/hc/en-us/articles/229002507-Polls-in-Slack>

Using Slack as a project management tool: <https://get.slack.help/hc/en-us/articles/218130338-Slack-for-project-management>

Creating to-do lists in Slack: <https://get.slack.help/hc/en-us/articles/224766507-To-do-lists-in-Slack->

Save notes into a personal DM area: <https://get.slack.help/hc/en-us/articles/219899267-Save-notes-and-files-in-your-personal-DM>

Looking for a Slack rabbit hole? Click on the 'ucdavis' tab at the top left and then the customize link to open your browser page. There's a slew of options to customize and search. Did someone mention Slackbot?

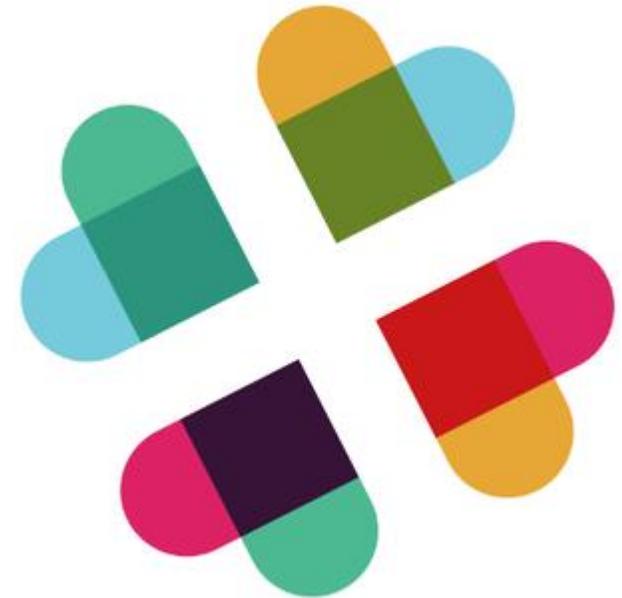


# HELP!

For advanced services, including integrations, importing/exporting data, etc., contact the Slack team administrators by messaging one of the @admins

You can find your admins through the roles and permissions area of Slack.

<https://get.slack.help/hc/en-us/articles/201912948-Owners-and-Administrators>



# QUICK, QUICK SLACK GUIDE

1. Sign up for Slack:  
<https://ucdavis.slack.com/>
2. Download the Desktop and Mobile Apps:  
<http://slack.com/downloads/>
3. DM channel owners to be added to private channels
4. Customize your profile
5. Message your group with a happy goat to verify you are now on Slack.

