



## How to...

# Use Slack in 12 easy steps

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## 1. Why Slack?

Slack is a collaborative platform that allows you to communicate easily with other groups in the Future Ground Network.

We think this platform is a great way to connect groups across the environmental movement because Slack is:

- Accessible and transparent
- More collaborative and efficient than email
- Organized — you can organize discussion by topic
- Customizable — quieter than email

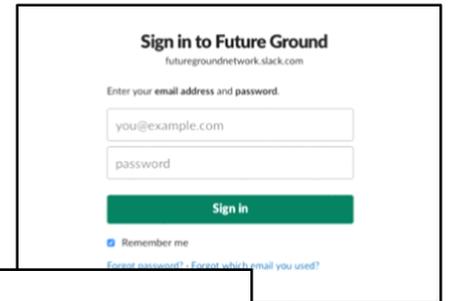
It can be a pain to start using a new platform so we have put together this illustrated guide to assist you in this process. You can also contact us for assistance by consulting the 12th step: [\*\*Need help?\*\*](#)

Slack is where you'll find the latest network updates, connect with others working on similar campaigns to share and seek advice, collaborate with other groups in your region and find support when you need it.

\* The screenshots in this guide are from a Mac computer. The interface may look slightly different on Windows, tablet or mobile.

## 2. How to reach us on Slack

- A. Go to [futuregroundnetwork.slack.com](https://futuregroundnetwork.slack.com) and enter your email address. If you have been invited to join Slack by someone else, you will skip this step.
- B. Check your inbox and check your email.
- C. Create your user name [First name + Group name] to complete the creation of your account.



**Sign in to Future Ground**  
futuregroundnetwork.slack.com

Enter your email address and password.

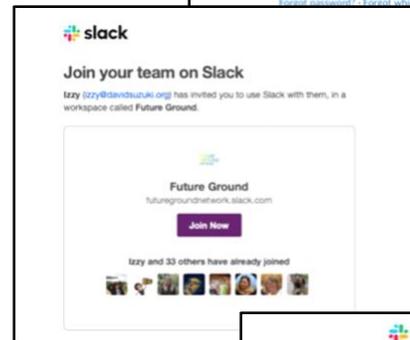
you@example.com

password

**Sign In**

Remember me

[Forgot password?](#) [Forgot which email you used?](#)



**slack**

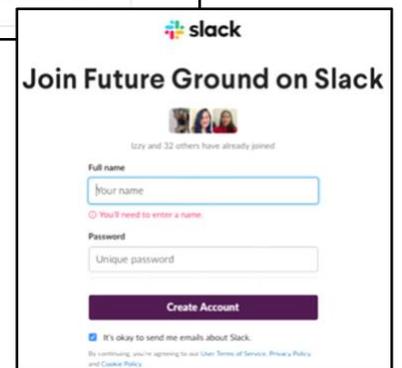
**Join your team on Slack**

lizzy@lizzy@devinducaki.org has invited you to use Slack with them, in a workspace called **Future Ground**.

**Future Ground**  
futuregroundnetwork.slack.com

**Join Now**

lizzy and 32 others have already joined



**slack**

**Join Future Ground on Slack**

  
lizzy and 32 others have already joined

**Full name**

Your name

You'll need to enter a name.

**Password**

Unique password

**Create Account**

It's okay to send me emails about Slack.

By continuing, you're agreeing to our [User Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

## 3. Download the application

You can use Slack via a web browser, but it will work best if you download the desktop or mobile app. It will be easier to access new publications and to contact network members.

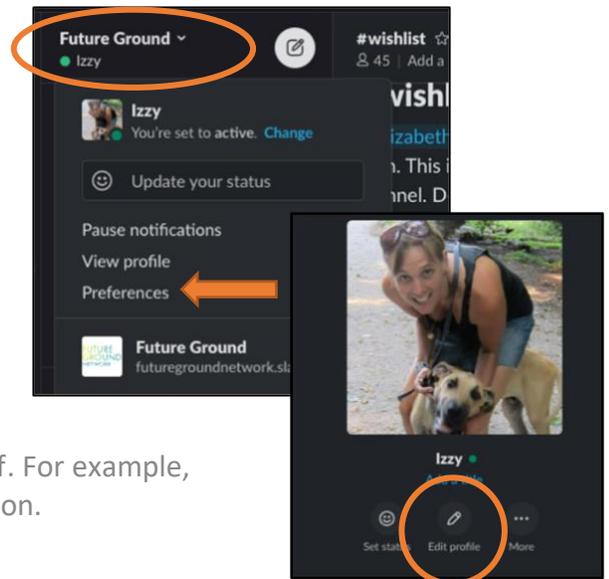
Go to [slack.com/downloads](https://slack.com/downloads) or your mobile app store.

## 4. Create your profile

Now that you've joined Slack, take a moment to configure your profile so other members know who you are.

Go to your profile and preferences

You can add a photo and tell us a little bit about yourself. For example, where you are based and what issues you want to work on.



## 5. Channels

Slack is an online chat room where topics are organized into "channels" located in the menu on the left. All channels begin with the # symbol. When you join Future Ground Network for the first time, you will be automatically added to:

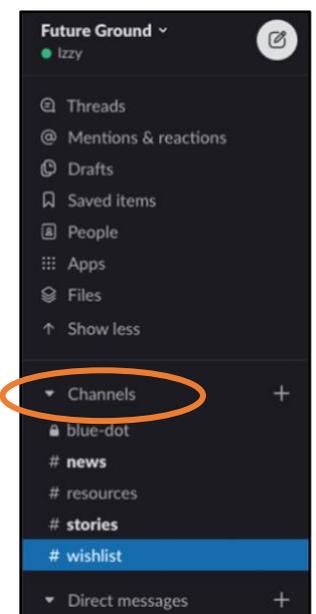
#connect – Ask for advice, share inspiration, and greet new members!

#stories — Share success stories of initiatives in your communities or of challenges you've encountered

#resources — The central place to access or share training guides, webinar recordings and other resources

#wishlist — Where you can tell us what topics you would like us to cover in future trainings

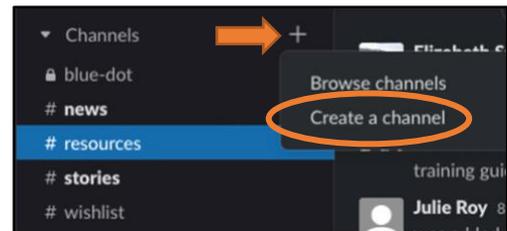
#\_\_\_\_\_support — Post here with questions and requests for the corresponding support topics



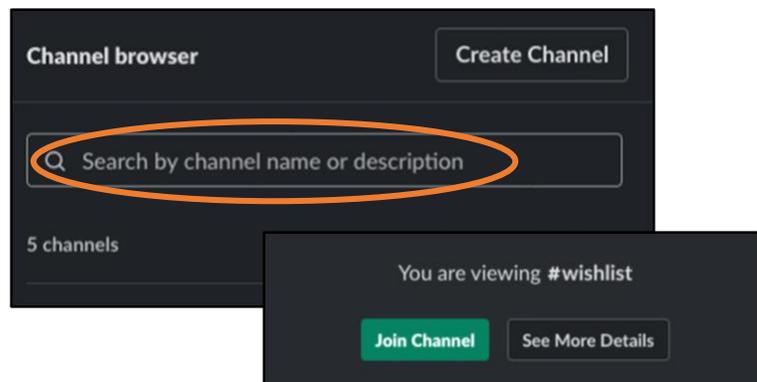
Tip: use the keyboard shortcut Ctrl + K to quickly display the search function

## Find channels

To find channels, click the + sign next to "Channels," and then click "Browse Channels." You will be redirected to the channel browser.



In the search bar, type the name of your city or your topics of interest to see if there is a channel that interests you. Once you are on the channel, you will see an option to join it.

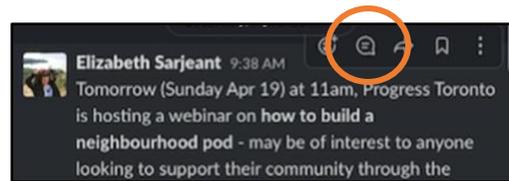


## 6. Messages and discussions

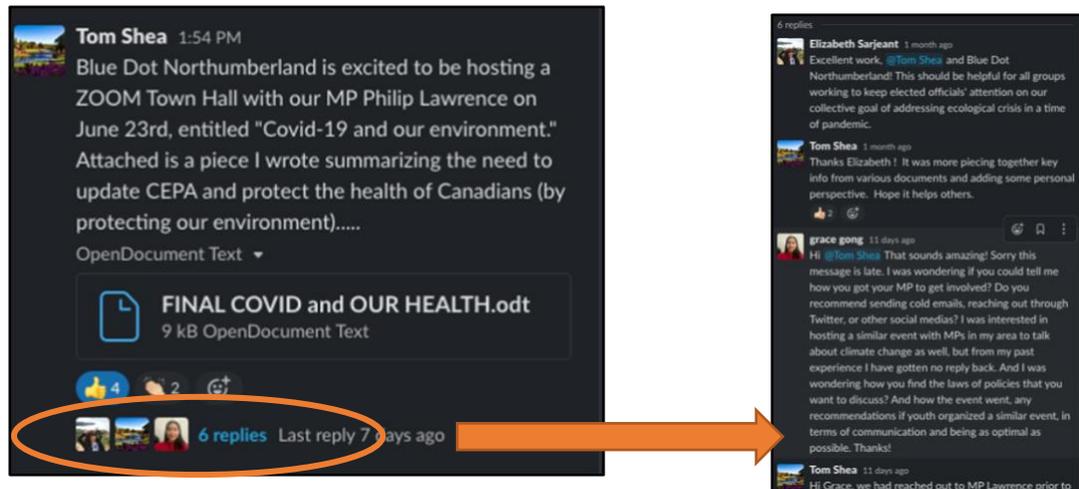
There are two ways to communicate in a channel: You can send a message to the channel or reply to a message already posted in the channel by starting a thread. To prevent the discussion from being confusing, **please keep conversations in a thread, as this makes exchanges easier to follow.**

- A) To send a message to a channel, just type in the message bar at the bottom of the page and send it.
- B) To reply to or comment on a message, you can start or continue a thread. Hover your mouse over the original message and look for the icons that appear. On a smartphone, hold your finger on the message and a menu appears.

To start or continue a thread, select the speech bubble icon  or the responses below the message. The discussion will then be contained under the original message.

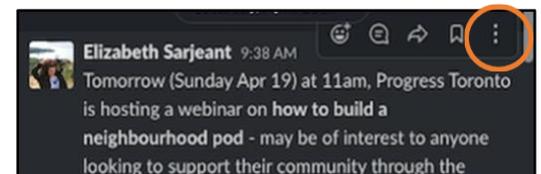


Here is an example of a discussion thread, rather than a separate message.



### Options:

- To delete or edit a message, go to the "More Actions" icon

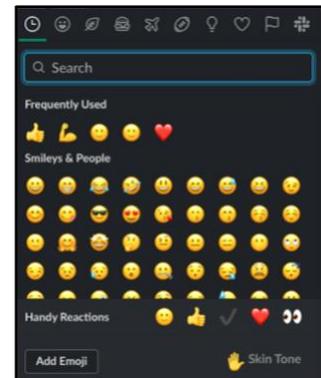
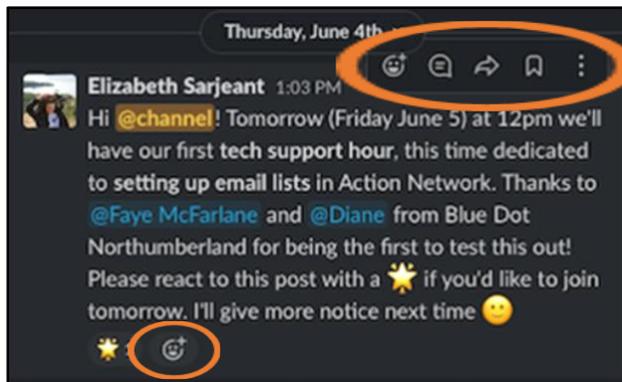


- To **attach** something to your message, use the paperclip icon:
- To **write in paragraphs**, use a progressive return (Shift + Enter).



## 7. Reactions

Reactions are a quick and easy way to respond. You can add reactions to other people's comments or include them as emojis in posts and discussions. **Hold your finger on the message and look for the smiley face icon and add a reaction.**



## 8. Effective searching

Having access to the right information in Slack is the key to smarter, faster and more productive work. Your questions may have already been answered earlier. Search Conversation History to find the messages, files, channels and people you need. This will avoid doubling up and dividing conversations, in addition to finding what you are looking for faster!

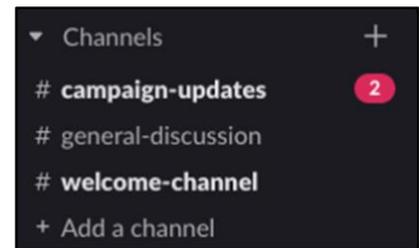
Click **Search**  at the top to open the search window and enter your search terms in the field.



For example, search for “documentary” and you will find posts and discussions with suggested documentaries for your movie night. Feel free to add you own suggestions to the threads!

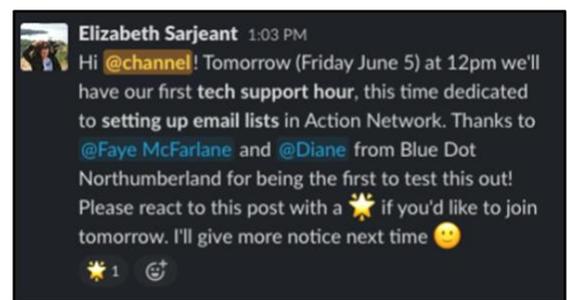
## 9. Mentions and notifications

You can easily see if there’s something new for you in Slack. **The channel name in the menu will turn bold.** If there is nothing new to see, the channel name will remain greyed out.



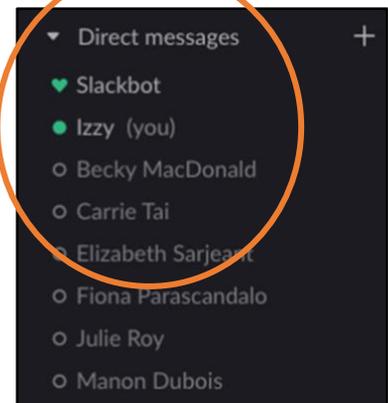
One of the great things about Slack is that you can highlight a message or thread for someone by mentioning them so they’ll be notified. You can mention more than one person at a time.

If you’ve been mentioned, a number will also appear next to the channel name. The number indicates the number of times you have been tagged.

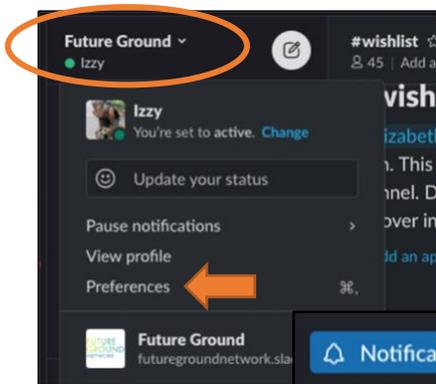


## 10. Direct messages

If you need to remain confidential or to avoid overloading a channel with information, you can use direct messages. Direct messages work the same as channels but are kept private and can only be viewed by those involved in the chat. You will see your messages under Channels in the left menu. Click Direct Messages or the + sign next to it to create a new message.

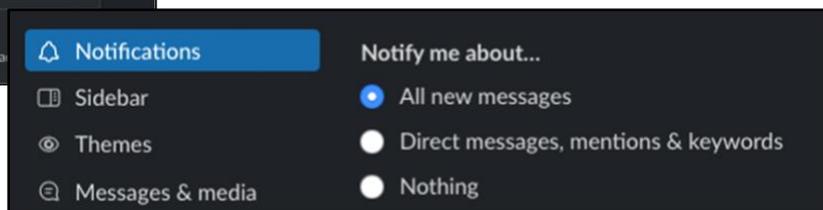


## 11. Adjusting your notifications



Here are some quick tips to make Slack less noisy. In the top left-hand corner of the window, click on the drop-down menu next to where it says “Future Ground Network” and select “Preferences.”

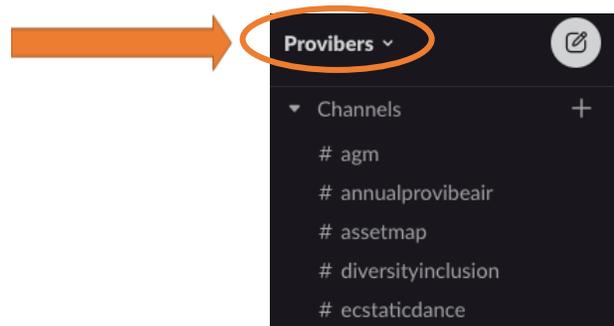
In “Notifications” you can delete or edit notifications



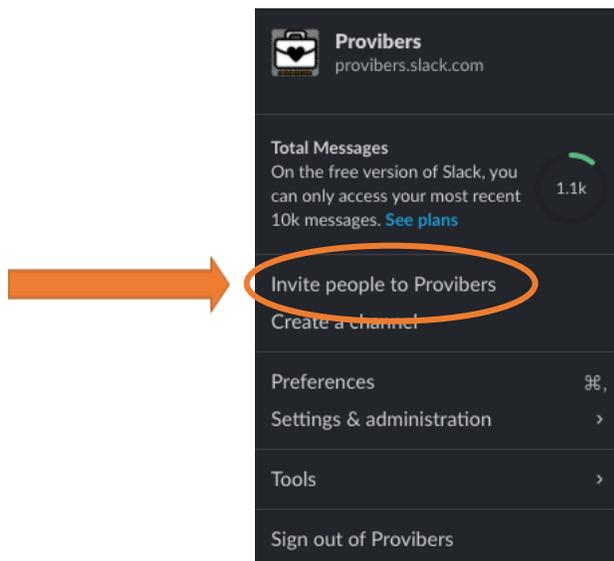
## 12. Adding people to your own workplace (by email)

We ask that you **please do not add other people to the Future Ground Network workplace**. However, adding new members to your own group’s Slack workplace can be an important first step to successful organizing. Here are instructions on how to do that.

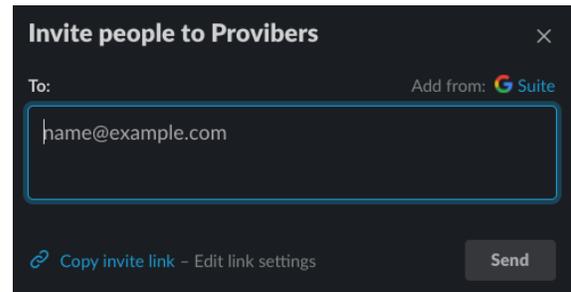
Click the dropdown heading (or your workplace name), in this example it’s “Provibers”



Click “Invite people to [your workplace name]”



Type the email address of the person that you want to invite



Invite people to Provibers

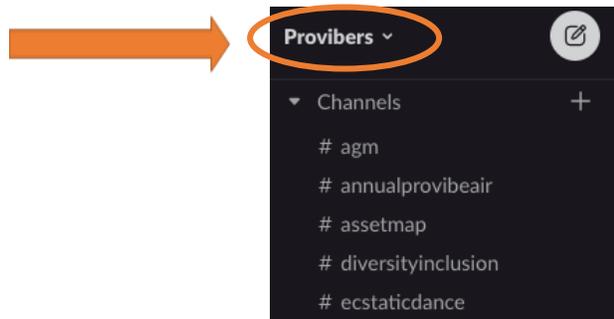
To:  Add from:  Suite

[Copy invite link](#) - [Edit link settings](#) Send

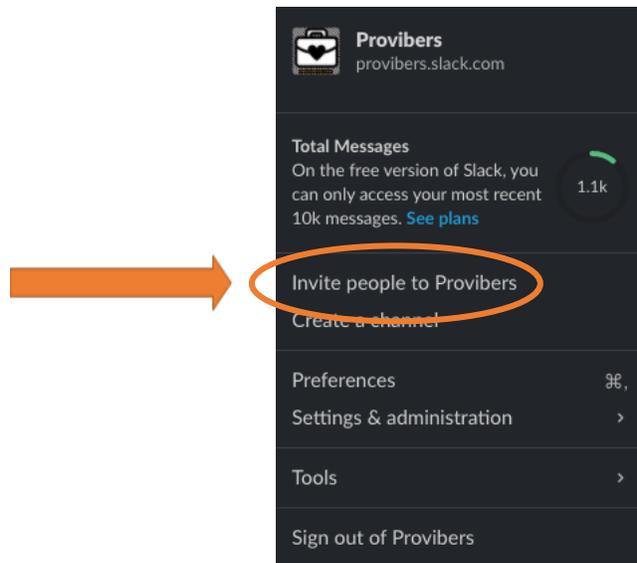
### 13. Sending an invite link to add people to your Slack

If you want to send a general invite link so that a large group of people can join your Slack, here's where to find it:

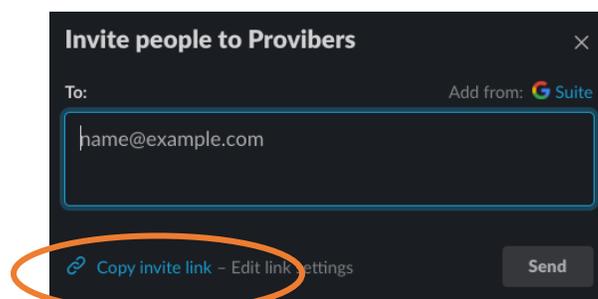
- A. Click the "[your workplace name]" dropdown heading



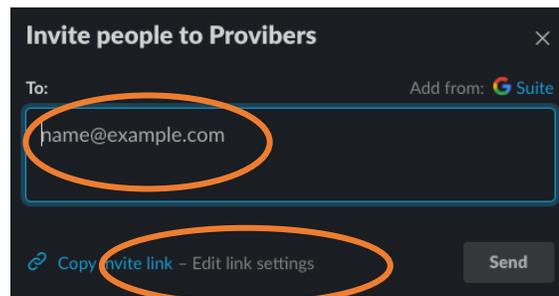
B. Click “Invite people to [your workplace name]”



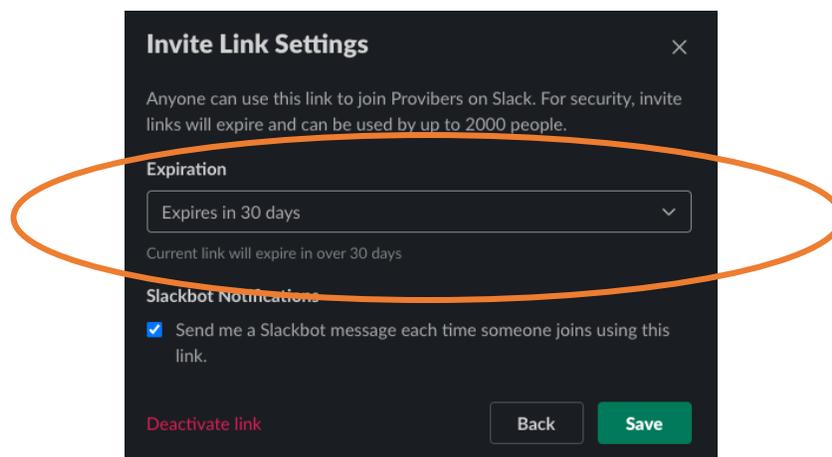
C. Click “Copy invite link” in the bottom left corner



- D. Once your link is copied, you can send it to large numbers of people. However, this link will expire in a set amount of days.



If you click "Edit link settings," you can change the expiration period.



## 14. Need Help?

Need support or have questions about Slack? Here are three ways to get in touch with us quickly:

- A. Contact us at [FutureGroundNetwork@davidsuzuki.org](mailto:FutureGroundNetwork@davidsuzuki.org)
- B. Go to Slack 101, a series of walkthroughs, tips and simple videos: <https://slack.com/intl/en-gb/resources/slack-101>.