Instructions for Using Slack During the 2020 Conservation Wrangler Summit

*Any and all technical questions can be directed to: info@texanbynature.org*

**Desktop Instructions:**

2. Enter your e-mail address and select “Continue with E-mail”, or select “Continue with Google” to use your Gmail account with Slack.
3. Slack will send a 6-character verification code to your E-mail inbox. Go to your inbox and locate the code, then return to Slack to enter the code.
4. Once your account is verified, enter your full name and choose a password for your account.
5. If you want to continue to work on your desktop, click “use Slack in your browser”.

**Launching 2020 Conservation Summit**

Click “Open Slack” to launch the desktop app.
Not working? You can also use Slack in your browser.

6. For directions once you are in Slack, read the tutorials section below named “How to use Slack”.
Mobile Instructions:

1. Download Slack on Android or IOS
3. Enter your e-mail address and click “Next”
4. A confirmation will be sent to your e-mail address. Go to your e-mail and press “Confirm E-mail”. You should be taken directly to the Slack app after clicking the confirmation button, but if you are not redirected, go back to your Slack app to ensure that your account gets verified.
5. Enter your full name and create a password, then click “Next”.
6. Once you see the message “You’re in! Welcome to your new, virtual HQ”, you are all set. Press “Take me to Slack” and you will join the 2020 Conservation Summit Slack chat.
7. For directions once you are in Slack, read the tutorials section below named “How to use Slack during the 2020 Conservation Summit”.

How-To-Use Slack during the 2020 Conservation Summit:

- **Profile Set-up:**
  - Click on the square icon in the upper right corner to view your profile. Click “Edit Profile”. Next, click “Upload an image” under “Profile photo” and choose your favorite photo to represent yourself. This could be a photo of yourself, your favorite landscape in Texas, or even your favorite wildflower! You can also edit your name, your display name (what people will see when you send messages), your occupation, and your phone number.
On Desktop/Browser:

1. Click on the icon in the top right corner of your screen.
2. Edit profile
3. Upload an image and edit your profile
4. Save Changes

On Mobile:

1. Click on "you" in the bottom bar
2. Click on your picture to upload a picture, and edit the rest of your profile here.
• **Sending Messages:**
  ○ Conversations in Slack are organized into channels that everyone in the Slack group can join. You can also message people 1:1 using direct messages. Lastly, you can create group chats with specific members from the channel.
  ○ On the right side of your screen in the desktop mode, or on the front screen of the mobile mode, you will see Channels. There is a general channel for the summit named “#2020-conservation-summit”. This channel is for general correspondences about the summit.
    ■ There are 3 other channels for the three panels that will be taking place at the summit. Please use the corresponding channel for your thoughts, ideas, questions, and contributions. We encourage you to start catalyzing conversations about the panel topic within the channels to fuel excitement and new ideas around each topic and project!
  ○ To send a message, you must enter the channel that you want to send a message in by clicking on the corresponding channel. Next, click on the large box at the bottom of the screen and type out your message. Press enter, or the little paper airplane icon in the bottom right corner of the screen, to send your message. We are excited to hear from you!
  ○ Connect with everybody in the channel:
If you want to connect **individually** with someone in the channel, you can see the entire list of contacts in the channel by clicking on the number in the upper right-hand corner of the chat box. If you are on mobile, all the participants in the Slack channel will show up below the channels on the front page. When you find the person you want to chat with, click on their picture, and a box giving you the option to call or message them will pop up. Choose which you would like to do and converse away!

**On Desktop/Browser:**

![Desktop/Browser Instructions]

**On Mobile:**

![Mobile Instructions]