



SLACK'S USER GUIDE FOR STUDENTS

This guide will introduce you to using Slack's networking platform. Slack works well on both desktop and mobile applications, and through the internet browser. You can download the mobile app from your smart phone's or computer's app store. If you use Slack through your internet browser, you can sign in at duuniin.slack.com. The platform is meant to be a lively networking place for the employers and students, so we encourage you to take active part in discussions and networking! 😊

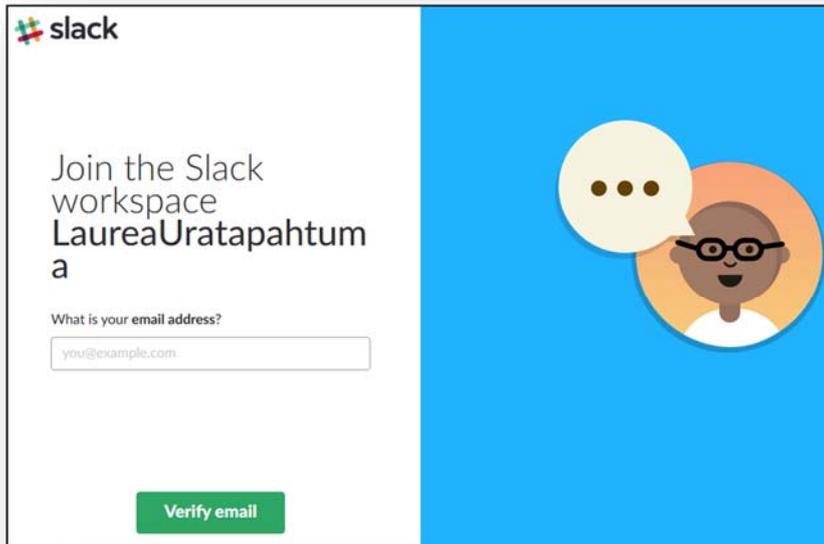
In case you run into a problem which this guide does not provide an answer to, please contact us on [#02-support](#) channel or via e-mail [sometaduuniin\(at\)laurea.fi](mailto:sometaduuniin(at)laurea.fi). Let's figure it out together!

The screenshot shows the Slack interface with several features labeled:

- Channels**: Points to the left sidebar containing a list of channels like #01-news, #02-support, etc.
- Settings and info**: Points to the top right header area.
- Search**: Points to the search bar in the top right.
- Dialog window**: Points to the main content area of the channel.
- Adding files**: Points to the plus icon in the message input field.
- Direct Messages (DM, private messages)**: Points to the 'Direct Messages' section in the sidebar.
- Message typing field**: Points to the text input area at the bottom of the channel.
- Emojis and assigning messages**: Points to the emoji and mention icons in the message input field.

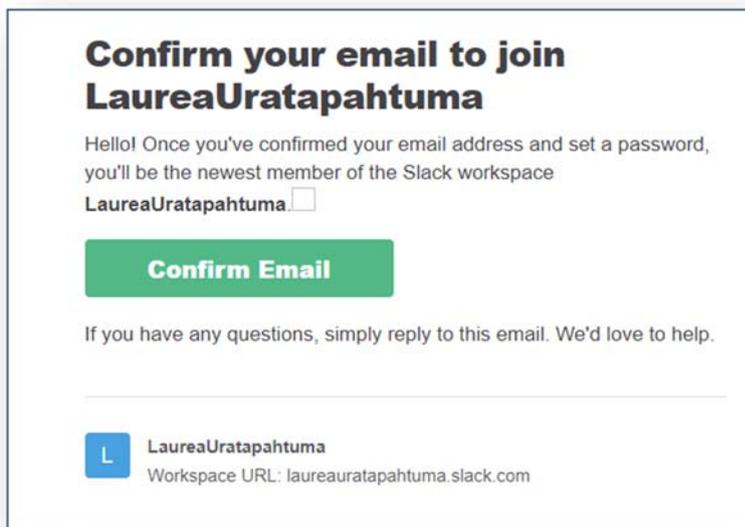
Registration on the platform

1. Please sign in to the Network to Get Work Online Slack platform through the registration link which was given to you in the e-mail. Copy the link in your browser's address field and the link will take you to Slack's registration page.
2. Type your e-mail address in the field reserved for it and choose "Verify email".



The image shows a Slack registration page for a workspace named "LaureUratapahtuma". The page has a white background on the left and a blue background on the right. The Slack logo is in the top left corner. The text "Join the Slack workspace LaureUratapahtuma" is displayed. Below this, there is a text input field labeled "What is your email address?" containing the placeholder text "you@example.com". A green button labeled "Verify email" is positioned at the bottom left of the white section. On the right, there is a circular profile picture of a person with glasses and a speech bubble containing three dots.

3. You will receive a confirmation message to your e-mail.



The image shows an email confirmation message. The subject line is "Confirm your email to join LaureUratapahtuma". The body of the email says: "Hello! Once you've confirmed your email address and set a password, you'll be the newest member of the Slack workspace LaureUratapahtuma." Below this text is a green button labeled "Confirm Email". At the bottom, there is a signature block for "LaureUratapahtuma" with a blue square icon containing the letter 'L' and the text "Workspace URL: laureuratapahtuma.slack.com".

4. Next, type your full name in the "Full name" field. Finally, set a password which you will use to log in to the platform.

Join the Slack workspace LaureaUratapahtuma

Full name

Display name (optional)

By default, Slack will use your full name — but you can choose something shorter if you'd like.

Password (required)

Passwords must be at least 6 characters long, and can't be things like "password", "123456" or "abcdef".

It's ok to send me email about the Slack service.

Next

5. Accept the User Terms of Service.



Please review the User Terms of Service

Effective: November 17, 2016

These User Terms of Service (the "User Terms") govern your access and use of our online workplace productivity tools and platform (the "Services"). Please read them carefully. Even though you are signing onto an existing workspace, these User Terms apply to you — the prospective user reading these words. We are grateful you're here.

First things First

By choosing I Agree, you understand and agree to Slack's User Terms of Service, [Privacy Policy](#), and [Cookie Policy](#).

I Agree

6. In the next phase you will be given the change to invite your friends on the networking platform. In case you don't want to invite anyone, please choose "Skip For Now".

Invite your teammates

All set! You're joining Anna Mikkola, Emma Barck, Henrik, and Juha.
Anybody else you'd like to invite?

Email address [+ Add another invitation](#)

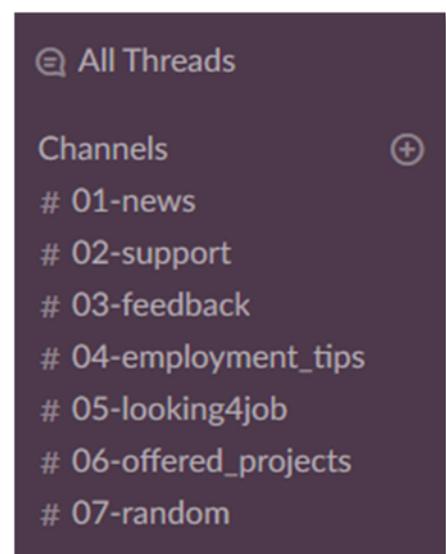
7. All set! You have successfully registered and signed in on Slack's networking platform! "Skip the tutorial" will take you directly to the workspace.

Channels

Slack is based on different channels where chatting and sharing files with others takes place.

We have created basic channels on the platform, which we recommend you to join and follow. For example, on *#02-support* channel you can ask for help in using Slack, and in the end of the events we ask you to provide your feedback on *#03-feedback* channel. On *#01-news* channel we provide information on how the event is proceeding and other timely matters. From the description of each channel you can find the purpose of it. You will reach the employers through their own channels. You can join the channels which seem interesting to you by following the instructions given below.

NB! Don't be distracted with notifications coming from channels which you are not following. Mainly, you are supposed to keep an eye on the basic channels, which we have recommended you to follow, and the employer channels which you are interested in. You can always also leave the channel.



TIPS:

#04-employment_tips channel is for discussing and sharing interesting articles related to employment, such as utilizing social media in job search etc.

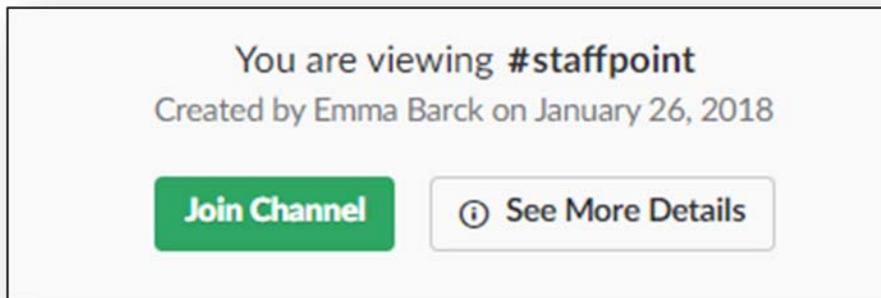
#05-looking4job is a channel where you can post your personal introduction for the employers to see. Please note, that you should not share any detailed personal information, such as your social security number or address. Instead, in case you need to share this type of information, please use DM (Direct Messages).

#06-offered_projects is a channel on which the employers can post projects/thesis topics they are offering.

#07-random channel you may use for general discussion.

Joining the channels

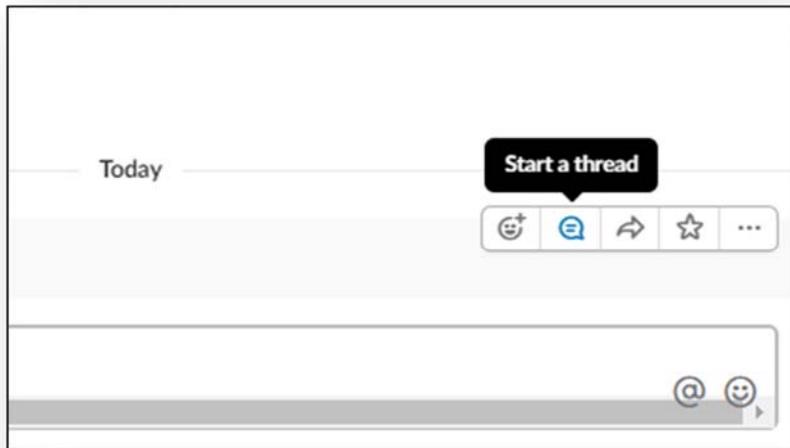
Click on the "Channels"-topic in the left hand side sidebar. From there, you can browse all public channels within the workspace. When you come across a channel on the list that seems interesting to you, you can join it by clicking "Join Channel".



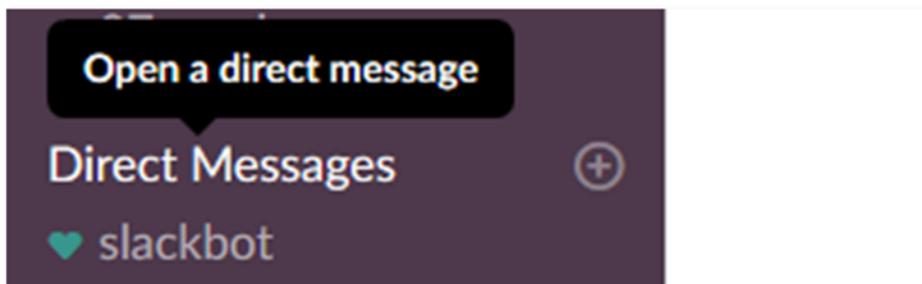
Discussing on the channels

Discussing on the channels happens as in any general chat. Just type your message in the message typing field and hit ENTER.

If you would like to answer/comment directly to some message, do it by clicking the small discussion balloon icon "Start a thread" from the right hand side of the dialog window. This way the discussion area stays nice and tidy, and answers are connected to the right messages.



If you would like to assign your message to a specific person, type "@" before the person's username. For example, @sometaduuniin. If you want to send a private message to somebody (for example send some employer more detailed information about you, such as your contact details), use Direct Messages (DM).

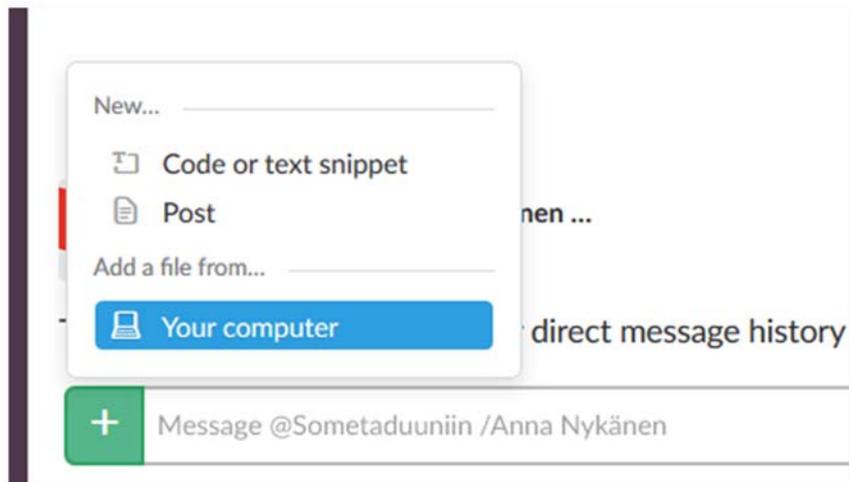


Sharing content on the channels

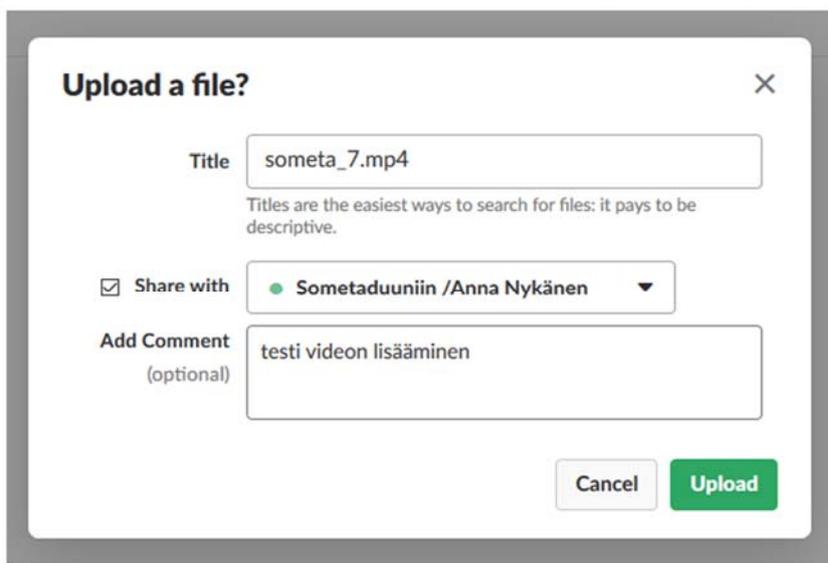
Adding a video

You can add videos to channels either as an URL-link (for example, YouTube) or by uploading a video file from your computer. On the video you can introduce yourself to the employers. We primarily recommend for you to post/embed your video from another online service, not uploading it as a separate file.

1. To upload a video from your computer, choose the + icon from the left hand side of the message typing field and choose "Your computer". Next, find the video you would like to upload and choose continue.



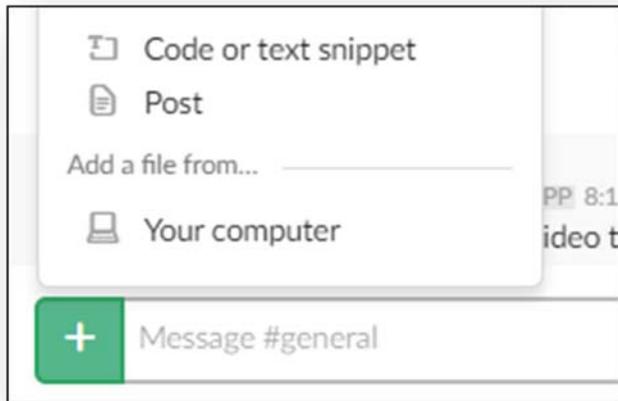
2. Give your video a title in the "Title" field and choose on which channel, or with whom, you want to share the video from "Share with" dropdown menu. You can write the description of your video in the "Add comment" field. Finally, click "Upload" to upload your video.



Adding a text introduction on the channels

The simplest way to introduce yourself in text form is to use the channel's chat. However, you can do that also by uploading the text file from your computer to the channel or using the "Post" function. This way the text you have typed will appear nicely, in a form-like way, on the channel.

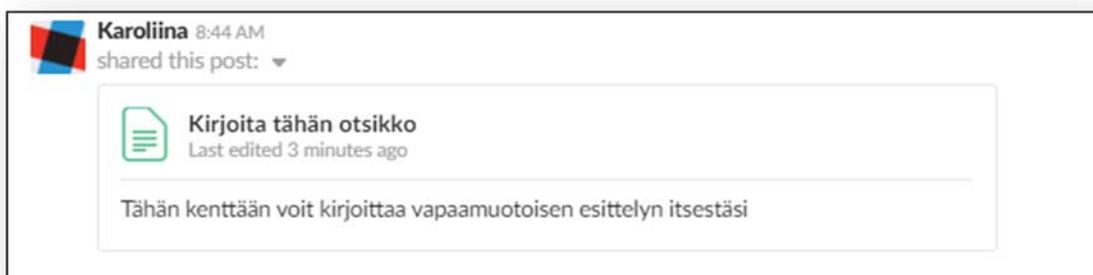
You can share a file by choosing "Add a file from Your computer".



1. Choose the + icon and "Post".
2. Give your text a title and type your introduction in the form.



3. After you have finished your introduction text, choose "Share" from the upper right hand side corner. Then choose the channel on which you want to post your introduction on. Finally, click "Share" once again.
4. The "Post" you have shared will appear on the chosen channel for everyone to read.



Account settings

You can enter your account settings by clicking the event name on the upper left hand side corner. A menu will open, from which you can choose "Profile & account".

By clicking "Edit profile" you can change your name, add a phone number, and set your profile picture.

From the cogwheel icon you can enter the "Account settings" menu, where you are able to change your account password and delete your account.

