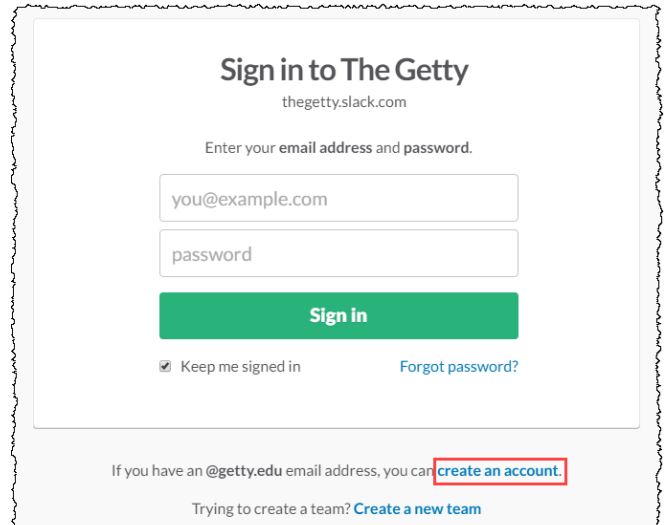


Creating a Getty Slack Account

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

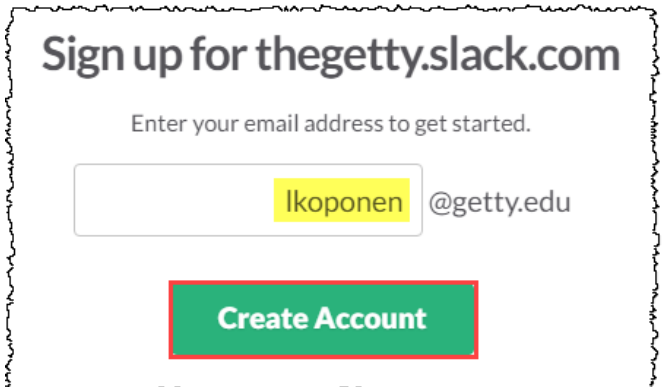
Sign in

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**.



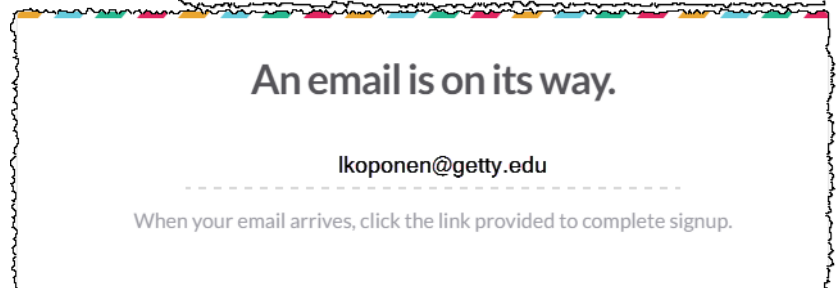
Sign up for thegetty.slack.com

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.

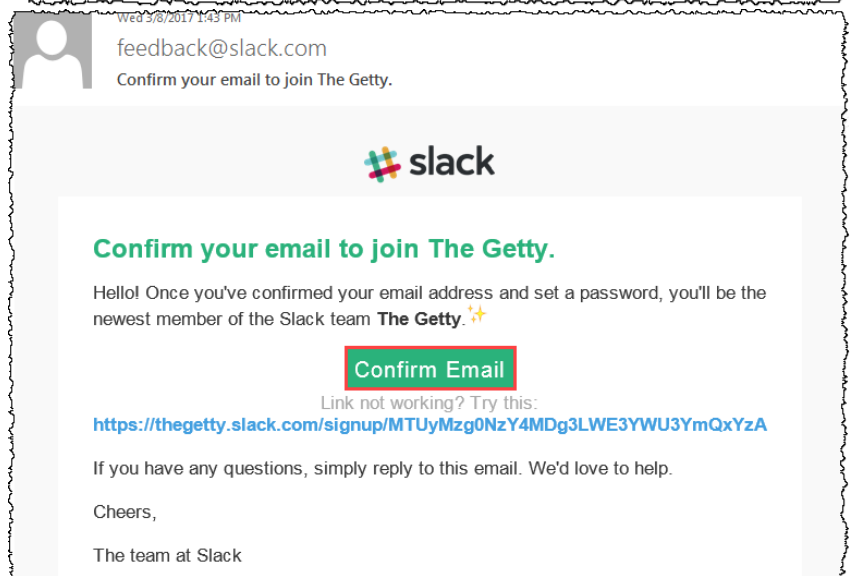


An email is on its way.

lkoponen@getty.edu


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

5. Open the e-mail from feedback@slack.com 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.

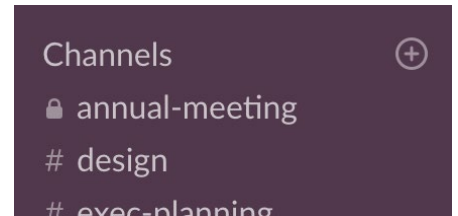
How members join a channel depends on the type of channel it is.

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>.

Slack Tips and Troubleshooting

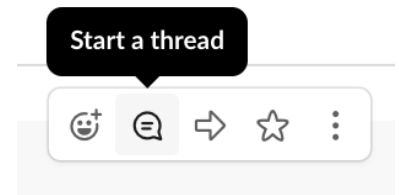
Comment Threads vs. New Messages

Slack channels are basically message boards. You can enter new messages into the desired channel at the bottom of the screen. However, if many people are sending messages in a channel, or there are different conversations going on, it can get confusing. Also, unless a person had turned on notifications for the channel, they will not know that you have responded to their message.

Threads keep discussions in Slack organized. They let you ask questions, add context, or give feedback on a specific message, all without disrupting a conversation's flow. A thread will remain connected to its original message, and only those that have contributed to it or who are following it will be notified of new replies.

To start a thread:

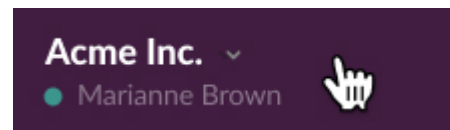
1. Hover over the message or file you'd like to reply to.
2. Click the **Start a thread icon** (or hover over the replies and click **View thread**).
3. Write your message.
4. Click **Send**.



Profile Information

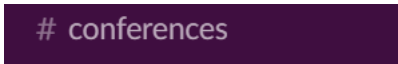

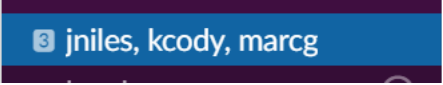
Filling out your Slack profile makes it easier for your colleagues to see who they are messaging. We recommend you add your full name, a job description, and a profile picture. To update your profile:

1. From your desktop, click your workspace name in the top left.
2. Select **Profile & account** to open your profile.
3. Click **Edit Profile**.
4. Edit your profile, then click **Save Changes**.



Privacy

The different parts of Slack have their varying ranges of privacy. Only Getty staff and specially invited guests can see what you post in Slack. Note that, while messages in private channels and direct messages cannot generally be seen by people outside the group, Getty can, if needed, monitor, access and review all information stored in its digital resources. Below are the different ways to use Slack in order of most public to least:

1. **Public Channels** – Public channels are open to anyone in Getty Slack. A public channel will appear in your channel list with a hashtag at the front. New members to the channel will be able to see all of the previous content. You can have an unlimited number of people in a public channel. You can make a public channel private if you would like, but cannot change it back to public if you do so. 
2. **Private Channels** – Private channels are by invitation only. A private channel will appear in your channel list with a lock at the front. When you add new members to a private channel, you are given to option to allow them to see previous messages, or only the ones moving forward. You can have an unlimited number of people in a private channel. Private channels cannot be made public. 
3. **Group Direct Message (DM)** – Group messages are by invitation only. A group DM will appear under your direct messages list with a number indicating the number of people in the group and a few of the names listed. You may have up to 8 people in a group DM, and cannot add new members. Instead, a new group DM will 

be created if you try to add more people. You also cannot reference people outside of the group DM in the group DM, as they cannot see anything posted in there.

4. **Individual Direct Message (DM)** – Individual DMs are by invitation only. An individual DM will appear in your direct message list with the name of the person listed. Only the two people in the direct message can see the content. Attempting to add another person will result in a new group DM being created. You also cannot reference people outside of the individual DM, as they cannot see anything posted in there.



Channels vs. Direct Messages

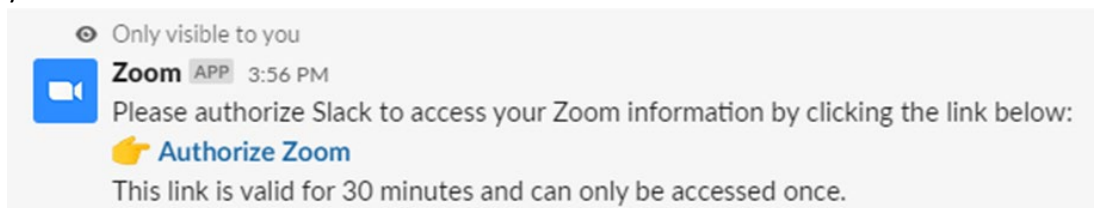
Channels are great places to have a conversation, or to work on a project with a range of people. You can have multiple channels with the same people to divide content into specific projects or topics. They are also ideal if you envision needing to add new people to the project at some point, and would like them to be able to review the previous conversations for context.

Direct Messages are great for quick check-ins or questions. You may only have one DM or group DM with the same set of people. These are not ideal if you need to later loop others into the conversation, as they will not have a way to see what was already posted.

Slack with Zoom Integration

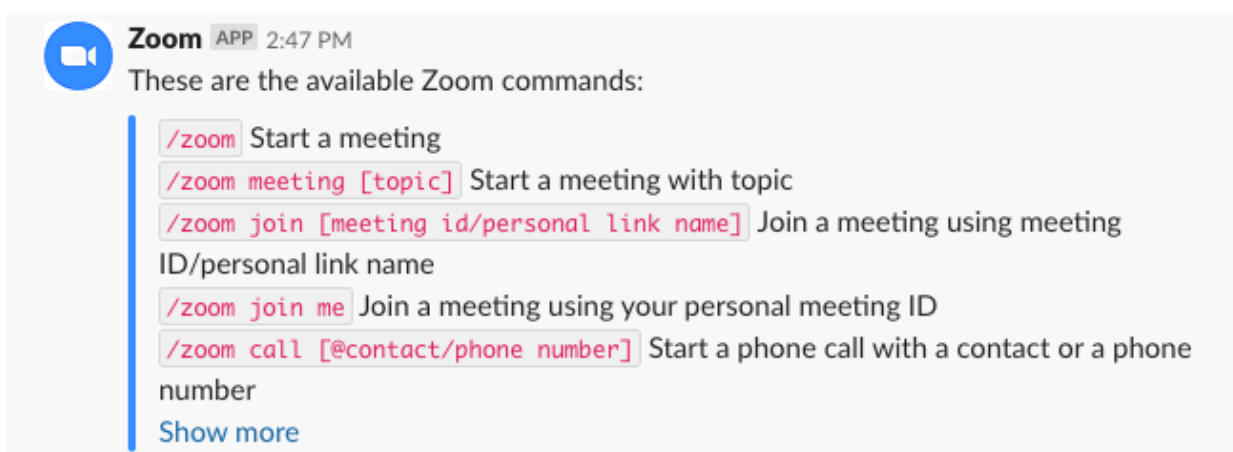
Zoom's **Slack App** lets you start an instant meeting or join a scheduled meeting by using the **/zoom command** directly in a Slack channel, private group, or direct message.

To use, simply enter a Zoom command in your text box and then click the link that appears to authorize Slack to access your Zoom information.



Once authorized, you will be prompted to enter your Zoom credentials. Enter them, and you will now be able to start meetings right from Slack.

Here are some additional Zoom commands you can use in Slack:



Questions?

Slack has great in-app help. Simply click on the three little dots in the upper-right corner of the screen, then click **Help**. For more in-depth questions, visit the [Slack Help Center](#).