



PA-NRC SLACK WORKSPACE

Instruction Guide

Why Slack?

- A way to connect virtually with other PA-NRC Members
- Users can share files, pictures, etc.
- The PA-NRC Workspace will have different channels for specific topics (Example: #vizient-conference)
- **IT IS FREE TO DOWNLOAD**
- It is not mandatory to download or use Slack

Download SLACK to...

- **Cell Phone**

- **Desktop**

 - [Download for Windows](#)

 - [Download for Mac](#)

- [Link to join PA-NRC Channel](#)

**Link expires September 17, please reach out to Zaharaa Davood at zadavood@phmc.org for new link*

How to join PA-NRC Workspace (DESKTOP)

- **Accept invitation – [Link to join PA-NRC Channel](#)**

**Link expires September 17, please reach out to Zaharaa Davood at zadavood@phmc.org for new link*

- **DESKTOP**

- **Check your inbox for an email invitation from Slack.**
- **Click Join Now.**
- **Enter your full name and a password, then click Create Account**

How to join PA-NRC Workspace (MOBILE)

Accept invitation – [Link to join PA-NRC Channel](#)

**Link expires September 17, please reach out to Zaharaa Davood at zadavood@phmc.org for new link*

◦ iOS

- [Download the Slack app for iOS.](#)
- **Check your mobile inbox for an email invitation from Slack**
- **Tap Join Now**
- **Enter your full name and password, then tap Next**

◦ Android

- [Download the Slack app for Android.](#)
- **Check your mobile inbox for an email invitation from Slack**
- **Tap Join Now**
- **Enter your full name and tap Next**
- **Create a password and tap Next**

How to join PA-NRC Workspace?

(without invitation)

- **Workspace Name: PA Nurse Residency Collaborative (panursesreside-x5v5551.slack.com)**
- **Create an account and join**
- **Desktop:**
 - **From your desktop, visit <https://slack.com/get-started>**
 - **Enter your email address (we suggest using your work email address). Then click Continue.**
 - **Check your email for a confirmation code from Slack and enter it.**
 - **Below Accept an invitation, click Join next to the workspace you'd like to join.**

What is a channel and how do I join?

What is a channel?

Slack organizes conversations into dedicated spaces called channels. You can create them for any project, topic, or team.

MOBILE

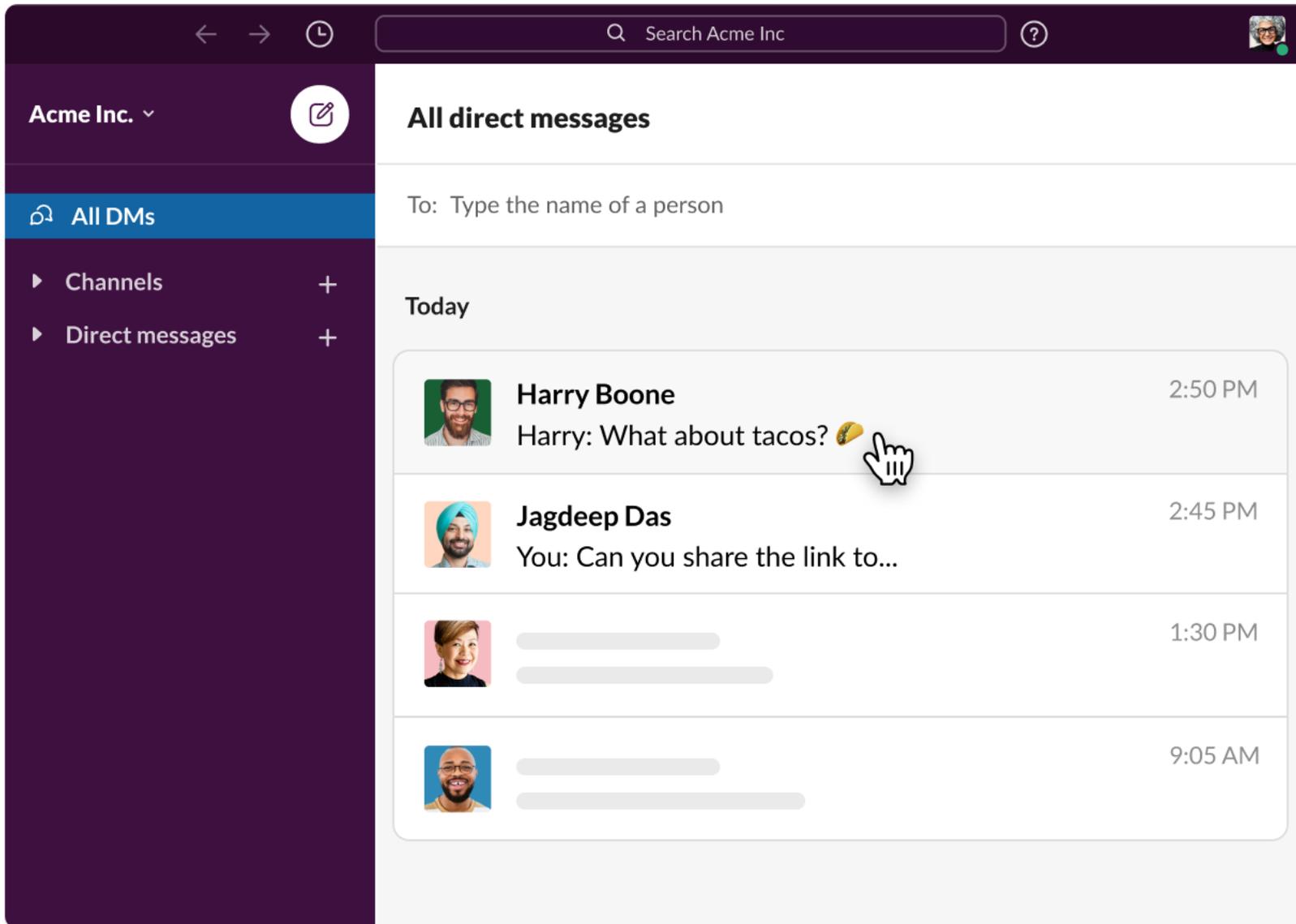
- Tap “Search” at the bottom of your screen.
- Tap Browse channels.
- Search for a channel or select one from the list.
- Tap Join Channel.

DESKTOP:

- Click “Channel browser” at the top of your left sidebar. If you don't see this option, click More to find it.
- Browse the list of public channels in your workspace or use the search bar to search by channel name or description.
- Select a channel from the list to view it.
- Click Join Channel.

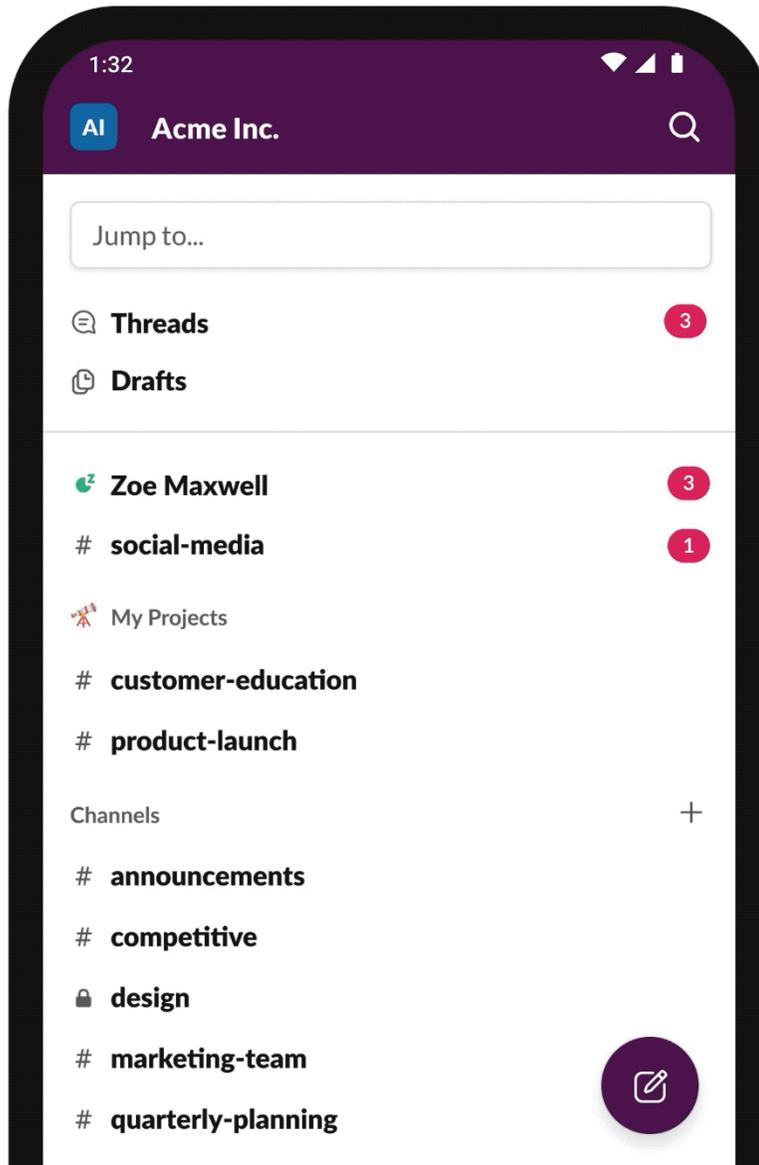
Create a Channel

If you think of a topic or idea that is not already included in the channels, you have the option to create one.



How to send direct messages? (DESKTOP)

- Click “All DMs” at the top of your left sidebar. If you don't see this option, click “More” to find it.
- By default, your most recent conversations are listed below the Direct Messages header in your left sidebar.



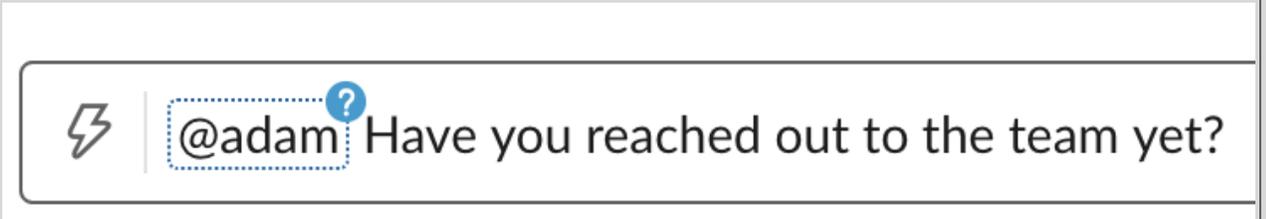
How to send direct messages? (MOBILE)

- **Click “All DMs” at the top of your left sidebar. If you don't see this option, click More to find it.**
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What Are Mentions?

Mentions are a direct way to notify people of something that needs their attention in Slack.

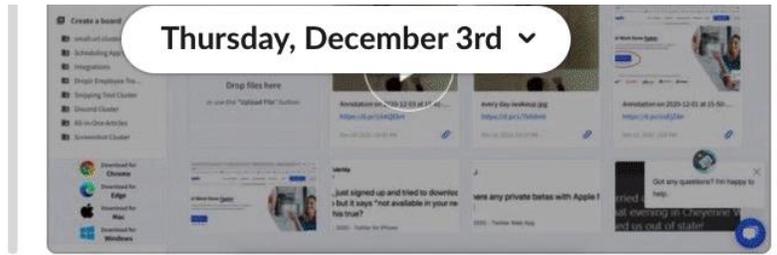
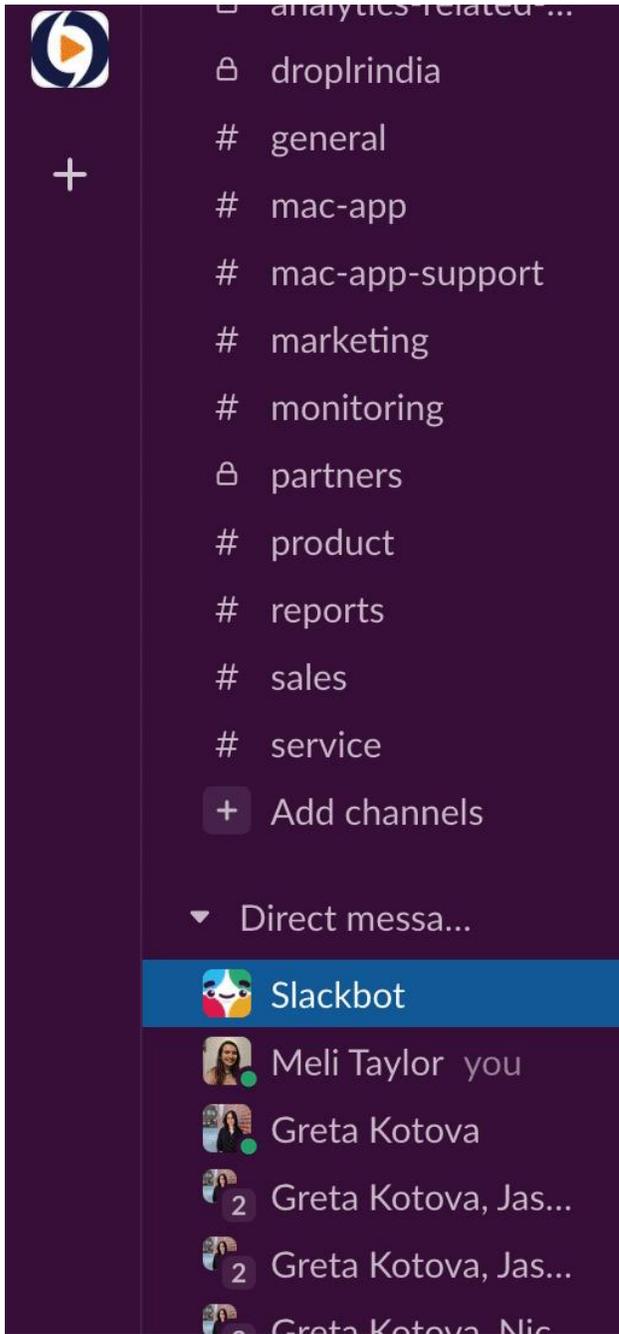
- **As you're writing a message, enter the @ symbol.**
- **Enter a member's name or select one from the list of members. You can repeat this step for every person you'd like to mention in your message.**
- **Send your message.**



Formatting

- Highlight the text you'd like to format, then select an option from the formatting toolbar. You'll see exactly what your message looks like before you send it, and you can add multiple formatting options to the same text.

The image shows a screenshot of a text editor's interface. At the top, there is a preview area containing the text: "Bold, italicize, strikethrough, `code`, or [link](#) text." Below this, there is a numbered list: "1. Create numbered lists." followed by a bulleted list: "• Create bulleted lists." Underneath the lists, there is a "Block quote" section and a "code block" section. At the bottom, there is a formatting toolbar with various icons: a lightning bolt, a bold 'B' button (which is highlighted with a mouse cursor), an italic 'I' button, a strikethrough button, a code button, a link button, a list button, a bulleted list button, a quote button, an 'Aa' text color button, an '@' mention button, a smiley face emoji button, a paperclip attachment button, a video camera button, and a green send button with a white arrow and a dropdown arrow.



Slackbot 3:06 PM

You can keep track of links by sending them to yourself – just select the plus sign (+) next to the direct messages list, and search for your own name.



Meli Taylor 3:09 PM

<https://d.pr/v/dOrlzG>



Slackbot 3:09 PM

Pssst! I didn't unfurl <https://d.pr/v/dOrlzG> because it was already shared in this channel quite recently (within the last hour) and I didn't want to clutter things up.

Show Preview Anyway

Do Nothing

You can keep track of links by sending them to yourself – just select the plus sign (+) next to the direct messages list, and search for your own name.

Adding Emojis

Edit Messages

◦ DESKTOP

Desktop Mobile

- 1 Hover over the message you'd like to edit.
- 2 Click the  **three dots icon**.
- 3 Click **Edit message**.
- 4 Select **Save Changes** to finish.

◦ MOBILE

- 1 Tap and hold the message you'd like to edit.
- 2 Tap  **Edit Message** and make your changes.
- 3 Tap the  **check mark icon** to finish.

Edit Messages



Delete Messages

◦ DESKTOP

- 1 Hover over the message you'd like to delete.
- 2 Click the  **three dots icon**.
- 3 Click **Delete message**.
- 4 Select **Delete** to confirm.

◦ MOBILE

- 1 Tap and hold the message you'd like to delete.
- 2 Tap  **Delete Message**.
- 3 Tap **Delete Message** again to confirm.

Delete Messages

◦ DESKTOP

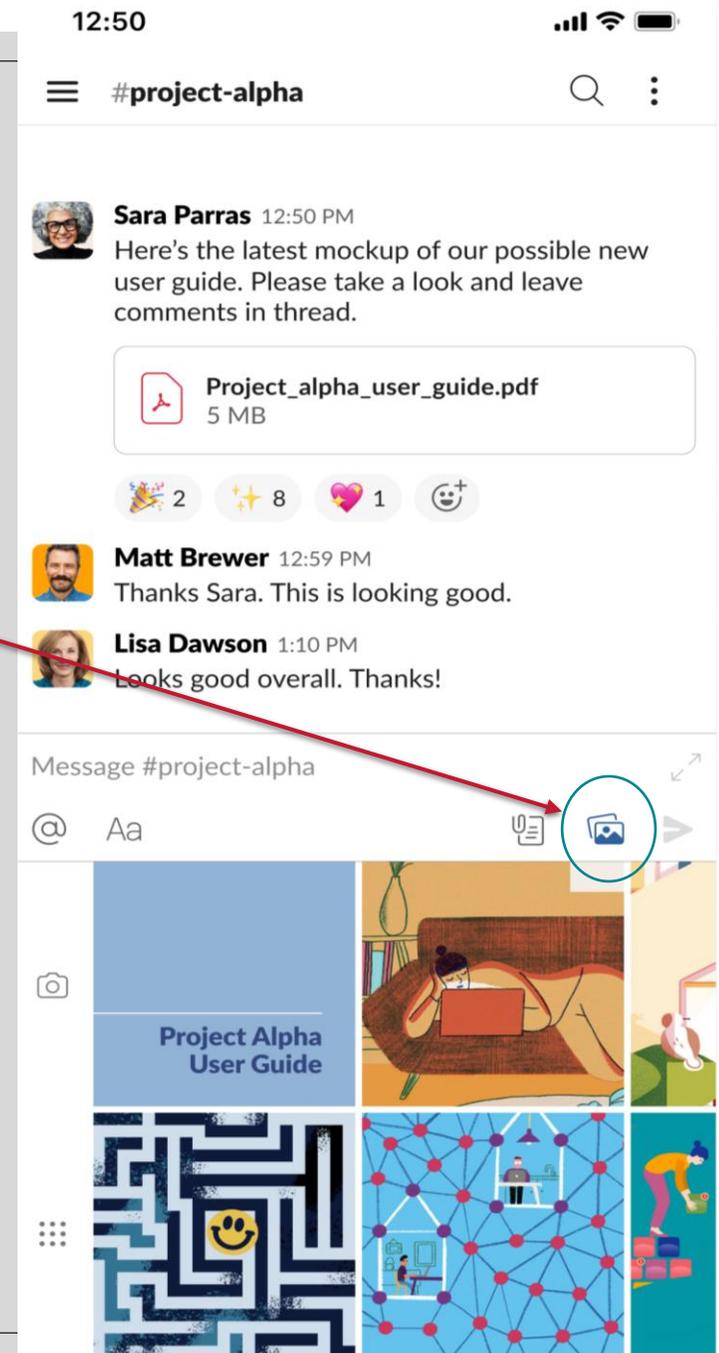
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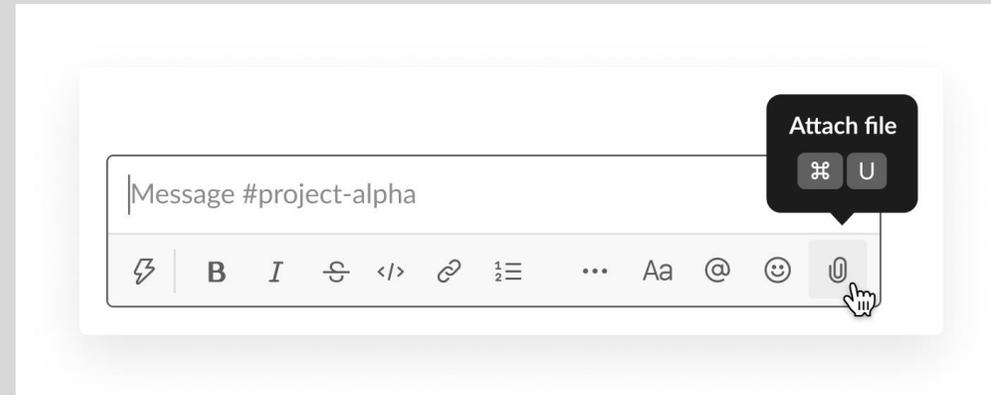
File Sharing (MOBILE)

1. Tap the photo button to choose a shot from your camera roll or click the Files button to access recently shared items.
2. Write a message describing the file and hit send.

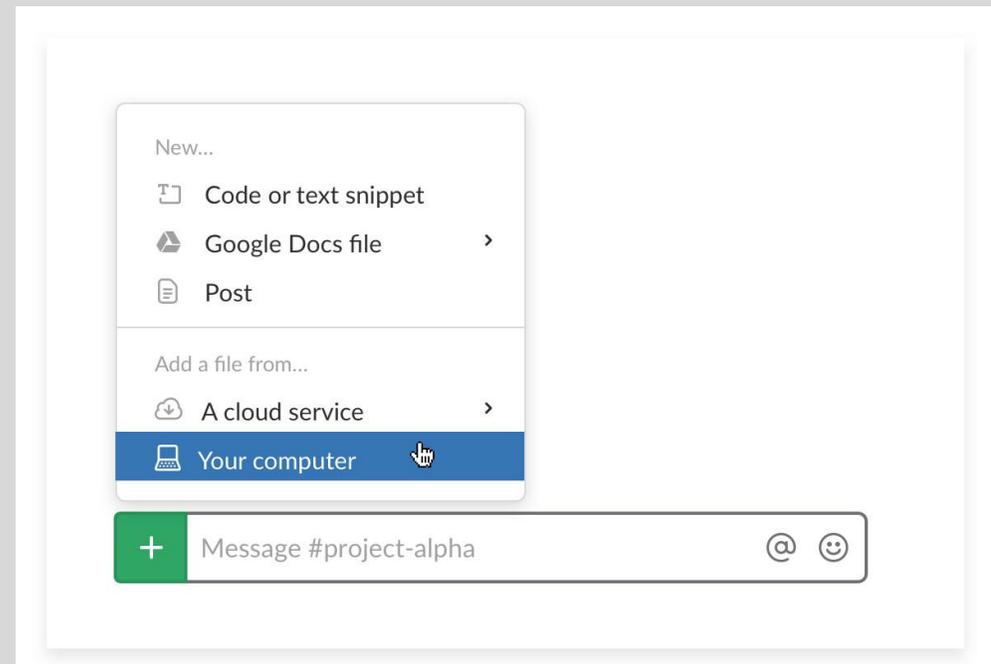


File Sharing (DESKTOP)

1. Click the attachment button on the right of the message box.



2. Choose a file from your computer.



File Sharing (DESKTOP)

3. Write a message describing the file and click upload.

Upload a file ×

Here's the latest mockup of our possible new user guide.
Please take a look and leave comments in thread.

B *I*       

 Project_alpha_user_guide.pdf

Add file

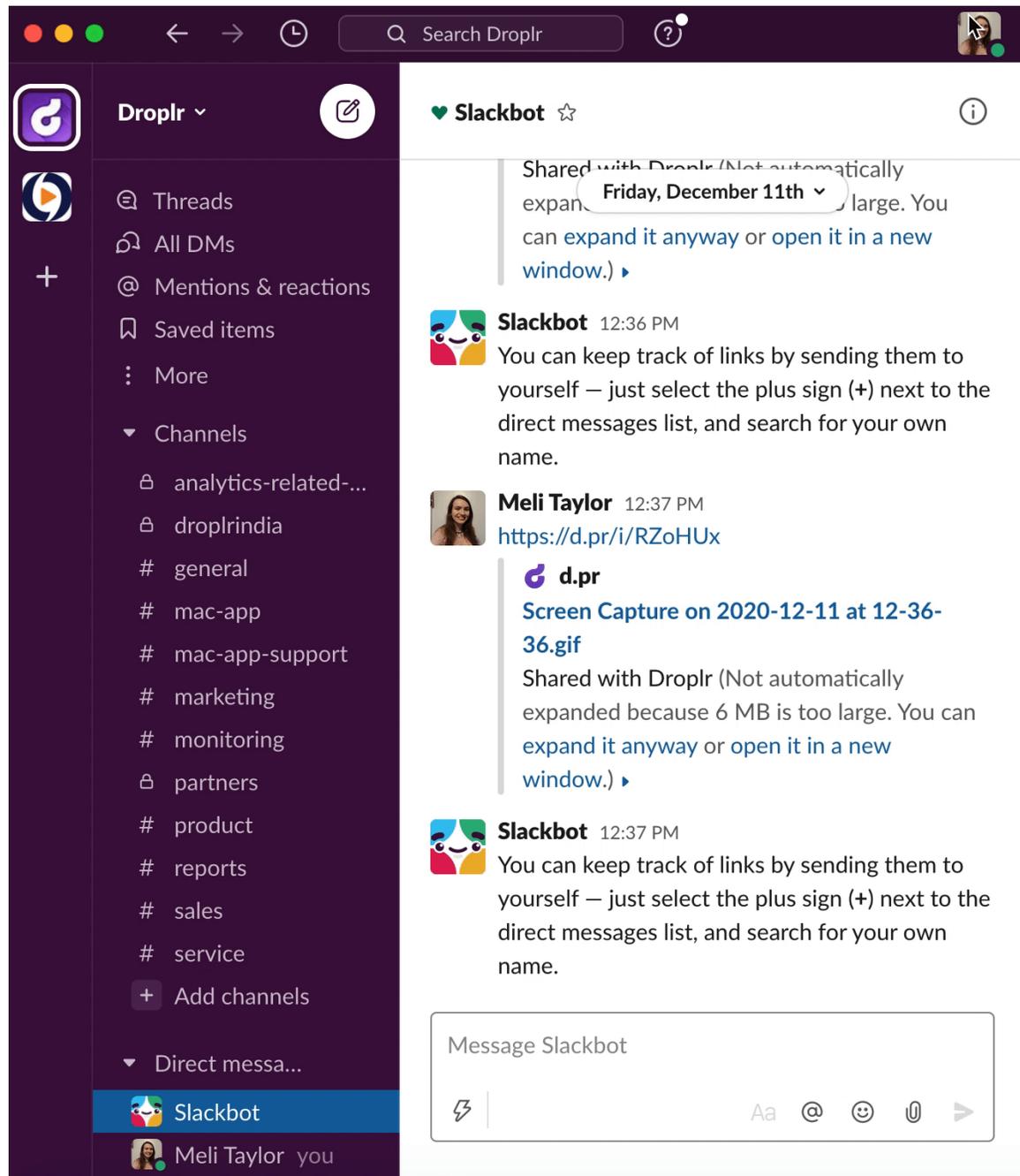
Share with

#project-alpha ▼

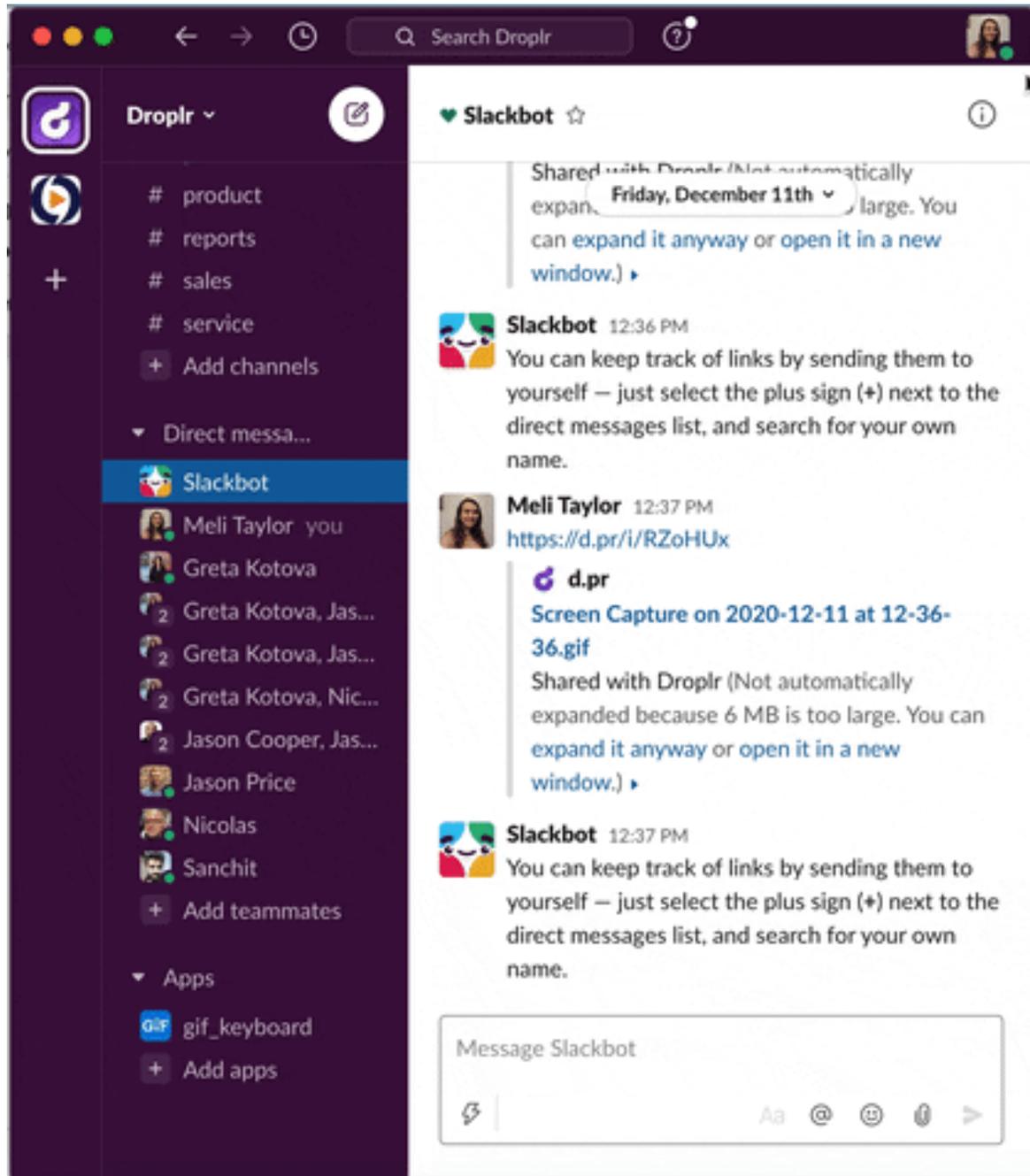
Upload

How to Pause Notifications

- You can turn off notifications for a specific period of time
- Go back to your profile picture on desktop or “You” tab on mobile.
- Then, click “Pause notifications” to enter “Do Not Disturb” mode.
- You can pause notifications for 30 minutes, 1 hour, 2 hours, tomorrow only, or set a custom amount of time.
- You can also set a notification schedule, which lets you set the period of time you want to receive notifications every day as well as which days you can receive notifications. Finally, you can set a different schedule for each day.
- If you want to turn back on notifications before your selected time is up, simply go back to the “Pause notifications” tab and click “Turn off”. You can also readjust how long notifications are turned off from this tab.



How to Pause Notifications



How to Set Away Status

- Click on your Slack profile picture (upper right corner on the desktop app)
- Click “set status as away”. (circle next to your icon will switch from a green circle to a white circle)
- To set your Slack status back to active, simply click on your profile picture again and click “set status as active”.

Contact

- **For other resources about how to use Slack:**
 - [How to Use Slack](#)
 - [Tutorials](#)

Questions or Issues with Slack?

Reach out to Zaharaa Davood at zadavood@phmc.org