

Collective Voice

“Making a Difference Together” – Slack community Guidance

April 2020

“Making a Difference Together” is an online collaborative community for anyone working in the drug and alcohol field which uses the Slack technology. The COVID-19 emergency is an ideal time to use this platform but we hope the community will continue to thrive after the crisis has passed.

It will help you to connect with colleagues and peers and share information as we work together to support people and communities with drug or alcohol issues.

A. Why Slack?

Slack is an online collaboration platform that enables people to work better together. It is a good way of collaborating across organisational boundaries, minimising group emails, working in project teams and keeping track of resources and information. This is a very short guide to getting started.

Please note the Slack community is open to all interested parties and Collective Voice will not be moderating the content. As such, remember that communication is viewable to other community members unless you’ve set up private channels, or directly messaged other community members.

B. How do I use Slack?

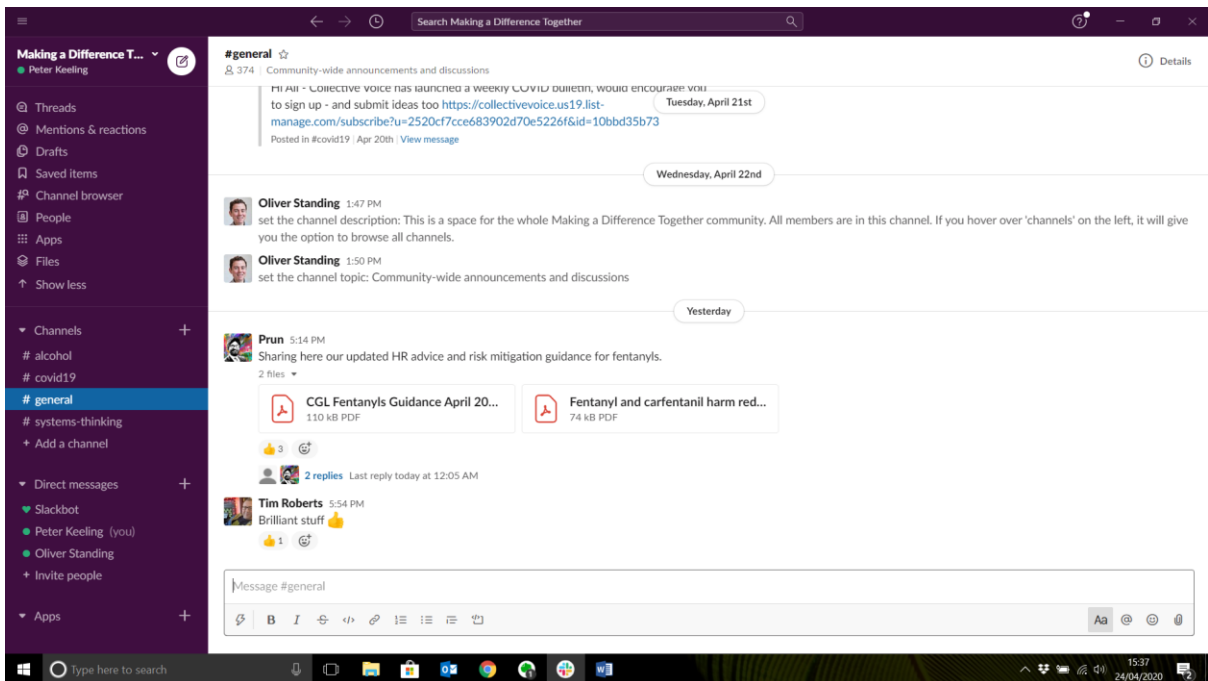
1. Logging in

Follow your invitation to the slack channel or ask a Collective Voice staff member to [share a link if you can't find it](#). Make sure it's the right workspace – Making a Difference Together.

Enter your email address and click 'create account'.

Follow the instructions.

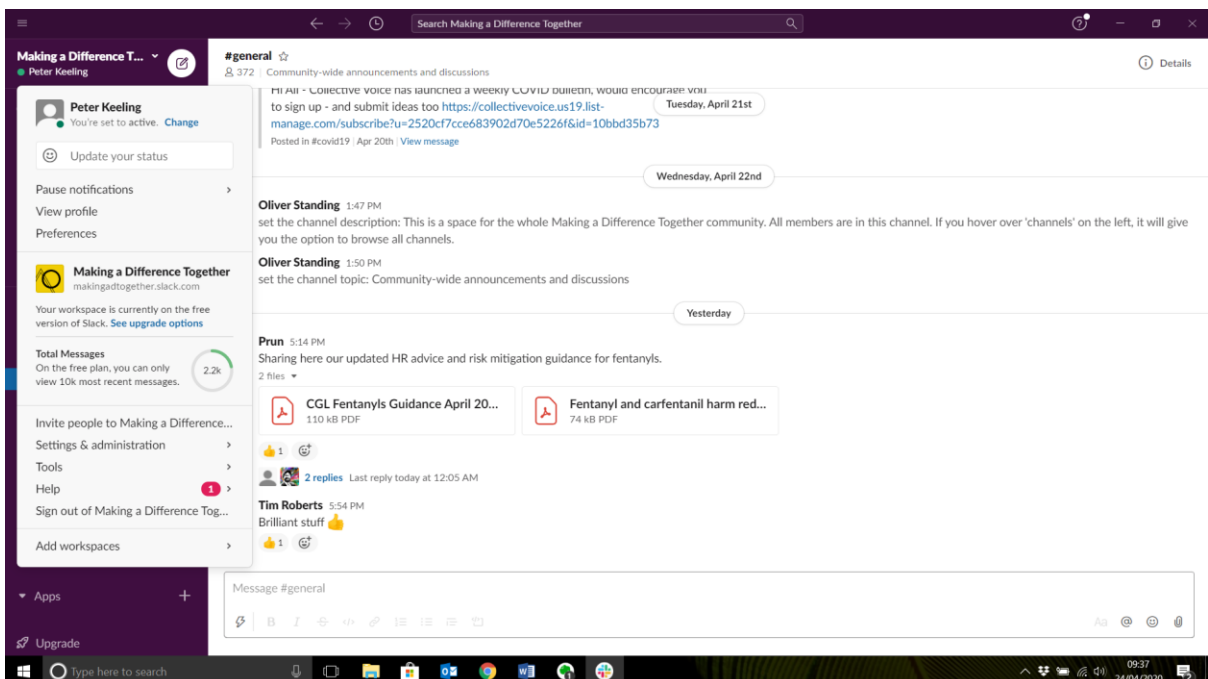
When you log on you'll see a screen like this:



The easiest way to use slack is as an application on your laptop - then you don't have to open another screen to login.

2. Setting up a profile

You'll see your name in the top left hand corner under Making a Difference Together. Click on the arrow and you'll see a menu like this:



You can make any changes to your profile and account via the link in the menu. It will bring up a new window and ask you to 'edit profile'. Add as much detail as you like.

3. Joining and creating a 'channel' (i.e. a group)

You can join or create a channel as a place to have discussions on different topics. Channels are either public or private. Channels you are a member of are searchable so you can see all of your discussions. You can also 'pin' documents to a channel so that everyone can find them.

We have already set up some channels around specific thematic areas (e.g. Covid19, alcohol, systems-thinking). Join a channel by clicking the plus sign by 'Channels' to browse available channels. Select a channel and an option to join will appear in the top right area of the screen.

Please make sure you've checked the available channels before creating a new one to avoid duplication. You can create a channel by clicking the + sign next to the channels on the left hand side.

It will bring up a screen like this:

Create a channel

What topic will you discuss in this channel? Choose a channel name that makes the purpose clear to your teammates.

Channel name

Names must be lowercase, without spaces or periods, and shorter than 22 characters.

Who else would you like to join this conversation?

Start typing to select current members by name — or pending members by email address!

Cancel

Create Channel

You can invite people to the channel by typing their name here or inviting them later.

You can then start sharing and chatting in a channel as you would via email.

4. Direct messages

You can direct message anyone within the Making a Difference Together Community. This can be a 1:1 private chat or a group/more people. You start a chat by clicking the + next to direct message or selecting from your list of active DMs:

Helpful tips:

- Do download the desktop app and log into it. It'll load automatically when you turn your computer on!
- Do download the app onto your work phone (android/iPhone).
- Do tag people in conversations if you want them to be alerted to it. You can adjust your alerts in settings too.
- Don't ignore it. Use it instead of large email threads so you don't miss people or parts of conversations. The drug and alcohol field is large and varied, so Slack is a great way to bring people together across organisational boundaries

Have a play around! Any questions you can look for help via the search tools or asking the slackbot.

Our thanks go to We Are With You, whose Slack guide we used as inspiration for this document.

24.4.20