How to Slack

THE UNIVERSITY OF CHICAGO

HARRIS SCHOOL
OF PUBLIC POLICY | Orientation

Welcome

Welcome to Harris and the Student Slack community!

Slack is a tool that enhances group communications. It's a platform for individuals and groups to chat live online and keep conversations organized and accessible from anywhere, anytime. Using the Harris student Slack workspace, it's easy to build connections with your peers, work on group projects, dive into policy areas of interest, connect with Harris Student Organizations, and grow your network of future policy leaders.

After logging in with your UChicago email and creating a password you'll be able to join the Harris student Slack workspace, engage with the Harris student Slack community, and join any of the current public channels — or create your own!

If you're new to Slack, check out **Slack's intro guide and overview here**.

GETTING STARTED WITH SLACK

Best Practices for New Users

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1 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](#).

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 ⓘ Details or 👥 People 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.

▼ Channels	+	#ᵃ Channel browser
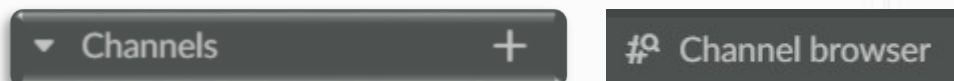
We recommend you first join the following channels:

#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!
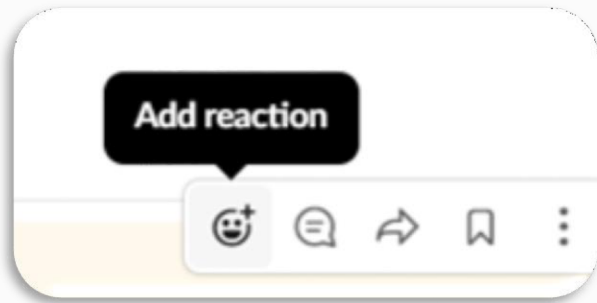
7 Use the compose button ✎ or "+" Direct messages + to start a conversation with one person or more individuals through [direct message](#).
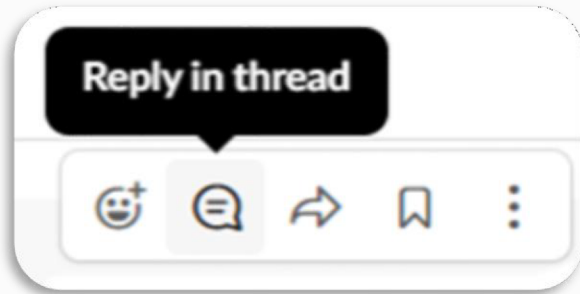
8 Call an individual, group of individuals, or members of a channel using the ☎ button. Calls can be audio or video and you can screen share. Slack, Zoom, oh my! Have it all by [adding the Zoom app](#).

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

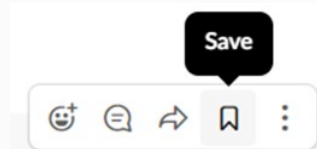**10** Reply in thread to organize conversations or have a "side" conversation.

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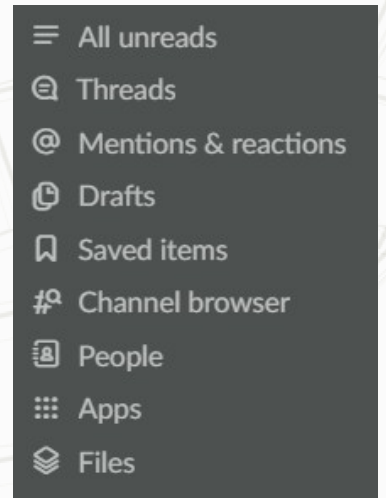
14 [Set your status and availability to let](#) others know when you're available and when you're not.

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

Community Standards

As a professional student who is part of the Harris community, we expect every student will:

- Treat the Harris student Slack community as an extension of the Harris student experience. Students are responsible for their communications and behaviors on Slack. All Harris Slack interactions are subject to the policies and regulations of the [University, as outlined in the University of Chicago Student Manual, and the Harris Student policies.](#)

- Remember that participation in Slack is entirely voluntary. You can leave any channel or the entire Harris student Slack workspace at any time without consequence. All official information from Harris and the University will be sent via email, though reminders may occasionally be posted on Slack.

- Be professional. In the simplest of terms: treat others with respect, be inclusive, and be kind.

- Engage in the way that is comfortable for you: the Harris student Slack community is intended to be vibrant, respectful, and engaged—and it stays that way through active participation by members across the community. We hope you will find ways to engage, post content and questions, react to others' posts, and connect with your peers. It is important to keep in mind, though, that you are never obligated to share information that you do not wish to share.

Community Standards

- Be clear and professional in all communications in the Harris student Slack workspace. Proofread important messages. Check for readability, clarity, and formatting. Make your message easy and simple to understand.

- At Harris, we value respect and inclusivity. We expect students to communicate with one another (in Slack and outside of it) in a kind and civil manner. We ask that students "presume best intentions" and discuss differences of opinion productively. Remember, your classmates will be your professional network well beyond your time at Harris.

- The Harris student Slack workspace is intended to help students connect with one another. While Harris Student Engagement will post questions and prompts, we do not have the ability to actively monitor or moderate all student posts in public channels and cannot view content in private Slack messages or groups.

- If someone posts content that violates Harris or University policy or these community standards please take a screen shot and email it to Harris Student Engagement at HarrisStudentEngagement@uchicago.edu. This includes using Slack to commit academic dishonesty. If a student posts content that violates University or Harris policy they can be removed from the Harris student Slack workspace and may also face disciplinary action.

Community Standards

- Be respectful and mindful of people's time. While it can be easy to expect an immediate response on a messaging platform like Slack, and while many students may respond more quickly on Slack than via email, remember that the members of our Slack community have a variety of commitments and span different time zones around the world.

- Students will not be able to connect with Harris staff directly through Slack. Students should reach out to staff via email, make an appointment to meet, or utilize drop-in hours to get help from staff. All students are encouraged to reach out to their Academic Advisor directly for personal support or resources related to their academic and student experience.

- Any questions or concerns about the Harris student Slack workspace can be directed to HarrisStudentEngagement@uchicago.edu.

- Harris Slack conversations are intended to stay within the Harris community. Students should not take screen shots of conversations to post publicly or otherwise share with others who were not the intended recipient of the original message without the consent of the author(s) of the message. The exception to this is if a student needs to take a screenshot to report content that violates University Policy or these community standards to Harris Student Engagement. Students likewise should not record video or audio Slack conversations without the consent of all parties. Students who violate these standards will be removed from the Harris Slack platform.

- These community standards are subject to change at any time. Changes to these standards will be posted to #announcements.

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.