

Slack Instructions

What is Slack?

Slack is an online platform that hosts workspaces– our workspace is called **CAN-BIKE**. You can use this workspace to have group conversations, send direct messages, and share files.

Channels

You should create a channel for each major topic or project that you'd like to discuss. For example, if a few of us want to work on new ideas for bike rodeos, we could create a channel for that. This keeps different discussions separate.

Information Storage

Under the free plan, Slack stores the most recent 10,000 messages. While that seems like a lot, we will run out – so if there's anything important that you want to keep, copy it elsewhere!

Joining Slack

1. Click on https://join.slack.com/t/can-bike-canada/shared_invite/enQtNTM0NTAwNjl4MTI5LWQyZGUzMmMwNjI4N2YzZTQ0ZjhMTU5NDQ1YzdIOTk0OWE3MmWJkNGRkZmFjMDRhNGQwZDhlZDVhZjBIYTM4MzU
2. When you click on the green 'Join Now' link, you will be taken to a page where you can set up your user name and password.
3. Read and accept the terms and conditions.
4. Take a look around! On the lefthand side of the screen, you will see the #general channel. This is the main channel that everyone is a part of.

Signing in to Slack

1. Go to <https://can-bike-canada.slack.com>
2. Enter your email address and password.
3. Click 'Sign in'.

Posting to a channel

1. On the lefthand side of the screen, select the channel that you want to post to.
2. Click inside the message box at the bottom of the screen.
3. Type out your message and press 'Enter' to send.

Sharing a Link

1. Copy the link address.
2. Paste it into the message box at the bottom of the page.
3. Press 'Enter' to send.

Sharing a File

1. Click the + icon next to the message box at the bottom of the page.
2. Once you select a file, Slack will give you the opportunity to add a title and comment.
3. Click 'Upload' when you're ready. The size limit for uploading a file is 1GB.

Messaging a Specific Person

1. On the lefthand side of the screen, click on the name of the person who you would like to message.
2. Type your message into the box at the bottom of the screen.
3. Press 'Enter' to send.

Creating a Channel

1. On the lefthand side of the screen, click the '+' sign next to "Channels."
2. Fill out the channel information and select people to invite.
3. Click 'Create Channel'.