

MARCH 2020

# WELCOME TO OUR ΚΚΨΑΑ SLACK



HOW-TO GUIDE

Hello Kappa Kappa Psi Alumni!

In an effort to make communication easier among our alumni members around the country, we have created an KKΨAA Alumni Slack Workspace.

# HERE ARE THE BASICS

## **What is Slack?**

Slack is a cloud-based proprietary instant messaging platform developed by Slack Technologies. It's where the people you need, the information you share, and the tools you use come together to get things done.

## **How will Alumni benefit from using Slack?**

The Alumni Association can benefit from using Slack as a means to have open communication between members across the entire country and within smaller groups. This can be used as a means of getting work done and/or having social communications.

We think one of our Alumni Association weaknesses is our lack of ability to communicate across large geographic span, and this would make it much easier for members to find and contact one that they need. And for us to keep in touch with among subgroups within the Alumni Association, including LAAs, committees, or graduating seniors.

## **How can you communicate on Slack?**

There are several ways to communicate on Slack:

- One-to-one messages (searching for the person you need to reach)
- Small group messages (creating a group chat with a select group of people, which can be public or private)
- Channel conversations (anyone can join the channel and join in the conversation)

## **How will the Slack be moderated?**

The members of the Alumni Association Board of Directors (AABOD) will be acting as admins and moderators for each channel. We will do our best to monitor the channels as needed, but if you have any questions or concerns, please reach out to use at [alumni@kkpsi.org](mailto:alumni@kkpsi.org).

In certain cases, we might call on other leaders to monitor channels as well. For example, LAA leaders in their specific LAA channel or committee chairs in their specific committee channel.

## What is a Slack Channel?

In Slack, teamwork and communication happen in channels. A channel is a single place for a team to share messages, tools, and files.

- Channels can be organized by team, project, or whatever else is relevant to you.
- Team members can join and leave channels as needed.
- Threads allow for focused and organized side conversations within channels.

# OUR SLACK CHANNELS

**For Business:** These channels are for communicating to get projects done and share ideas among specific groups or about specific topics.

#general  
#brainstorm  
#wdaa  
#swdaa  
#nedaa  
#ncdaa  
#seda  
#nationalconvention2021  
#aabod-office-hours  
#calendar  
#mentorship-program  
#nationalleadership  
#alumni-swag

**For Social:** These channels are for you to connect about specific interests. These channels are meant to be a little more casual and fun in nature and the channel names can reflect that.

#random  
#networking-marketing  
#networking-finance  
#networking-tech  
#networking-education  
#sharing-is-caring  
#class-of-2020  
#travel  
#bookclub  
#astrology  
#cooking  
#film-tv  
#photos

## How do you add a new Slack Channel?

We ask that you *do not add channels* on your own, but instead that you request that the admins (the AABOD) create a new channel by filling out the form at [forms.gle/gV3utudi7UCAXNjv8](https://forms.gle/gV3utudi7UCAXNjv8). This will help us monitor channels and ensure that we don't have duplicates!

# FINDING YOUR WAY AROUND

Go to the next page to read the description that corresponds to each number.

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1

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Channels 3 

# aabod-office-hours

# alumni-swag

# astrology

# bookclub

# brainstorm 4

# calendar

# class-of-2020

# cooking

# film-tv

# general

# mentorship-program

# mwdaa

# national-leadership

# nationalconvention2021

# ncdaa

# nedaa 5

# networking-education

# networking-finance

# networking-marketing

# networking-tech





# photos

#general 6

☆ | 👤 2 | 🗑️ 0 | Alumni Association-wide announcements and discussions

7

8 | Message #general

 **B** *I*       

1

This is the header for the entire workspace. You'll see your name here too. Click here to edit your profile or preferences. You can edit how your name shows up to others or add a photo of yourself as an icon.

2

This is where you can edit your notification settings. If you've joined a lot of channels, the notifications might be overwhelming. You can set your notifications to on/off or set time frames for Do Not Disturb mode.

3

This is your list of Slack Channels. Below this header, you will see all of the channels that you are a part of. If you want to see what other channels you can join, click the Channels header and a new window will appear with a list.

4

This is an example of a public channel. Whenever you see a # before a channel name, that means it's open to anyone.

5

This is an example of a private channel. Whenever you see a lock icon before a channel name, that means you have to be added to the channel by someone already in it.

6

This is where the active channel information shows up. When you click a channel from the sidebar, you can see more about the channel here: the channel name, who is in the channel, and a description of its purpose.

7

This space is where messages will show up. This will be full unless the channel is new. As you enter messages below, they will appear in this area.

8

This is where you type a message to the channel that you're in. You can format your text by using the icons below the text entry bar.