



Get started with Slack

Why Slack?

We're using Slack for the Climate Action campaign because **we know that we're stronger when we work together and learn from each other**. Whether you're getting advice on lobbying councils to adopt a Climate Action Plan, sourcing ideas for a tree-planting day or getting tips on running a group – there will be someone else who can share their skills and knowledge.

We think the online messenger Slack will help you find and build those connections. You can also use Slack to contact us at Friends of the Earth. We aim to make Slack a place where you can find out the latest campaign updates, chat with others and share any ideas and plans, make connections and find support when you need it.

We recognise that it might feel new or different, so we've put together this guide and the accompanying video tutorials at foe.uk/tcaslack to help.

Get in touch in #support or climateaction@foe.co.uk if you have questions.

The screenshots in this guide are from a Windows-based computer. Things may look different on a Mac, tablet or mobile.

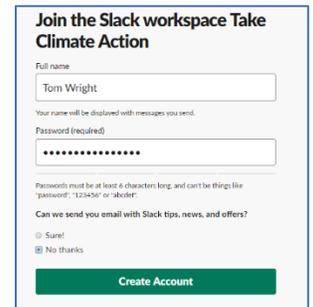
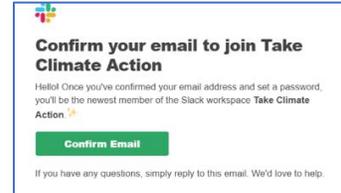
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How to join us on Slack

1. Head to foe.uk/climateactionslack and enter your email.
2. **Check your inbox and verify your email.** If you've been invited to join Slack by someone else, you'll skip this stage. If you're aged under 18 please consider using a parent or guardian's email when signing up, for safeguarding reasons.
3. **Create your user name** (please use your full name) to finish creating your account.
4. **Download the app.** You can use Slack through a web browser but it'll work better if you download the desktop or mobile app. Head to your <https://get.slack.help/hc/en-us/sections/360000110123-Download-the-Slack-app> or your mobile app store.



Need more help? Head to Slack 101, a series of simple walkthroughs, tips and videos <https://slack.com/intl/en-gb/resources/slack-101>

Set up your profile

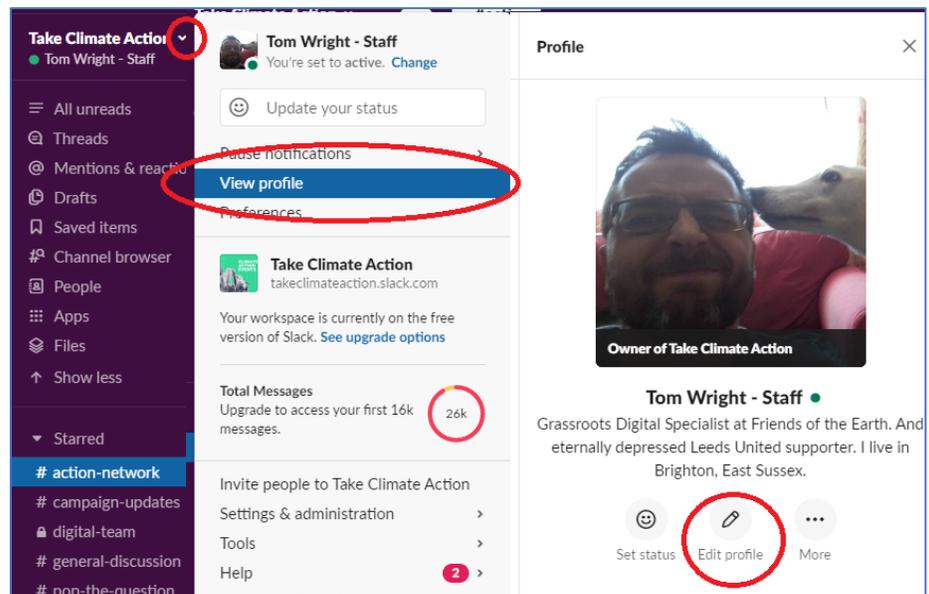
Now you've joined Slack please take a moment to set up your profile, so that people can tell who you are.

Head to your **View profile** to edit it.

Add a photo and tell us a little bit about yourself – for example where you're based and what issues you want to work on.

You could also add the name of your Climate Action group to your username, so others can easily tell where you're based.

If you're under 18 please say so here. You can add your age (or say 'under 18') to any or all of your *Full Name*, *Display Name* and *What I do* section.





Channels

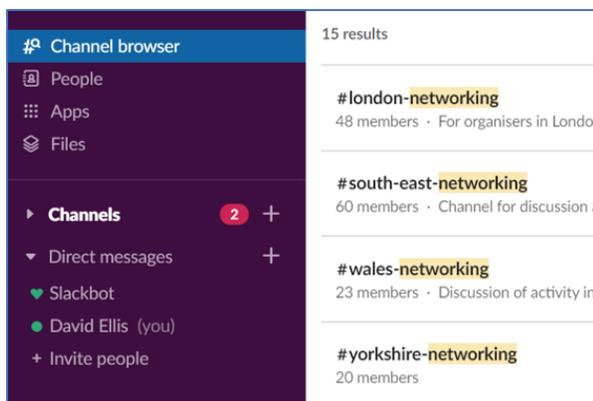
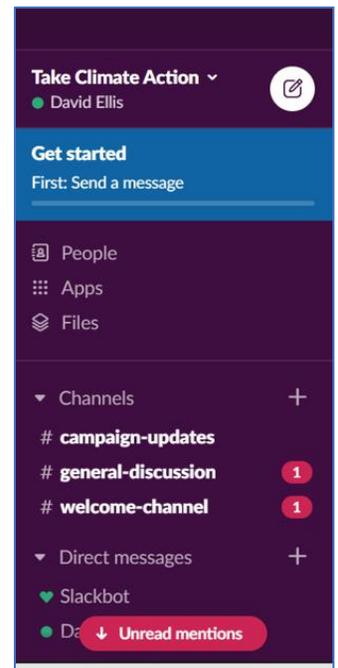
Slack is an online chat room, where topics are organised into ‘channels’, shown in the left-hand menu. All channels start with the # symbol.

When you first join Take Climate Action you’ll be automatically added to three channels:

#welcome-channel – where our friendly *Welcome Team* will greet you and help you find your feet.

#general-discussion – this is the main channel to discuss Climate Action together. Everyone's in this channel.

#campaign-updates – where we'll share Climate Action campaign news, training opportunities, resources and other interesting things we come across that relate to the campaign.



There are also **networking channels** for the different English regions, Wales and Northern Ireland – which are good places to connect with people close to you.

Use **#pop-the-question** if you need help.

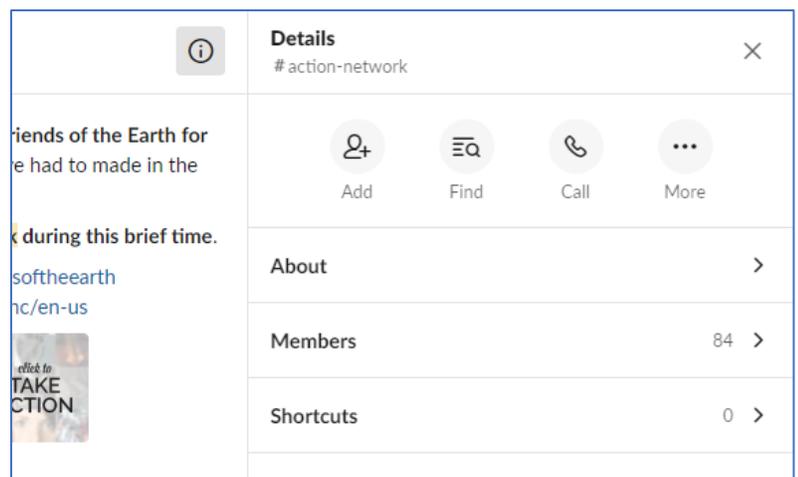
Use the **Channel browser** in the left-hand menu to search for other and join other channels.

Use the **Details** section to:

- See who else is in the channel
- Add others
- Leave the channel

You can create new channels if you need to but please ask in #pop-the-question first to avoid creating duplicate channels.

You can create a private channel if you need to but please note you can't turn it into a public channel down the line.





Top tip: use the **Control + K** keyboard shortcut to quickly bring up the search/browse function. See all the keyboard shortcuts at api.slack.com/interactivity/slash-commands

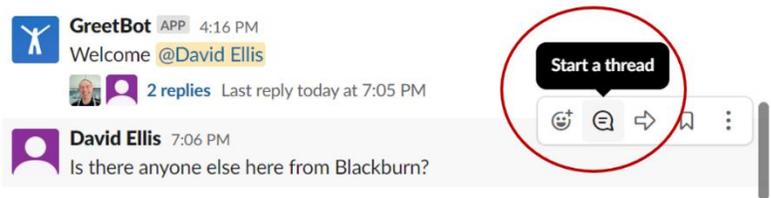
Using threads

Put simply, threads make things easier to follow in Slack. They help keep conversations contained in one place and prevent discussions becoming confused.

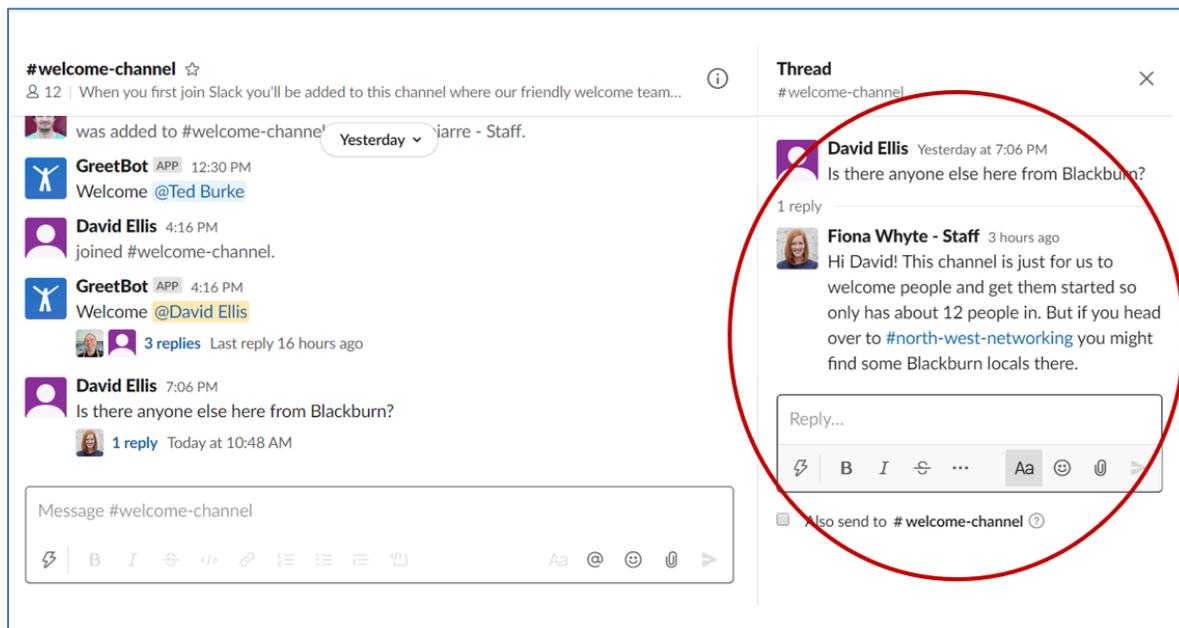
To start a new conversation in Slack, just use the message bar at the bottom of the channel.

But if you want to reply to someone you need to use a thread.

Hover your mouse over their message and look for speech bubble icon. (On a phone, hold your finger on the message and a menu appears).

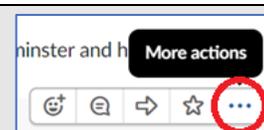


You'll see two places where you can reply. **Use the reply field on the right**, and the discussion will then be contained below the original post.



If you just use the box on the left your message will appear separately – as a new topic within the channel.

Top tip
You can always **come back and edit or delete your message** if you need to. Use the *More Actions* icon to do this.



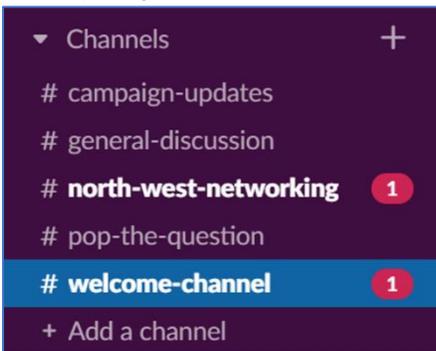
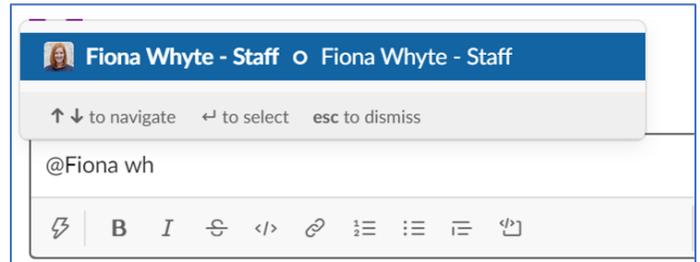


Writing a message

Slack offers you help writing messages

Use icons in message bar to format in the usual way, for example **bold** and *italics*. You can add links and attach files too.

You can include people in your message by mentioning them. Use the @ symbol and then start typing their name



They'll then get a visual notification in their channel menu, to show they've been mentioned. The number in the circle indicates the number of times they've been mentioned.

You can mention more than one person at a time.

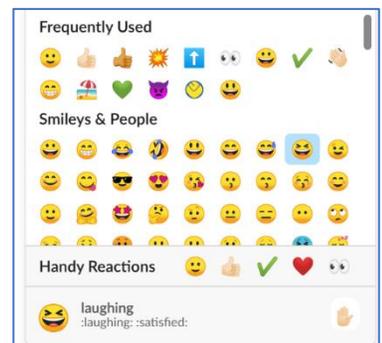
You can also add reactions, a quick and easy way to respond in a way that email doesn't cater for. They can save time and make decision making easier.

To add a reaction, hover your mouse over/hold your finger down on the message and look for the smiley face icon/Add reaction option,

Useful reactions include **thumbs up, hearts and ticks to show support** for something, **smiley faces to show emotions**, and **eyes to show you've seen something**. Have a look and pick the reaction that works best.

You can set the skin tone default for your reactions using the palm symbol in the bottom right.

You can add reactions to other peoples' comments or include them as emojis within messages and threads.



Top tip: Want to **write in paragraphs**? Use a soft return (press *Shift+Enter*) for a new line.

Direct Messages

Slack also has a direct message function, which allows users to send each other private messages. Whilst this can be helpful to reduce messages in a channel that not everyone needs to see, please only send direct messages to people you know in real life.

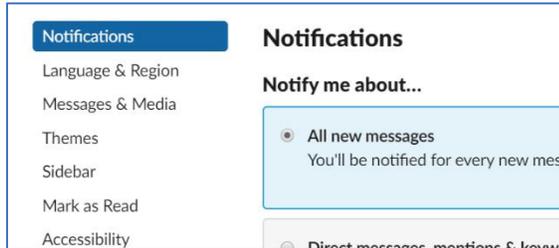
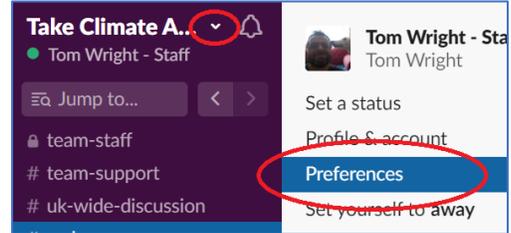
Slack is used by both under-18s and vulnerable people. If you're in any doubt as to who you're talking to use a public channel for your conversation.

You'll see your messages below Channels in the left-hand menu.



Making Slack work for you

Here are some quick tips to make Slack less noisy. Head to your Preferences, from the drop down next to Take Climate Action.

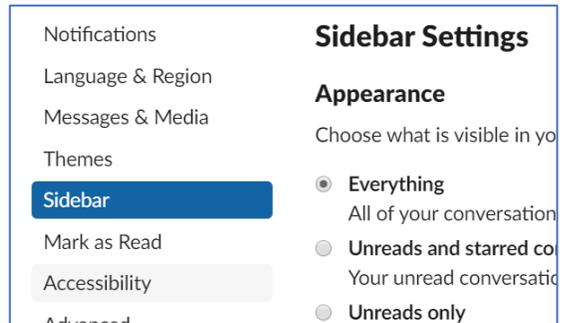


Remove or edit notifications

If you find pop-up alerts too much, adjust notifications alerts and Do Not Disturb settings to suit. Here you can also set up keyword, email and mobile alerts.

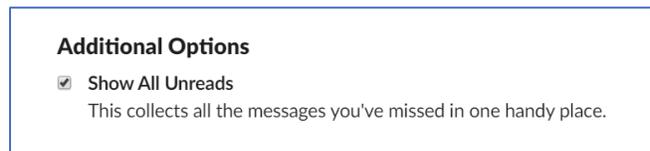
Reduce what's on your menu

Want to only see channels where there is something new to read? Adjust your **Sidebar settings**.



Switch to All unread view

Show Unreads is a handy way to collect all the messages you've missed in one place. Look for the option in your **Sidebar settings**.



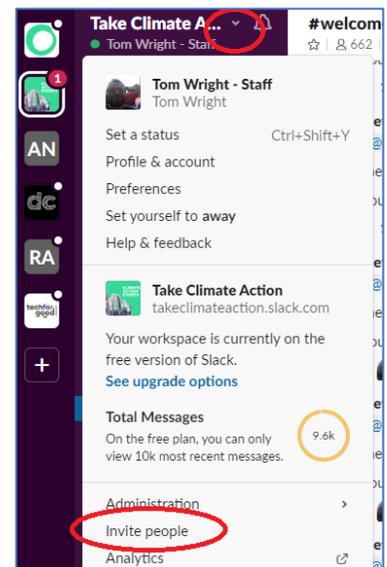
Invite others to Slack

As more people join your local Climate Action group you can invite them to join Slack by sharing the link

The best way to invite other people to join Take Climate Action Slack is to share the foe.uk/climateactionslack invitation link with them.

You can invite them from within Slack too. Head to **Invite People**, from the drop down next to Take Climate Action.

From there you can add in names and emails to invite people.





Ground rules

There's a lot of us using Slack to talk about Climate Action. To help us all get the best from Slack here are our 5 ground rules. Our ground rules can be found at <https://foe.uk/q4xb0> and are also below.

1. Be kind and courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

2. No hate speech or bullying

Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.

If you're concerned about something you've seen on Slack, please report it in the #welcome-team channel. If you think it's a safeguarding issue, please contact safeguarding@foe.co.uk. If you believe someone is in immediate danger, please call 999.

3. Be open and transparent

Slack also has a direct message function, which allows users to send each other private messages. Whilst this can be helpful to reduce messages in a channel that not everyone needs to see, please only send direct messages to people you know in real life.

Slack is used by both under-18s and vulnerable people. If you're in any doubt as to who you're talking to use a public channel for your conversation.

4. No spam please

This space is for Climate Action activists and staff members to keep in touch, learn from one another, discuss the Climate Action campaign(s) and to stay informed about the latest campaign developments or resources. Please refrain from posting any spam, irrelevant links or personal self-promotion.

5. The climate crisis is not party political

Climate Action Groups are supported by Friends of the Earth – an organisation committed to conducting our activity in a way that is politically impartial. Please follow our [political impartiality guidance](#).