Slack 101: Set-up, Notifications and Posting

Taking the Slack out of your online relationships
5 Steps to Getting Started

In this document, we will tell you how to

1. Set-up your Smartphone
2. Join Channels
3. Set Your Notifications
4. Add a Profile Picture
5. Give it a Whirl

Bonus: Set-up Slack on Your Computer

Find more tips and tricks on our Slack Tip & Trick channel or at www.thevinemadison.org/slack

Unless otherwise noted, examples in this document will be from a smartphone, not a desktop app.
Task 1: Setup Your Smartphone
Invite

→ Request an invite from http://www.thevinemadison.org/slack/ or ask your City Group leader to add you.

→ Receive an email invite and select the link

(Note: if you requested the invite online, it could take up to 1 business day to receive the invite)
Name Stuff

➔ User your actual First and Last name :-)

➔ Choose a username that is recognizable to your name, so other members can easily find you when they want to @mention you
App Setup

➔ Enter TheVine's group name

◆ "thevinemadison.slack.com"

Team URL

thevinemadison.slack.com

This is the address that you use for the team site.
Email / Password

➔ Use the same email you used for the invite.
➔ Create a password or select the magic link to get a unique password

Email Address
benncamping@gmail.com
Task 2: Join Channels!

We've used a specific naming schema at the Vine to help organize our channels.

| CG = CityGroup | Learn = Channels for discipleship or other training groups (i.e. Porterbrook, summer series, marriage) | Mission = Mostly for city group outreach ministries (i.e. international students, Elizabeth House, nursing home) | Serve = Channels for serving at the Vine (i.e. music, NextGen, coffee, rides to church) | Pray = Channels for our nation outreach to North Africa and Ecuador. | Fun = Channels to help you make the Vine family (i.e. Sunday Brunch, sports, Madison events) |

CityGroup channels will probably be private. You might also have men’s and women’s CityGroup channels.
About the Automatic Channels

We automatically add everyone to the following channels:

- **Important** (for all church-wide announcements)
- **The Lobby** (place for anyone to post an announcement that’s in line with the Vine’s philosophy)
- **Needs** (a place to post needs)
- **Prayer & Encouragement** (for prayer requests, verse sharing, etc.)
- **Sermon Discussion** (chat about the sermon)
- **Slack Tips & Tricks** (exactly what it says!)
- **Random** (really, exactly what it says)

You can leave channels at any time, but we recommend not leaving the Important channel ever :-).
Join a Channel

➔ Select the “plus” icon by the Channel link in the sidebar

➔ Search or browse your channel and select it

Note: If you select a channel on mobile, you will automatically be added to it. If you’re on the desktop app, you have the option to Preview a channel before joining it.
Public vs Private Channels

Most channels at the Vine are **open (i.e. public)** to all members of our Vine team. The main exception to this would be our CityGroup channels. (Talk to your CG leader if you need an invite.)

Starting a Channel

Anyone can **start a public channel**--we just ask that you

- Try not to duplicate or overlap too closely with an existing channel
- Have at least four people interested in joining
- Use the naming schema to keep channels organized
- **Note**: channels can be archived when an event/activity is over and people can leave channels at any time
Task 3: Set Your Notifications

Make sure you’re getting just the right amount of notifications!
Global Notifications vs. Channel-Specific Notifications

You can control your notifications globally and on a channel-by-channel basis, so we will show you both methods.
Set Your Global or Default Notification Level

➔ Select the three dots [. . .] on your smartphone to bring up the right menu
➔ Select “Settings” and then “Push Notifications”
➔ Choose the “Only Direct Messages/Highlight Words” level
(Remember: you’ll be able to adjust these later on a per-channel basis, but this is a great default level.)

About “Only Direct Messages/Highlight Words”

This level means that someone must type your @username or use the @channel command to send you a mobile notification.

You’ll be able to see new posts when you check the app on this level, but you won’t get notified on your phone for every posting.
Set a Channel-Specific Notification

➔ Select the arrow by the title of the channel
➔ Choose Push Notification Settings
➔ Raise or lower your settings for this channel

Unless you have a very active CityGroup, we recommend setting your CG channel to “All Activity” so you don’t miss anything.

**Muting** a channel allows you to be a member of a channel without getting any notifications. You’ll still be able to see when new messages have been posted.
Task 4: Add a Profile Pic

We love plaid, but not quite that much . . .
Add a Profile Picture

➔ Select the three dots [. . . ] to bring up the right menu
➔ Select “Settings” then “Edit Profile”
➔ Add your picture!
➔ P.S. Please make sure your First and Last name are correct on this screen, so people who are searching for you online can find you easily.
Task 5: Give it a Whirl!

Here are a few quick tips to get you posting on Slack . . .
Add a post or an image...

➔ Use the “message” field at the bottom of the channel feed
➔ The + icon will give you options to add files or images
Add a reaction to a post (emoji) . . .

➔ Press and hold down the post you want to add a reaction to for a few seconds.

➔ A new menu will pop up, including the option to “Add a Reaction”

➔ Choose your favorite emojis.

➔ P.S. Power users might want to figure out how to add custom emojis . . .
Direct Message Someone

➡️ Select the “plus” icon in the left sidebar by the Direct Message category

➡️ Select the person (or people) you want to privately message. You can message multiple people at the same time.

➡️ Note: All DMs are private and not public
Bonus: Setup a Desktop App

If you don’t have a smartphone—or or just want the option to be on Slack on your computer, download the Slack desktop app for Macs or PCs.

P.S. If you use Slack at work, you can sign into the same app with a different team (thevinemadison) and use the same app for both teams.
Download the Desktop App

➔ Visit https://slack.com/downloads on your computer

➔ Select your operating system (Mac, PC, Linux)

➔ Once you download the app, proceed with the same instructions as you would for setting up the smartphone

➔ Here's our group name: thevinemadison.slack.com
Want More Help?

Visit our **Slack Tips & Tricks channel** to ask us questions.

In addition to this document, we also have the following documents available at [www.thevinemadison.org/slack](http://www.thevinemadison.org/slack):

- Slack FAQs
- Slack Intermediate
- Slack Power User