

## SWING LEFT COLLEGE PROGRAMS

# Slack Guide

### What is Slack?

Slack is our virtual workspace where the bulk of our team communication will happen. If you have a question, want to meet other fellows, or want to share a picture from your organizing work, post them on Slack!

Prior to joining Swing Left College Programs' Slack, you'll need to read and agree to our community agreements, found [here](#).

### How to use Slack



#### Welcome to Slack!

Once you complete this checklist, you'll be up and running on Slack in no time. It should only take about 20 minutes.



#### Before you begin...

Slack is our online community for Fellows and Network members from all over the country. It's the primary way we stay connected and updated on all of the great organizing work taking place. If you've never used Slack before, head to our [video guides page](#) and watch the "What is Slack?" video at the top. We'll get to the others later.



#### Step 1: Logging in

Join your team at [yourteam.slack.com](http://yourteam.slack.com) and log in. Download the desktop app at [www.slack.com/downloads](http://www.slack.com/downloads). You can [set notifications](#) for Slack overall or even for each channel in Slack as needed. This way, you stay connected without being 'over-notified.' Make sure you indicate to receive email notifications so you can stay updated without being online:

#### When I'm not active on desktop...

Send notifications to my mobile devices:

after I've been inactive for 2 minutes ▼

Send me email notifications once every 15 minutes ([change](#))

You'll only receive emails when you're mentioned or sent a direct message.

Another great way to stay connected is downloading the mobile app on your smartphone [www.slack.com/downloads](http://www.slack.com/downloads). You can change notifications for your smartphone so you can get support and updates while you're organizing on or off campus. When you add the app to your smartphone, this is our Slack Workspace: [swingleftcollege.slack.com](http://swingleftcollege.slack.com)



## Step 2: Setting up your profile

[Fill out your profile](#) — be sure to include your full name, your role, and time zone. Upload a photo that is easily recognizable as you. Creative avatars are fun, but your Slack team should see who you are.



## Step 3: Getting Started

### **How to play:**

Watch the videos listed below (and more if you'd like) at [slack.com/videoguides](https://slack.com/videoguides). They're short but full of useful tips.

After each video, put your new skills into action by completing the following tasks. Try to use real work if you can. If you can't, you can always direct message yourself (your DMs serve as a great personal scratch pad).



### **[Using channels \(2:32\)](#)**

Channels are subsections of Slack, divided by topic where we communicate with each other and share updates.

[#announcements](#) *Important programmatic information that is open to everyone in the College Programs.*

[#events](#) *For sharing events hosted by volunteers, event ideas + tips, questions, collaborations, and more.*

[#feedback-plz](#) *If you'd like edits to an email you're sending, feedback on your social posts, or other places to get direct feedback on something you've created, post it here.*

[#letter-writing](#) *A place to discuss and ask questions about writing letters with Vote Forward, a voter contact tool used by Swing Left to help us turn out voters in Super States.*

[#moral-support](#) *A space for the college programs community to support each other.*

[#phone-banking](#) *A place to discuss and ask questions about phone banking, a critical way to contact voters in Super States ahead of November.*

[#pictures-fall-2020](#) *Where we post pictures of our organizing work! **Posting in this channel allows Swing Left to use your pictures.***

[#professional-development](#) *For sharing trainings, internship/job posts, and other professional development opportunities.*

[#questions](#) *Ask any questions you have about the college programs here and get an answer ASAP. This channel is open to the Fellowship and Network so if you have a program-specific question, please clarify that.*

[#random](#) *Discuss the latest wild things happening in the world here, share links to a great article, or dig into the Presidential race.*



### **[Sending messages \(3:01\)](#)**

@mention someone in a channel, then try a direct message.

React to a message with an emoji. Or reply in a channel but as a 'thread' to a specific message. This is good when you want to minimize channel clutter but allow others to hop into the conversation thread.



### **[Using search \(2:45\)](#)**

Search for a message using modifiers (type "+" in the search bar to see the full list).

Help build our Slack community into a cultural hub of volunteer fun! You can add [custom emojis](#) or [slackbot messages](#).



**You're finished setting up Slack!**