

Slack Guide for Cell Phone and Tablet Users

[CLICK HERE TO JOIN SLACK](#)

This guide explains the benefits of using the communication app called “Slack” to create more of a community spirit, to answer questions quickly, and to help callers and colleagues with the day-to-day operations of the Organize Everywhere team.

Slack can be used on most devices; this document is to help **cell phone and tablet** users get setup.

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What is Slack?

Slack is a communication tool - like a “chat room” where people can gather to help each other and to connect. It allows for hundreds (or even thousands) of our Organize Everywhere team members to be present for each other, especially when calling campaigns are underway and there’s an increased need to get questions answered quickly.

Why do we use Slack?

To get questions answered, post announcements, and to create a community where we can get to know each other and recognize the exceptional contributions that our volunteers make.

Do I need to use Slack?

No. There is no requirement to use Slack. We feel it's a great way to connect, but there are other options instead:

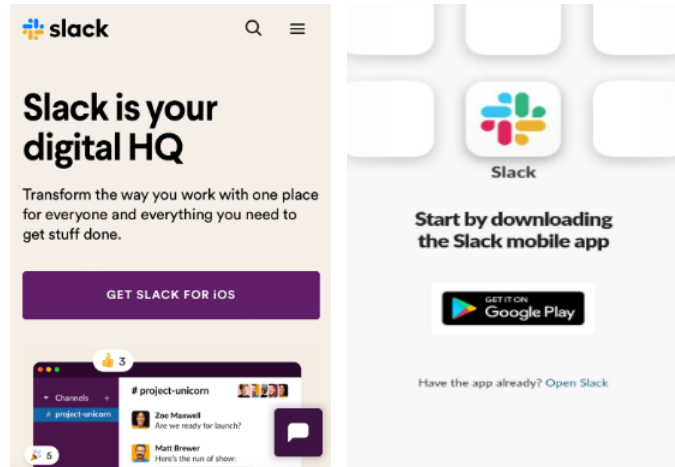
- You can just use the dialer on its own, and email us at calls@dnc.org if you have any questions.
- You can join a “Zoom Phone Bank” to be in a Zoom meeting *while* you make calls; the moderators are there in the breakout rooms with you and can answer questions right away.

I already use Slack elsewhere; can I use it for Organize Everywhere?

Absolutely. This is the easiest way to do a setup. There are two options, depending on whether you have used Slack for a national campaign:

- 1) If you've **volunteered with Organize Everywhere**, (for example, for the most recent Midterms or for 2020 Victory) you should be able to start Slack at dncorganizeeverywhere.slack.com.
- 2) If you **haven't been a user with 2020 Victory or Organize Everywhere** (above), or if the above didn't get you to Organize Everywhere, head to txt.democrats.org/SlackJoin.

This is an *invitation* to join Organize Everywhere. You will see an option to download Slack or, if you already have Slack on your device, to just open it up.

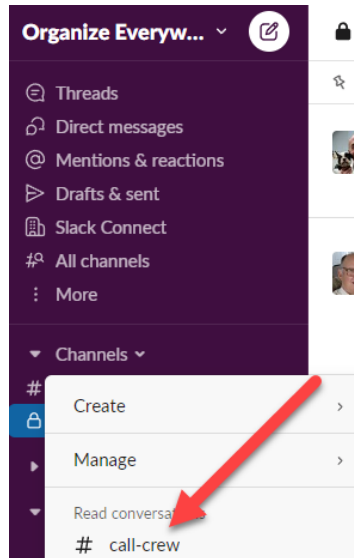


If you need to download and install the app for your device, click on the “Get Slack for iOS” or “Google Play” button and install it.

Once it’s installed, the easiest way to get Organize Everywhere setup is to close everything, open your browser, and type in dncorganizeeverywhere.slack.com.

That will bring you into Slack (“open Slack” if you see that instead) to sign in (or create a user name) and go into Organize Everywhere. You *may* need to login and/or enter a confirmation code from your email.

Once you are logged into Organize Everywhere, click on “Channels” to see a list of many of the Organize Everywhere channels (chat rooms). The one relevant for making calls is “#call-crew.”



Click on that channel and you'll see all of our recent messages. See the section below called "[Sending a Message](#)" to see how you can say "hi!"

You're all set! Skip the next section to get to other hints and tips about Slack.

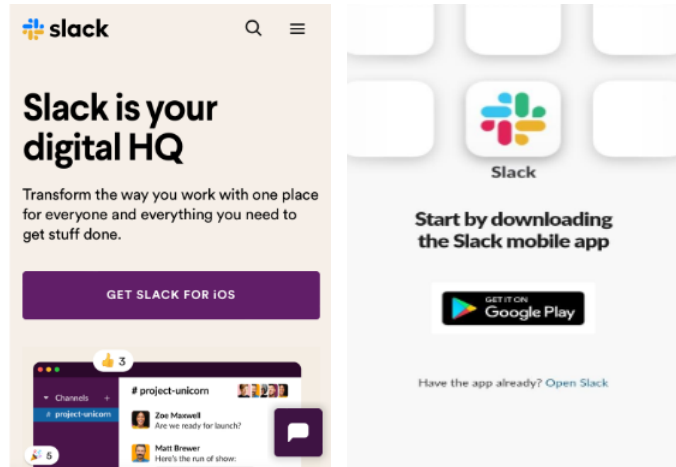
I have never used Slack; how can I set up a Slack account?

Setting up a Slack account is pretty simple. It involves two steps:

- 1) Make sure you have the app on your device (see below).
- 2) Create a username and password for yourself.

Setting up the Slack app

If you wish to use Slack on a mobile app, rather than browser, go to the App Store or Google Play store and search for Slack:



Click on the “Get Slack for iOS” or “Google Play” button and install it.

Once it’s installed, the easiest way to get Organize Everywhere setup is to open your browser, and type in:

txt.democrats.org/SlackJoin

That will bring you into Slack (“open Slack” if you see that instead) to create a username and open up the Organize Everywhere workspace. You may need to login and/or enter a confirmation code from your email.

Once you are logged into Organize Everywhere, click on “Channels” to see a list of many of the Organize Everywhere channels (chat rooms). The one relevant for making calls is “#call-crew.”

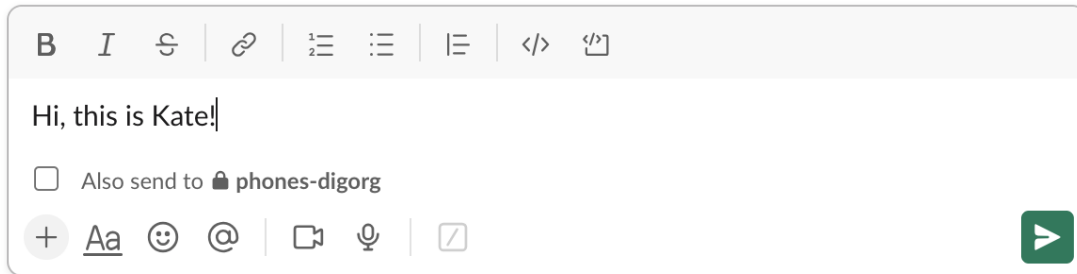
Click on that channel and you’ll see all of our recent messages. See the section below called “[Sending a Message](#)” to see how you can say “hi!”

How to send a message in Slack

Sending messages in Slack is the main reason to use Slack. It’s the perfect way to ask questions and get answers right away.

- To send a message, go to #call-crew channel. At the bottom of the list of messages will be a box where you can type in your message.

- Enter a message (“Hi, this is ___ saying hello!”), click the little arrow to send it, and someone will send you a reply.



Viewing a reply and having a real conversation

The messages are entered in the message box, people will see it and want to reply back to you. Their replies take the form of quick “emojis” (small icons) or as comments you can see if you click on the blue **“1 Reply”** under your message.

Power hint: It’s better to have a conversation in the “reply” area (aka “a thread”) than putting every new comment for a conversation in the main message area. The main message area is where you *start* a conversation. The “reply” area on the right is where you can converse about your message.

Basic day-to-day uses of Slack

We use Slack every day for many different types of communications:

- Asking questions and getting answers
- Saying “hi!” so we know you’re around
- Hearing the latest updates from Organize Everywhere
- Making suggestions
- Getting updates on where we’re calling and how busy the dialer is
- Letting us know about big events (or even small ones!) in your life
- Getting to know each other

Use Slack as much or as little as you like... it’s a great resource for everything about our volunteers, staff members, and campaigns.

Dos and Don’ts for Slack - Slack etiquette

1. Be Polite! Almost everyone on Slack is a volunteer (there are some DNC staff members too!), so it's important to help each other.
2. Use emojis to express yourself, but please avoid ones that are overly animated.

TIP: the star and green check mark (★✅) are used by the moderators to keep track of who they are working with. Please refrain from using them.

Our use of Slack complies with standards of decency that everyone is already aware of... be polite, no profanity, no bullying, be encouraging, no trolling, etc. If you have questions, go on Slack and ask a moderator.