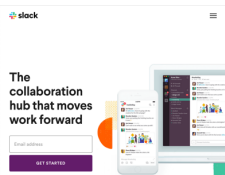


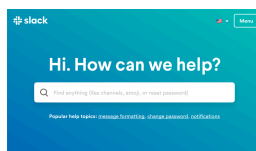
# aminor-fram.slack.com for beginners

10 May 2019

Where to find Slack: <https://slack.com/>



Where to find help on slack: <https://get.slack.help/hc/en-us>



## How to run slack?

There are three platform types to run slack:

- Directly on your web browser: <https://aminor-fram.slack.com/>
- On your PC (Mac or Windows): install desktop app from <https://slack.com/downloads/>
- On your mobile phone: install mobile app from google play or Appstore

## How to setup your slack account?

If you have an **@uit.no**, **@hi.no**, **@npolar.no**, or **@nina.no** email address, you can [create an account](https://aminor-fram.slack.com/signup) by going to <https://aminor-fram.slack.com/signup>.

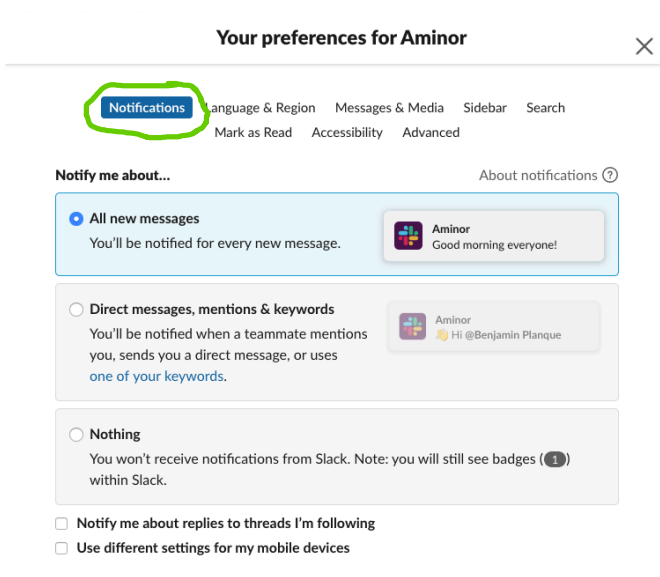
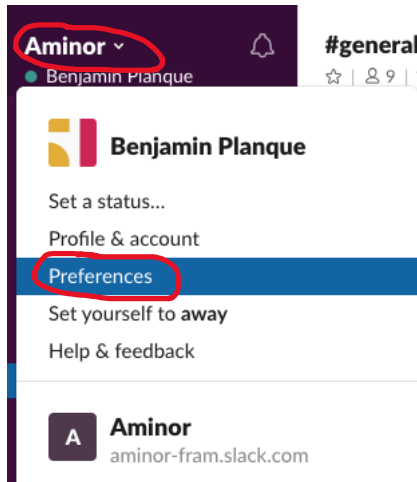
If you can't create an account directly, contact [benjamin.planque@hi.no](mailto:benjamin.planque@hi.no) to request an invitation to the slack-aminor workspace.

## How to connect to aminor-fram workspace?

Whether you connect via your web-browser, desktop app, or mobile app, the only thing you need to have is the name of the workspace: [aminor-fram](#), your login (email) and your password (that you set when creating your slack account).

## How to get notifications?

When people post information on slack, you can receive notifications by email or through your mobile phone app. It is up to you to setup the level of notification you are willing to receive. This can be done by accessing your 'preferences' in the main Aminor menu and the 'notification' tab in the preference page.



At the bottom of the notification pane, you can select to receive notifications by email. Helpful if you are allergic to Slack but still want to be informed!

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 for mentions and direct messages

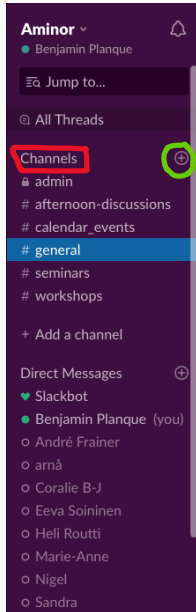
once every 15 minutes

once an hour

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## Channels and direct messages in aminor-fram.slack



Slack works with 'channels' and 'direct messages' (DM).

Channels are ways to organise the exchange of information by theme. You must register to channels to visualise them on the left panel of your slack window.

Direct messages are a way to communicate on a personal level with selected individuals.

You can see the list of **channels** and join new channels by clicking on the word 'channels' in the left banner in you slack window.

You can create new channels by clicking on the **+** sign on the right side of the word 'Channels' in the left banner in you slack window.

The same method applies for direct messages.

## Writing messages

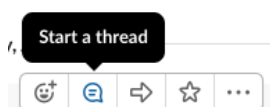
### Writing new messages

You can write messages to a channel or to an individual person by selecting the relevant channel on the left menu and then entering your message in the message

box:  @ 😊

### Responding to messages (threads)

If you respond to an earlier message, it is appropriate to start a discussion thread (rather than starting a new conversation). Threads can be set up by moving the mouse on the original message and selecting the 'bubble icon':



## Attachments

You can attach files to a message by clicking on the '+' sign to the left of the message box.



## Getting others notified

To make sure that others get notified about a new message that you send you can use the '@' sign.

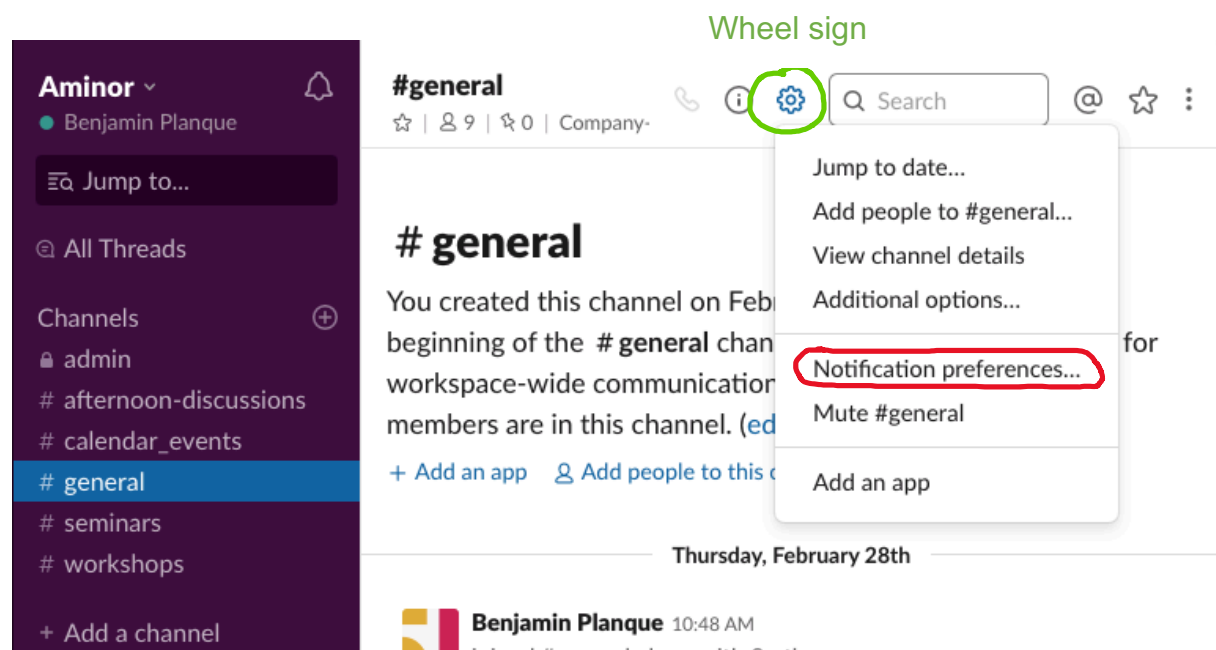
For example:

Writing '@Benjamin Planque my message' ensure that a notification is sent to Benjamin Planque

Writing '@channel my message' ensure that a notification is sent to all slack members who have subscribed to the selected channel

## Adjusting notifications for each channel separately

It is possible to set up the notification level for each channel independently using the 'notification preference menu' available by clicking on the wheel sign in the channel window.



Good luck and don't forget that this is where you can find help on slack: <https://get.slack.help/hc/en-us>