

Slack Guide for Desktop 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 faster, and to help callers and colleagues with the day-to-day operations of the Organize Everywhere team.

Slack can be used on pretty much any device; this document is to help **desktop** users get setup. There’s another document that shows you how to set up Slack for cell phones and tablets.

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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?

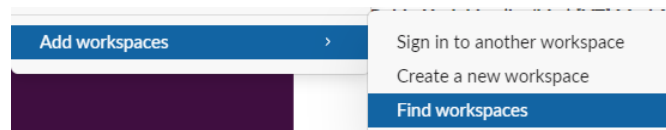
No. There is no requirement to use Slack. We feel it's a great way to connect, but there are other options instead:

- 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.

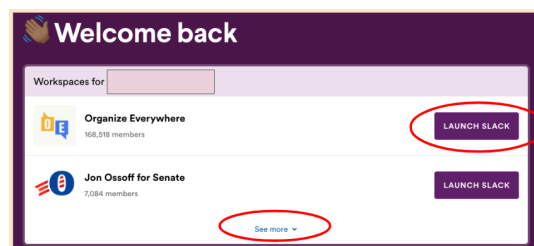
I already use Slack elsewhere; can I use it for Organize Everywhere?

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** or **2020 Victory**, you should be able to just start Slack, click on the menu in the upper left corner of the screen, and use “Add workspaces” to find and add Organize Everywhere.



There may be different ways to add Organize Everywhere, but it's all based on “adding workspaces.” Another example of the screen:



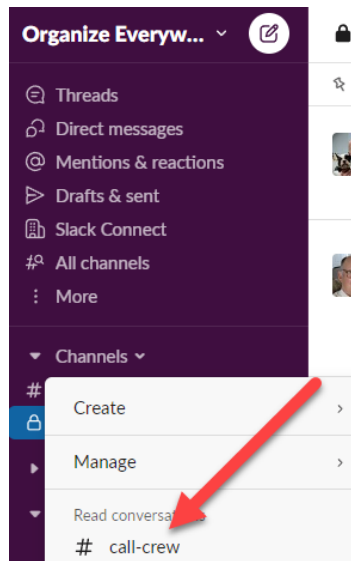
Here you see “Organize Everywhere,” but if it's not there, you can “see more” to find it.

- 2) If you **haven't been a part of 2020 Victory or Organize Everywhere** (above), or if the above didn't get you to Organize Everywhere, try this instead. In your browser, type in:

txt.democrats.org/SlackJoin

That will start Slack for you and get you right into Organize Everywhere. You may need to login and/or enter a confirmation code from your email.

Once you're in the Organize Everywhere workspace, click on "Channels" to see a list of many of the Organize Everywhere channels (chat rooms). The one that is 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?

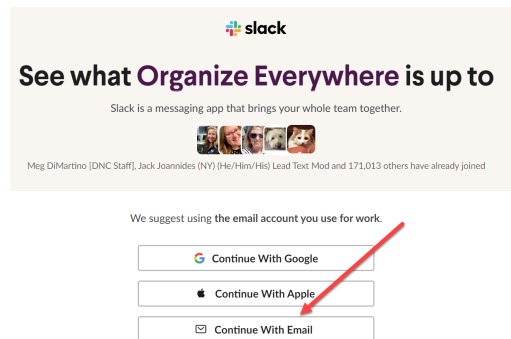
Setting up a Slack account involves two steps:

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

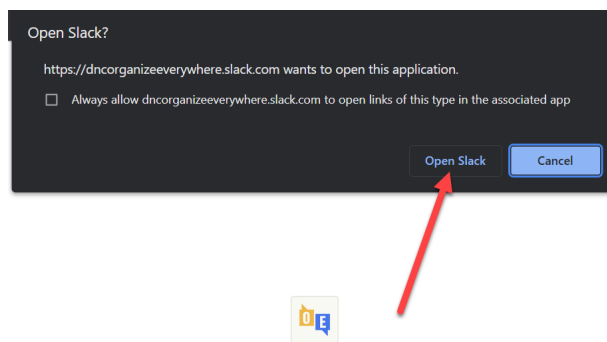
Setting up the Slack app

We recommend using the Slack app on your PC or Mac instead of using Slack from just a browser; it's faster and easier on the app. If you want to use the web, you can do the following:

- 1) Open your browser and type in txt.democrats.org/SlackJoin in the URL.
- 2) You'll see the Slack welcome page and select "Continue with Email."



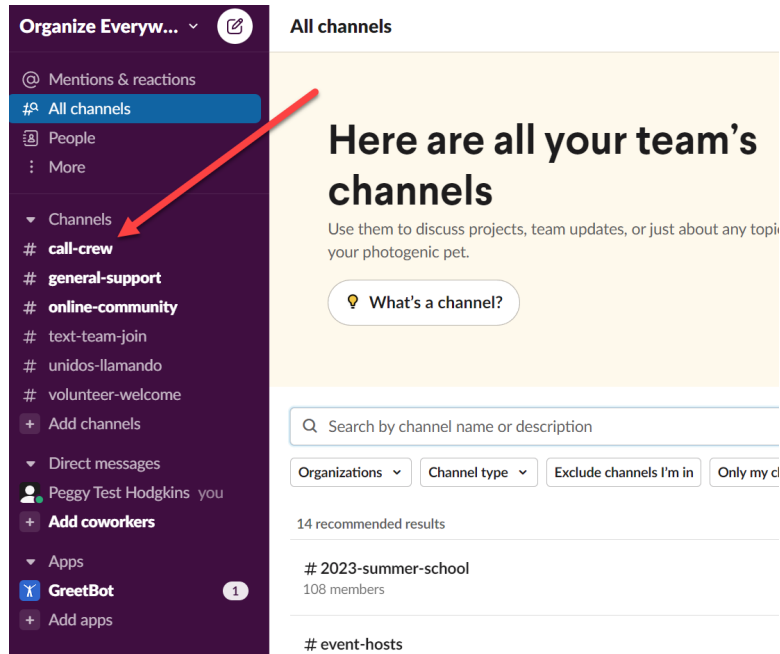
- 3) This will let you enter your email address and Slack will then send that email address a code that you'll come back and type in. It'll take you right into Organize Everywhere and you'll click on "Open Slack" (see the arrow below - it'll open the app) or just use the browser (see the red box below).



Launching Organize Everywhere

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

- 4) Slack will open and show you some of the faces of people in Organize Everywhere. At the bottom of the list of faces, click “Skip for now” and you’ll get right into our channel:

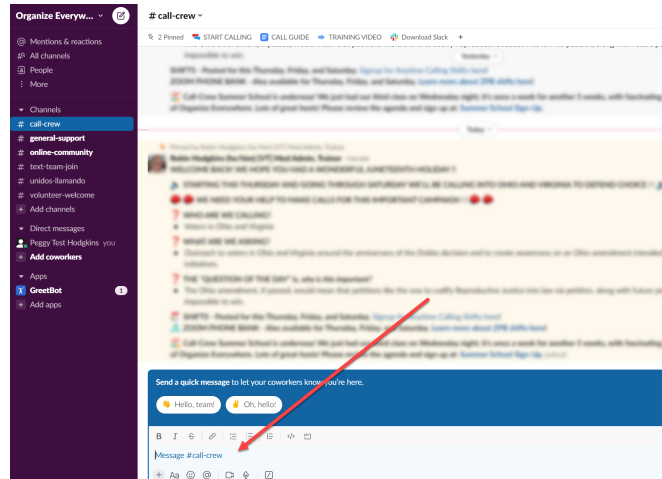


- 5) Click on “#call-crew” and send us a message (see below).

How to send a message in Slack

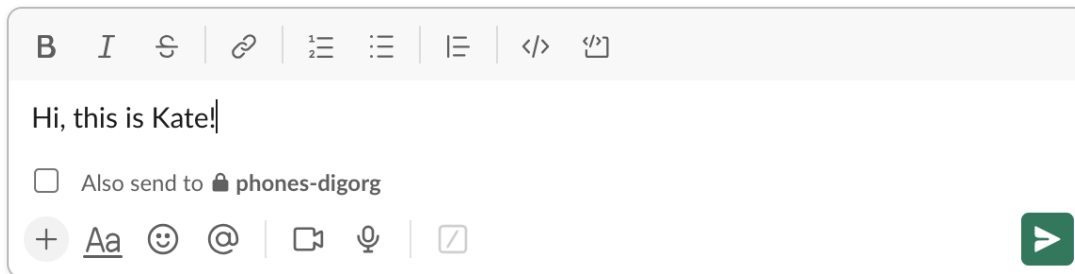
Sending messages in Slack is the main reason to use Slack. It's the perfect way to ask questions and get answers right away.

To send a message, go to the box on the right side or at the bottom of your screen:



(You might see the blue area inviting you to send a message, but that will go away after you've sent a message or two.)

Enter a message (just say “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, cute “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 as they might bother some people.

Power hint: 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.