

Lab0: Email and Slack

Goals:

set up and unify the communication tools.

Introduction:

Communication is a part of the data analyst job as it is necessary at least to clarify the input and explain the results. Each organisation has its own standards and it is better to follow them to avoid any inconvenience with coworkers and customers.

To-do:

Set up the appropriate signature for your emails

Check the confidential mode for the email

Set up 30 sec as a recall for sent email

Integrate your Slack and Calender

Create a private channel in SLack


Send a welcome message to all the members of the general channel.

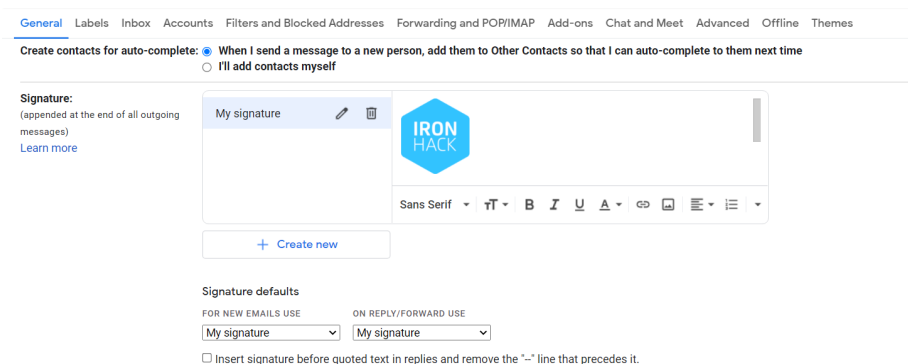
Part 1. Email

1. Set up your signature

Business ethics requires having an email signature that reflects the contact information, role and company info. In addition, the data privacy disclaimer can be add

Step-by-step instructions

- Open [Gmail](#).
- In the top right, click Settings  > See all settings.
- In the "Signature" section, add your signature text in the box.



The screenshot shows the Gmail 'Settings' page, specifically the 'Signature' section. At the top, there are tabs for 'General', 'Labels', 'Inbox', 'Accounts', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', 'Advanced', 'Offline', and 'Themes'. The 'General' tab is selected. Below the tabs, there is a section for 'Create contacts for auto-complete' with two radio button options: 'When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time' (selected) and 'I'll add contacts myself'. The 'Signature' section is highlighted, showing a description: 'Signature: (appended at the end of all outgoing messages)' and a link 'Learn more'. Below this is a large text area for the signature, currently containing 'My signature' and a blue hexagonal logo with 'IRON HACK' text. To the right of the text area is a rich text editor toolbar with options for font face (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. Below the signature area is a '+ Create new' button. At the bottom, there is a 'Signature defaults' section with two dropdown menus: 'FOR NEW EMAILS USE' and 'ON REPLY/FORWARD USE', both currently set to 'My signature'. A checkbox at the bottom is labeled 'Insert signature before quoted text in replies and remove the "--" line that precedes it'.

Example:

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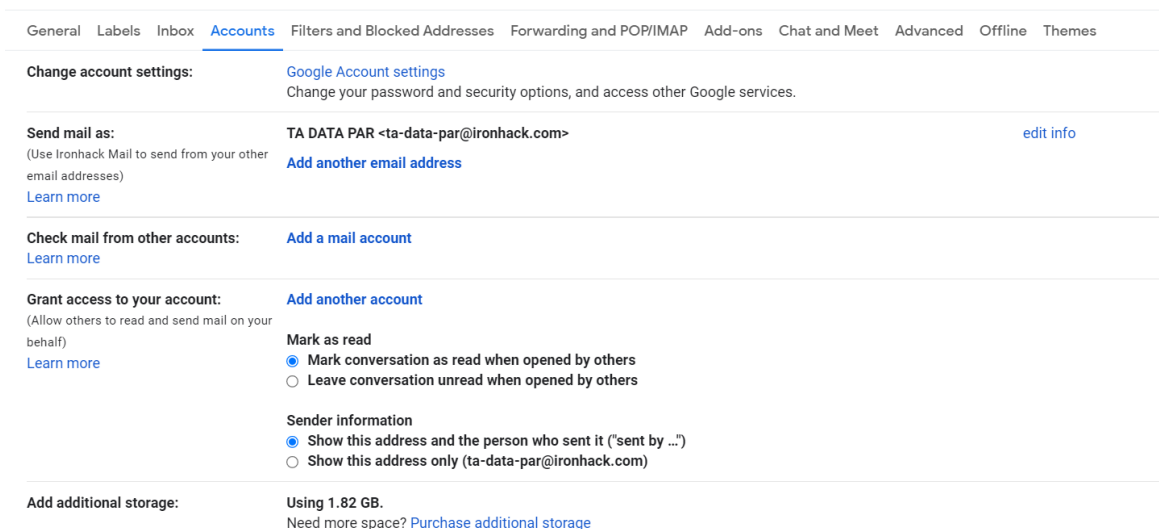
CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.


2. Send mail as

If you own another email address, you can send mail as that address. Google allows to add up to 99 different emails addresses.

Step-by-step instructions

- A. On your computer, open [Gmail](#).
- B. In the top right, click Settings  > See all settings.
- C. Click the Accounts and Import or Accounts tab.
- D. In the "Send mail as" section, click Add another email address.




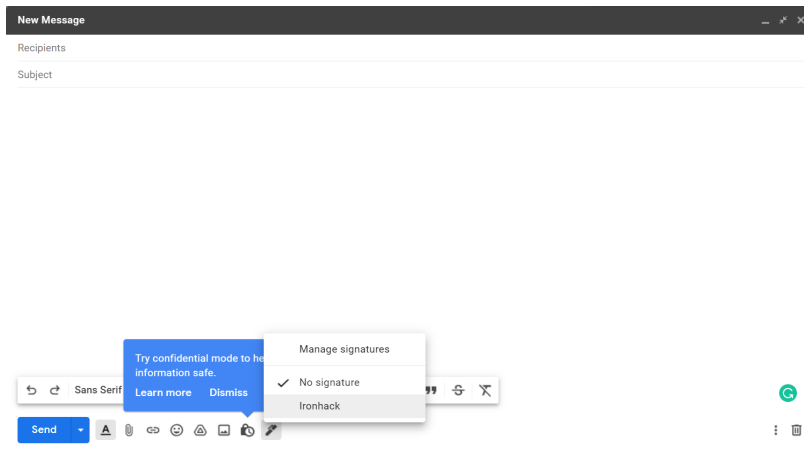
- E. Enter your name and the address you want to send from.
- F. Click Next Step  Send verification.
- G. For school or work accounts, enter the SMTP server (for example, smtp.gmail.com or smtp.yourschool.edu) and the username and password on that account.
- H. Click Add Account.

- I. Sign in to the account you added
- J. Open the confirmation message you got from Gmail.
- K. Click the link.
- L. Go back to your main email and in the message, click the "From" line.
(If you don't see this, click the space next to the recipient's email.)
- M. Select the address to send from.

3. Multiple signatures

You can use different signatures for your emails. For example, you can set a signature default for new emails you compose or reply to; or you can also choose a different signature with each email you send.

Tip: If you want to change your signature while you write an email, at the bottom of the window, click Insert signature .



Step-by-step instructions

- A. Create a new signature:

Best regards,

Name Surname

- B. Send one email with the first signature and one with the second.

4. Signatures for "Send mail as" feature

If you use the "Send mail as" feature to send from different addresses in your account, you can add a different signature for each address.

To select an address, use the drop-down menu above the signature text box on the Settings page.

If you don't see the drop-down menu:

- 1. Open the [Accounts and Import settings page](#).



2. Check that your addresses are listed in the "Send mail as" section.

5. Confidential mode

Confidential mode lets you limit message copying and downloading, and can add an optional expiration time, too. Find it via the menu button (three dots) on mobile or the padlock symbol on the web when composing an email. It works seamlessly inside Gmail, and in other clients will link to your original email on the web to keep tabs on how it's used.

Step-by-step instructions

Please set up the confidential mode for today.

- A. On your computer, go to [Gmail](#).
- B. Click  Compose.
- C. In the bottom right of the window, click Turn on confidential mode  .
Tip: If you've already turned on confidential mode for an email, go to the bottom of the email, then click Edit.
- D. Set an expiration date and passcode. These settings impact both the message text and any attachments.
 - a. If you choose "No SMS passcode," recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.
 - b. If you choose "SMS passcode," recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.
- E. Click Save.


If you want to remove access given to the email:

- A. On your computer, open [Gmail](#).
- B. On the left, click Sent.
- C. Open the confidential email.
- D. Click Remove access.

6. Recall sent emails

If you find yourself needing to recall sent emails in Gmail, you can set a longer time to recover your errors. In the [Settings pane](#) for Gmail on the web, you can set the undo send delay from 5–30 seconds under the General tab, and that change is then applied across the web and the mobile apps.

Step-by-step instructions

1. On your computer, go to [Gmail](#).
2. In the top right, click Settings  > See all settings.
3. Next to "Undo Send," select a Send cancellation period of 5, 10, 20, or 30 seconds.

7. Get emails notifications

You don't have to get buried under a mountain of notifications from the Gmail mobile apps. On iOS or Android, go into the Gmail app settings, select your email address, then choose Notifications. You can set alerts to appear for "high priority" emails only, and this works separately from the notification settings configured at the Android or iOS level.

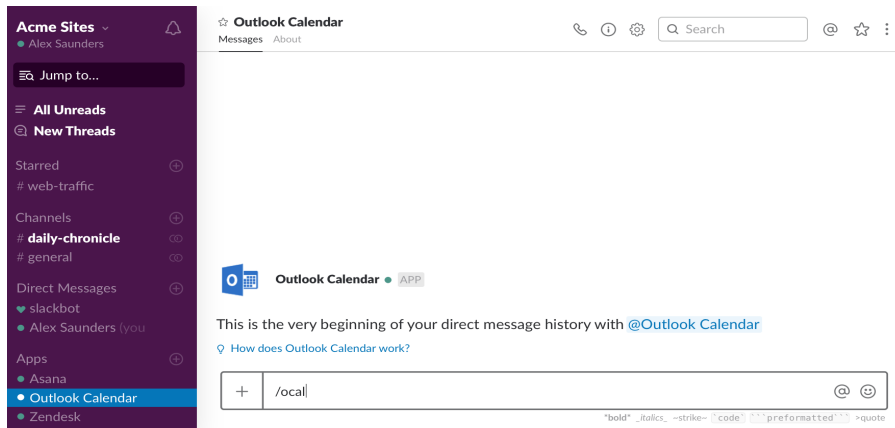
Part 2. Slack

1. Set up your avatar (photo/other picture)

2. Sync your Slack status with your calendar

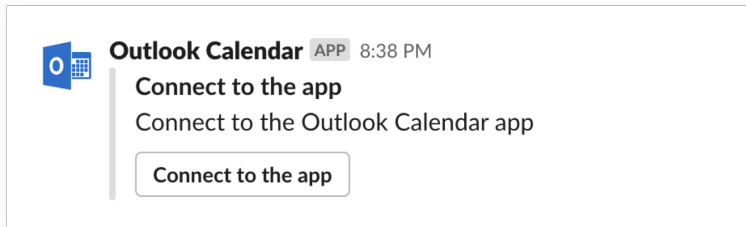
Step-by-step instructions

- A. Install the [Outlook Calendar app](#) or [Google Calendar app](#) to your Slack workspace and connect your account.
- B. Open the app inside of Slack and send it any message to get started.

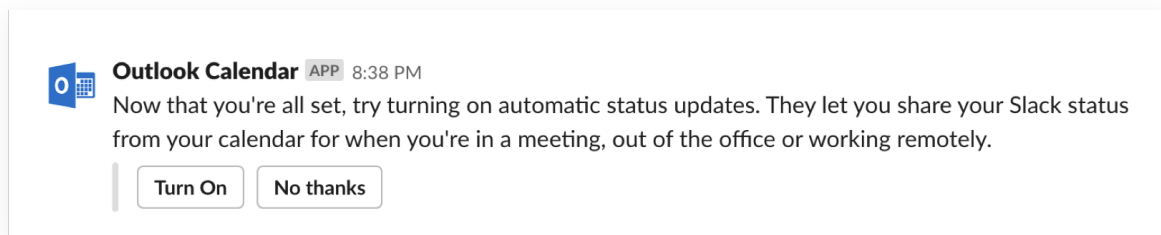


- C. Click the "Connect to the app" button, then follow the steps to link your Slack and Outlook accounts together. Once your account is connected, you'll start receiving [event reminders](#)

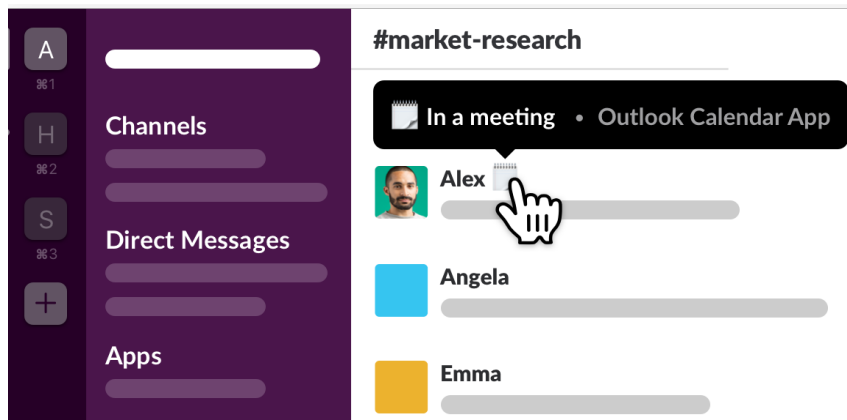
and notifications inside Slack.



- D. After linking your account, click the “Turn On” button to start syncing your Slack status with your Outlook calendar.



- E. At the start of your next calendar event, your status will automatically update. For Outlook Calendar, your status changes to one of three options depending on the type of event: In a meeting, Working remotely, or Out of office. For Google Calendar, your status changes to In a meeting for all your events.



3. Conversations

There are three types of conversations in Slack, and collectively they're flexible enough for any type of discussion you might have.

Conversation type	Who can see/browse	Who can join
Public channels	Entire team	Entire team
Private channels	Members only	Invite only
Direct messages (group and 1:1)	Members only	No one

A. Direct messages: One-to-one and group chats

Direct messages are 1:1 chats that are essential for getting quick questions answered. They're akin to a talk two people might have in a small room and they work best for focused, private conversations without having to meet in person.

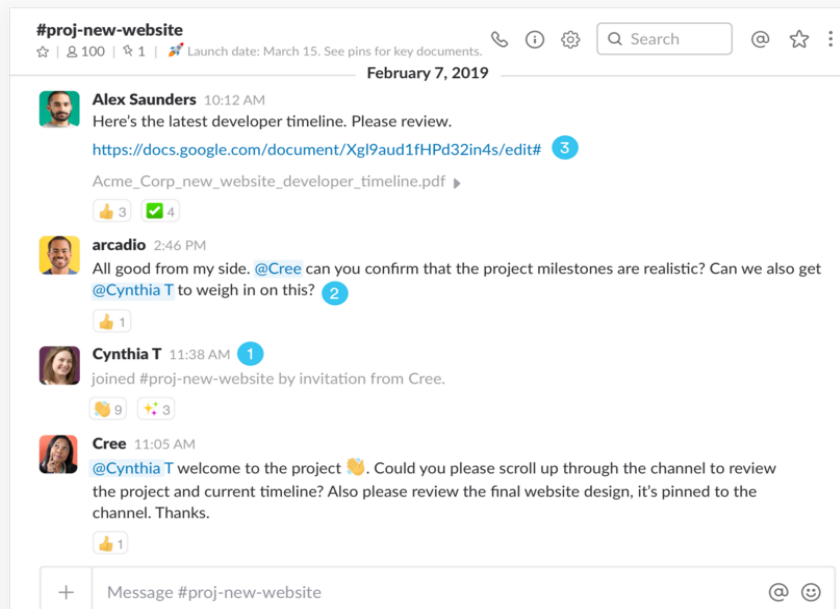
Meanwhile, a group DM, which can include up to nine people, is like a hallway conversation among colleagues. You might start a group DM for a one-off task, but if the conversation is something you find yourself repeatedly returning to, it's likely better served as a channel that you can name, easily find, and search later.

B. Channels

In Slack, work happens in channels, which are key to organizing your work into focused, easy-to-find conversations. A channel could be the dedicated home for a particular topic, team, or project. Think of channels like organization-wide meetings, or small meetings open to anyone. In channels, anyone can ask questions or submit ideas, and those discussions are open to the entire group.

Channels can easily be searched by anyone in your workspace. So if people want to read a proposal that launched a project, they can search and find information without having to ping others—along with all the context of conversations that surrounded its approval. Over time, as

information gets posted in public channels across a workspace, the more valuable this access




- 1 Joining a channel
- 2 Add user with an @mention
- 3 Sharing a file

becomes.

Public channels help everyone work together transparently; conversations and work are all accessible and searchable.

C. Private channels

Private channels are available only to invited members, with a lock icon  next to the name of the channel. Others in the company cannot browse or find them otherwise.

D. Mentioning

@kseniia.ilchenko – only a person that received the message will be notified

@everyone notifies every person in the #general channel,

@channel notifies all members of a channel,

@here notifies only the active members of a channel.