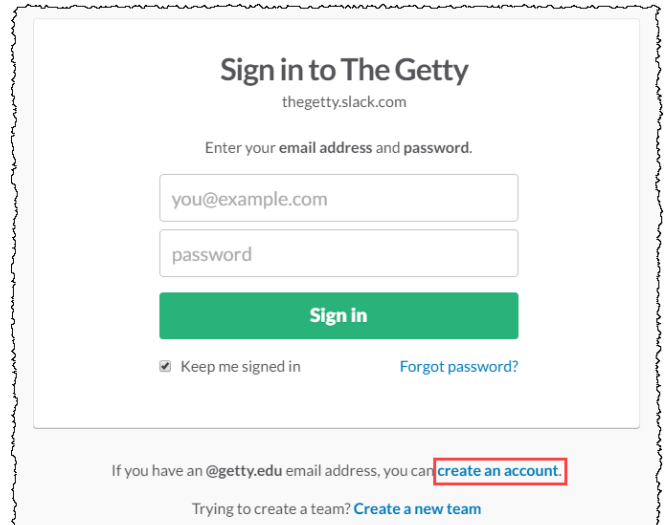


## Creating a Getty Slack Account

1. Navigate to <https://thegetty.slack.com/>.
2. Click **create an account** toward the bottom of the screen.



Sign in to The Getty  
thegetty.slack.com

Enter your email address and password.

you@example.com

password

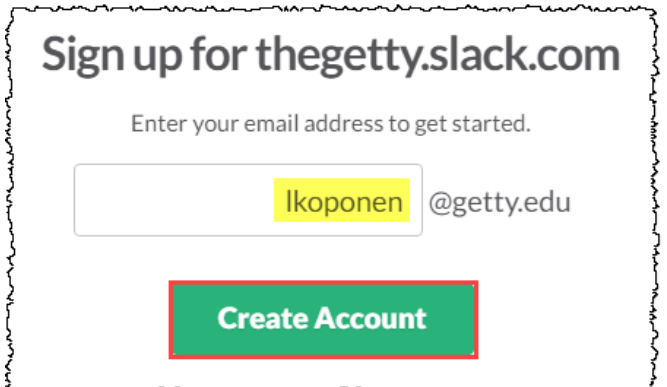
Sign in

Keep me signed in [Forgot password?](#)

If you have an @getty.edu email address, you can [create an account](#).

Trying to create a team? [Create a new team](#)

3. Enter **your e-mail address** and click **Create Account**.



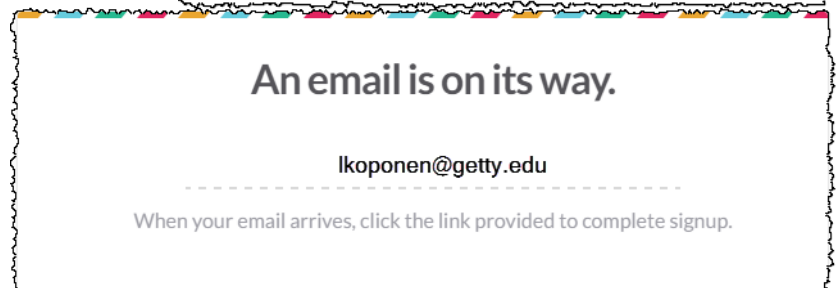
Sign up for thegetty.slack.com

Enter your email address to get started.

lkoponen@getty.edu

Create Account

4. You should see a success message. Login to your Getty e-mail account to continue.

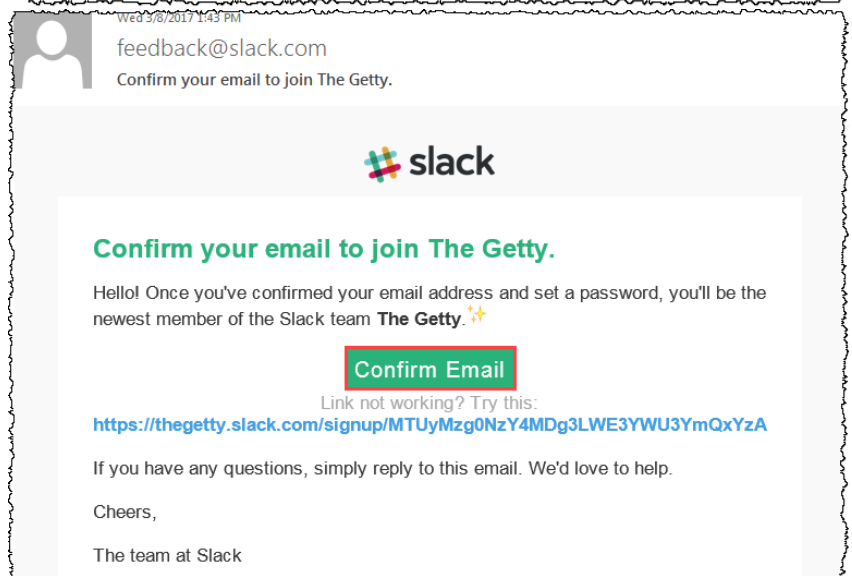


An email is on its way.

lkoponen@getty.edu


When your email arrives, click the link provided to complete signup.

5. Open the e-mail from [feedback@slack.com](mailto:feedback@slack.com) with subject line "Confirm your email to join the Getty." and click the **Confirm Email button**. If you do not see it in your inbox, make sure to check your junk mail folder.



Wed 3/8/2017 1:43 PM

feedback@slack.com  
Confirm your email to join The Getty.

 slack

**Confirm your email to join The Getty.**

Hello! Once you've confirmed your email address and set a password, you'll be the newest member of the Slack team **The Getty**. ✨

[Confirm Email](#)

Link not working? Try this:  
<https://thegetty.slack.com/signup/MTUyMzg0NzY4MDg3LWE3YWU3YmQxYzA>

If you have any questions, simply reply to this email. We'd love to help.

Cheers,

The team at Slack

6. Enter your **Username** and **Password**. Check the box to receive e-mails (optional), and click **Continue**.

## Welcome to Slack

Choose your username and password for the The Getty team.

**Username**

Usernames must be lowercase. They can only contain letters, numbers, periods, hyphens, and underscores.

**Password**

Great!

**Email Address**


Your email address is **lkoonen@getty.edu**. You'll use this address to sign in to Slack.

It's ok to send me (very occasional) email with news about the Slack service.

**Continue**

7. Review the User Terms of Service and click **I Agree**.

## Please Review our User Terms of Service



Effective: November 17, 2016

These User Terms of Service (the "User Terms") govern your access and use of our online workplace productivity tools and platform (the "Services"). Please read them carefully. Even though you are signing onto an existing team, these User Terms apply to you —the prospective user reading these words. We are grateful you're here.

### First things First

#### These User Terms are Legally Binding

These User Terms are a legally binding contract between you and us. As part of these User Terms, you agree to comply with the most recent version of our [Acceptable Use Policy](#), which is incorporated by reference into these User Terms. If you access or use the Services, or continue accessing or using the Services after being notified of a change to the User Terms or the [Acceptable Use Policy](#), you confirm that you have read, understand and agree to be

By clicking **I Agree**, you understand and agree to these User Terms of Service and our [Privacy Policy](#).

**I Agree**

8. That's it! You should now be logged in.

# Slack Overview

## What is Slack?

Slack is a collaboration hub that can help you and your team work together seamlessly. It's designed to support the way people naturally work together, so you can collaborate with people online as efficiently as you do face-to-face.

## What is a channel?

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

### All about channels

- They 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.

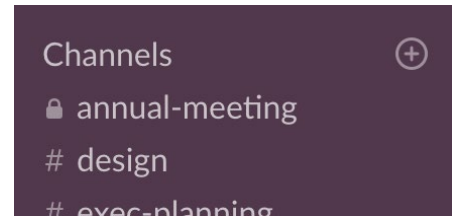
How members join a channel depends on the type of channel it is.

**Public channels** - Members can [browse and join any public channel](#). You will see #general and #random in your channels by default.

**Private channels** - Members must be [invited to join a private channel](#). Inquire with your department to see if there are any private channels you need to be added to.

### Joining a Channel

1. Select **Channels** in the left sidebar to open the channel browser.
2. Click **preview** to view a channel's contents.
3. To join, click **Join Channel** or press .



## What is a direct message?

**Direct messages (DMs)** are one-to-one conversations between you and another workspace member. **Group direct messages (group DMs)** are smaller discussions, outside of channels, between you and up to eight other members. DMs work well for one-off conversations that don't require an entire channel to weigh in.

### Access your DMs

Recent DMs are listed under the Direct Messages header in the left sidebar. If you want, you can [customize your sidebar](#) so you only see what's most important.

1. Click **Direct Messages** in the left sidebar to see all of your DMs.

### Send a new DM

1. Click the **plus icon** next to **Direct Messages** in the left sidebar.
2. Search for the person(s) you'd like to message and click their name(s) to add them.
3. Click **Go** to start your new DM conversation.

**Additional help available at <https://slack.com/help>.**