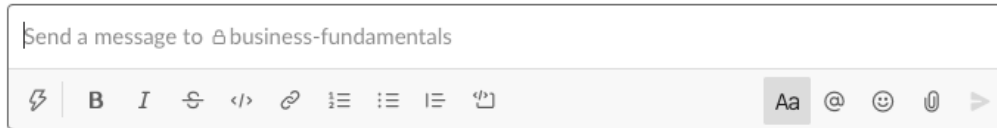METIS®

Slack Cheat Sheet

Instructors will let you know how they prefer to handle **questions** ahead of each lecture. If you have questions outside of lecture, send a message within your short immerve workspace, ie: #EDA, #Deep-Learning, #Business-Fundamentals, etc.

Send a message to 🔒 business-fundamentals

Create your own channel by clicking on the "**+**" sign or browse open channels to join by clicking on the three dots highlighted next to channels below.
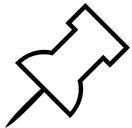
▼ Channels ⋮ +

React to a message using an **emoji**. Frequently used emojis include:

👀 = Message seen   👍 = Sounds good; Got it; Thanks!

We will pin content in a channel that you will frequently need to access ie: Zoom room links, policies and guidelines.

View channel specific **pinned content** you won't want to miss by finding the push pin at the top right of each Slack channel.

#general
📌 1 | Gene

Instead of endlessly scrolling a channel for a thread buried among hundreds of messages in the workspace, try using the **Search** bar. The Search bar is located at the top, middle of your Slack workspace.

Slack Etiquette

- Avoid using @channel.
- If the message doesn't pertain to all, try to direct message.
- Use threads to organize discussion. Reply to a thread by hovering over the original message and click 💬 .
- Please limit posting to the random channel during lecture.
- Be mindful of push notifying people if the message is not urgent.
- Treat this workspace as you would in a professional setting. Be courteous & respectful.