

# Getting Started with Slack

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THE UNIVERSITY OF CHICAGO  
**Harris Public Policy**



# You've been invited to Slack for Harris Public Policy students! Now what?

The Harris student Slack workspace is a place where you can connect with your fellow Harristas to collaborate, build social connections, and engage with the Harris student community. We believe Slack will be a useful tool that can help you more easily find others who share your interests, collaborate on assignments, get answers to questions, and much more.

With that central purpose in mind, this guide provides next steps to help you get started and make the most of this tool.

# Community Standards

Harris students are encouraged to review the Harris student Slack community standards prior to usage. Expectations, guidelines, and reporting processes for Slack interaction can be found in the Community Standards [here](#).

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# Best Practices for New Users

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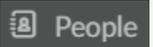
Watch [this brief video](#) to learn more about Slack if you've never used it.

2

Download the [desktop](#) and mobile app from the [app store](#) or [google play](#) and connect to [harris-policy.slack.com](https://harris-policy.slack.com).

3

Personalize your [profile](#):

- Upload your photo or avatar
- Populate your full name
- Update your display name to include the following:
  - + Your degree program and graduation year (required)
  - + Your personal pronouns (*optional*) (see more about pronouns [here](#))
- + **Examples:**
  1. Susie Student (she/her) MPP'23
  2. Susie Student MPP'23
  3. Susie Student (they/them) MA'22
  4. Susie Student MAIDP'22
- Use the “What I do” field to share what you're passionate about and/or your work before Harris
- Set your time zone preference
- Select your degree program and graduation year
- Use the  or  button to see profile information of your classmates

# 4

Browse for and [join channels](#) by clicking the “+” sign or “channel browser” in the left navigation.



We recommend you first join the following channels:

## #hso-communityplaza

Connect with one of Harris' many student organizations. Stay in the know with all the events hosted by our HSOs.

## #Orientation2021

Channel dedicated to announcements and updates related to new student orientation.

## #2021-incoming-class

A channel dedicated to the students of the 2021 incoming class at Harris. Connect with your colleagues on classes and assignments. Stay connected throughout the year.

## #polis-

You will be invited to join your designated #polis channel – your orientation cohort. Go to the channel and follow the prompts for your first post. We encourage you to use this channel to continue the conversation with members of your Polis outside of your group meetings.

## #hey\_harris

Engage with the community through polls, pictures, and community building prompts.

# 5

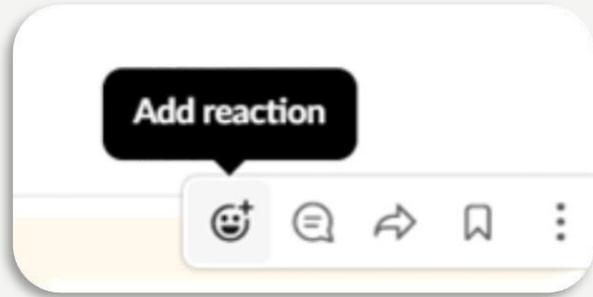
## Not seeing a channel you want?

You can [create a channel](#)! Please check whether something similar already exists to avoid duplicating. Be sure to add a description so it makes your channel easy for others to find. Lastly, when an applicable “prefix” exists (like #geo- or #policy-), please use it.

*We have added policy of interest channels, social channels, degree program channels, Harris student organization channels, and more!*

6

Once in a channel, acknowledge the welcome post by [adding a reaction](#) using your favorite emoji!



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Use the compose button  or “+”  to start a conversation with one person or more individuals through [direct message](#).

8

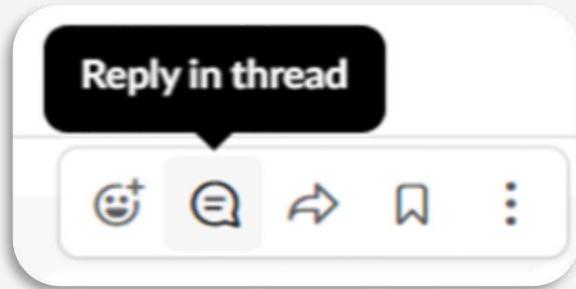
Call an individual, group of individuals, or members of a channel using the  button. Calls can be audio or video and you can screen share. Slack, Zoom, oh my! Have it all by [adding the Zoom app](#).

9

[Star](#)  your most important channels and contacts to have them appear at the top of your list.

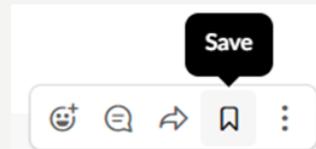
10

[Reply in thread](#) to organize conversations or have a “side” conversation.



11

[Save](#) messages for quick access without having to navigate to a channel or message yourself.

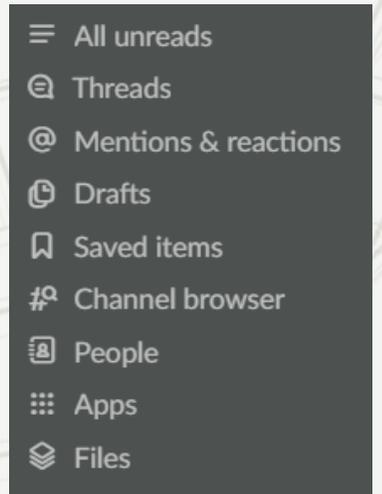


12

Use [Pins](#) within conversations for quick access to messages, files, and more for *everyone in the channel*.

13

Manage your [sidebar preferences](#) to make navigating the space and finding new messages and people a little easier.



14

[Set your status and availability](#) to let others know when you're available and when you're not.

15

Visit the [Slack help center](#) to learn how to change your profile, preferences, notifications, and more!



# It is important to know that your use of Slack is entirely voluntary.

The Harris student Slack workspace is intended to be a way for students to interact with one another in a quick, easy, and fun way. You can opt to leave Slack at any point or you can choose not to join. You can also leave or silence individual channels. The Harris student Slack workspace is supported by Harris Student Engagement.

# Thank You!

**LET'S  
CONNECT!**

   @HarrisPolicy

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