Exploring California Climate Change Connections: What Science Knows
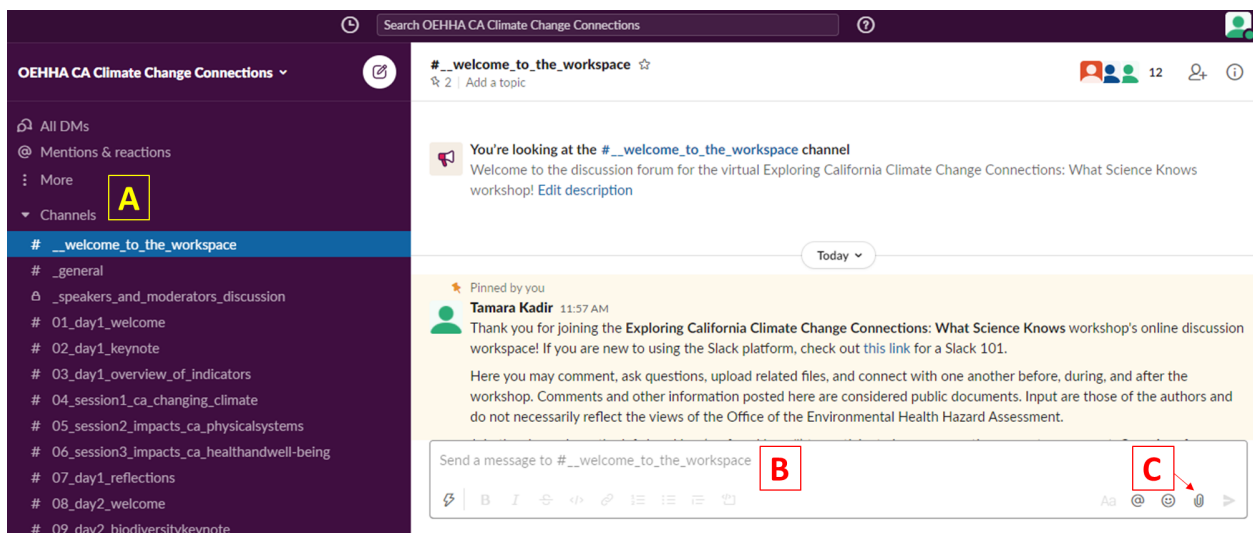## December 2 and 3, 2020
Slack Guide

What is Slack and why are we using it?

Slack is a free online communication platform where users can join chat channels. We are using Slack as a mechanism to collect input from workshop participants before, during and after the workshop. We would like to hear from you and invite you to provide input! (**Note**: Questions for speakers during a workshop session should be submitted via the zoom Q&A.)

Slack will allow us to:

- Simulate in-person interactions that would not normally occur in a virtual event, such as chatting with presenters after their talks, networking with other participants, or even "applauding" after a presentation.
- Engage in conversations: discuss our thoughts and ideas with each other, post comments, pose questions, answer questions, and provide feedback to speakers.
- Share links, photos, and documents.
- Discuss suggestions for potential indicators or other information for inclusion in the 2021 *Indicators of Climate Change in California* report.

Our Slack workspace, "OEHHA CA Climate Change Connections," will look similar to the screen below. See page 3 for more information on: [A] Channels corresponding to our agenda items; [B] sending messages; and [C] sending files.
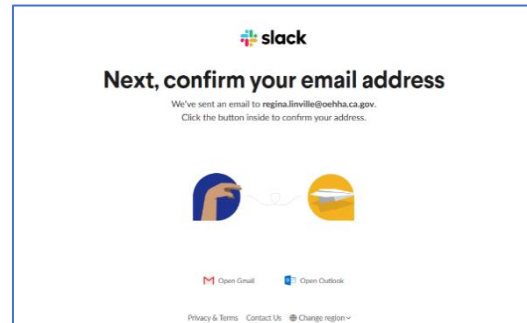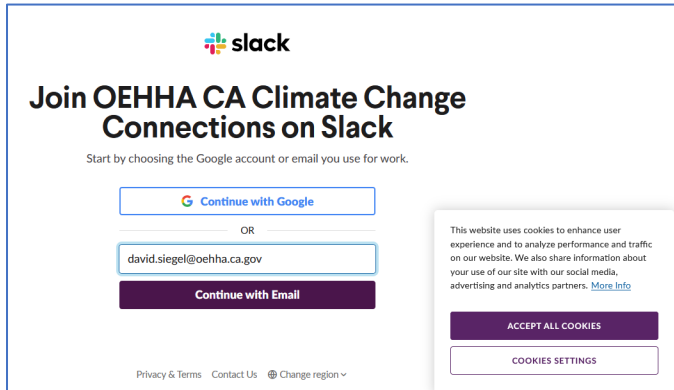
How do I get started?

Please join Slack in advance of the workshop. Slack only works with Google Chrome or Firefox or when using the desktop app.
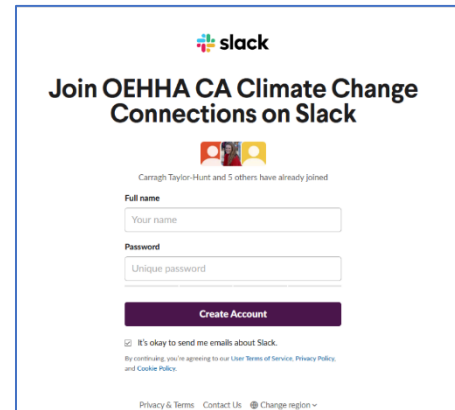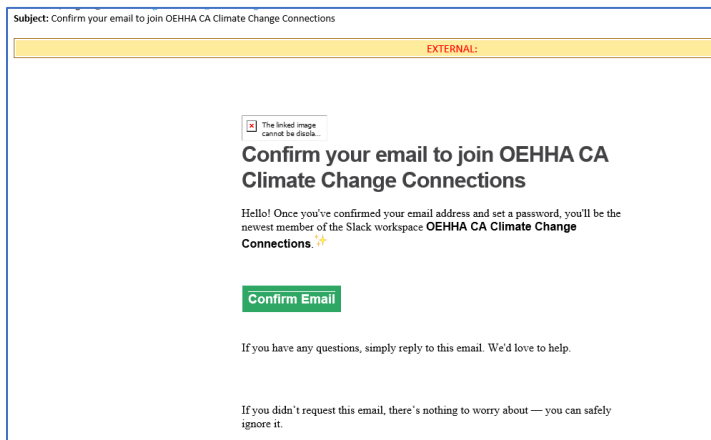
First, click on our invite link to register for a free Slack account.

1. Enter your email address and click "Accept all cookies."

2. Then check your email for a confirmation from Slack.

3. Click "Confirm Email" in the email message from Slack.

4. Enter your name and create a password.

Having trouble joining? Please contact tamara.kadir@oehha.ca.gov .

How do I participate?

Once you have entered the OEHHA CA Climate Change Connections workspace, you should see all channels on the left-hand bar prefaced by a hashtag (#): See (**A**) in the picture on the first page.

- The channels will correspond to the main agenda items. Not all the channels may be visible. To view the full list, click on "More" above the channels (**A**), then "Channel browser," and join all channels of interest.

- To participate in a conversation:
  - select the appropriate channel; the conversation(s) in that channel will appear.
  - type your question, comment/idea, or response in the box at the bottom of the screen (**B**). Be sure to hit the "send" button or enter to submit your message.
  - To attach a file, click the paperclip icon next to the send button (**C**). Select the file and hit "send." For more information, check out Slack's "Add files to Slack" page.

- You can "react" to messages (via emojis) or "mention" (tag) people. Reactions and mentions will be listed under a person's "@ Mentions & reactions" tab on the top left corner of the screen, above Channels. To mention/tag someone in a public post, enter "@" followed by the username of the person you wish to mention.

- To privately message someone (i.e., "direct message" them), click on their name and hit "message". Private messages will appear under the "All DMs" on the top left corner of your screen.

- For more information, check out Slack's "Send and read messages" page.

Tips

- **By default, when you're not active in Slack, Slack will send you an email notification each time there is new activity. _To turn off email notifications_**, click on the "More" option below "@ Mentions & reactions," above Channels. Then click "Customize this list in your preferences". Click on the "notifications" tab on the left and adjust notifications settings as needed." page. Guide to email notifications" page.

- If you are new to Slack and want some additional help using the platform, check out the Using Slack help page.

If are having issues with our Slack workspace, please contact tamara.kadir@oehha.ca.gov.