Slack Setup Guide

Step 1: Click on the invitation link, sent via Canvas, to join our Slack workspace. An invitation link is also advertised on the EE209 Canvas home page. This will open the browser window shown in Fig. 1(a), which asks for your email address. Enter your university email address (you will not be able to join using non UoA emails).

Step 2: As shown in Fig. 1(b), an email will be sent to confirm the email address you used to join the "EE209 2020 Class" on Slack.
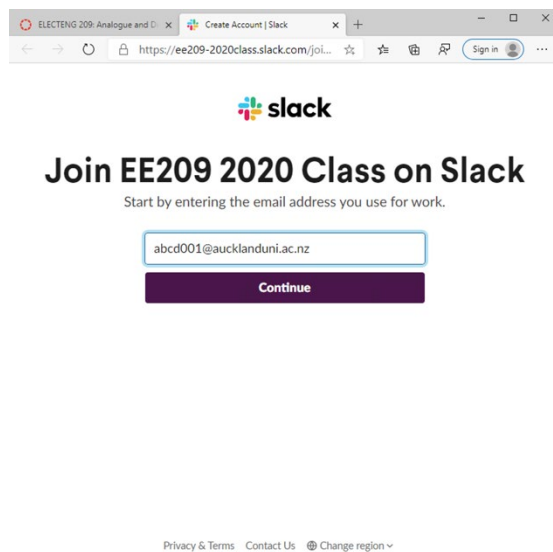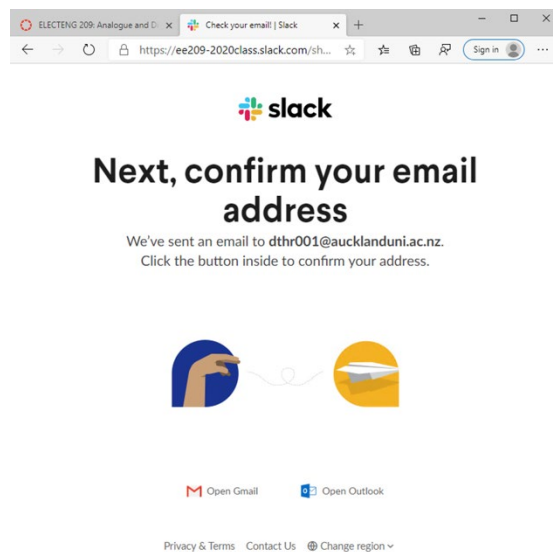

Fig. 1(a): Step 1
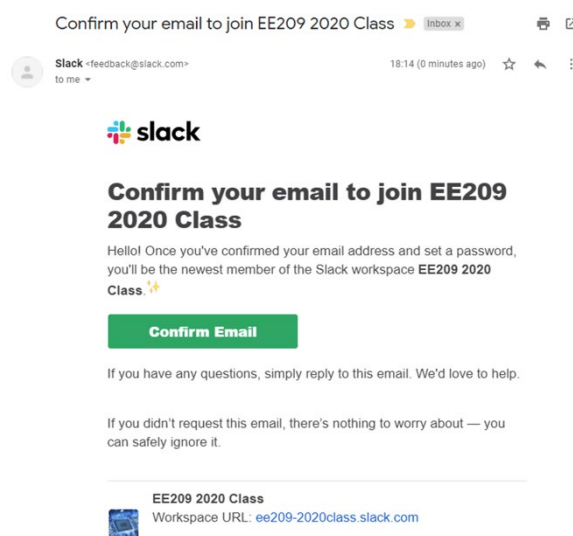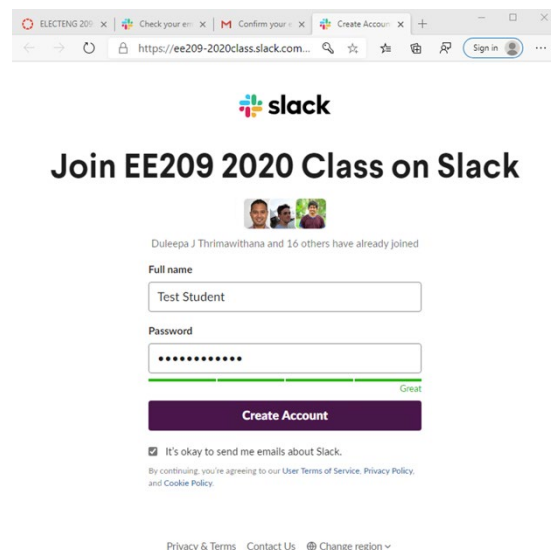

Fig. 1(b): Step 2

Fig. 2(a): Step 3

Fig. 2(b): Step 4

Step 3: Ones you receive this email (should not take more than a few minutes), open it and click on "Confirm Email". An example is shown in Fig. 2(a).

Step 4: As shown in Fig. 2(b), a new browser window will open asking you to enter your full name and a password. Enter your name as per what is on Canvas. Select a password.
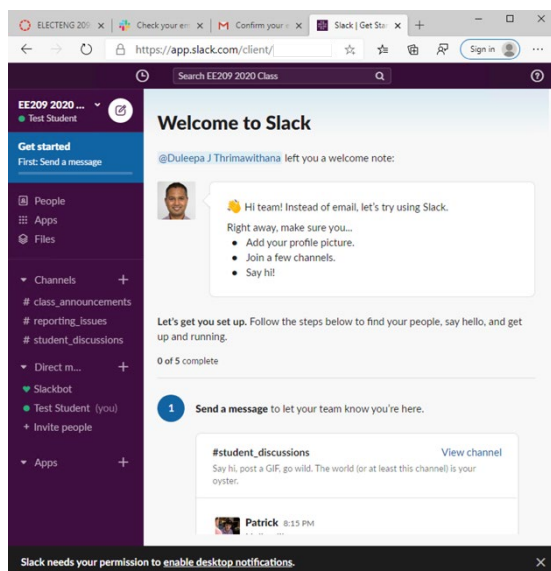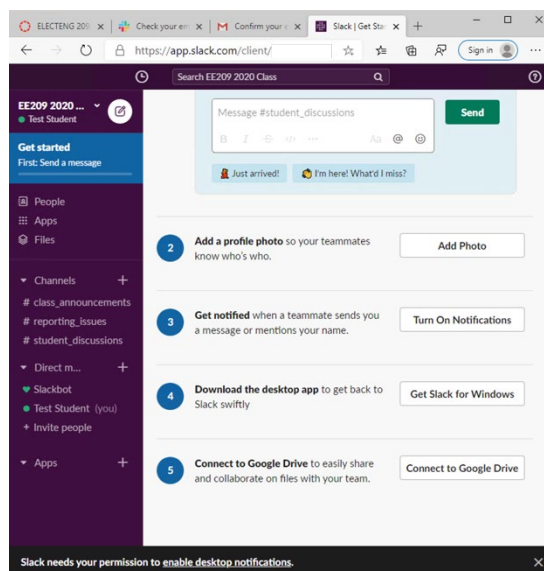

| Fig. 3(a): Step 5 | Fig. 3(b): Step 6 & 7 |

Step 5: You will now be presented with the "Getting Started" screen shown by Fig. 3(a). This will tell you a few things that you should do. On the left-hand side of the screen (sidebar), the Slack channels are listed. A Slack channel can be taught of as a long email thread talking about a specific topic. Here you see 3 Slack channels titled – class_annoucements, reporting_issues and student_discussions. All these are public channel, and therefore what you post can be viewed by all students as well as staff. If you wish to send a private message, let say for example to a lecturer, then you can use "Direct Messages", which are listed below the "Channels". Also Slack allows users to create private channels, where only authorized members can view and reply to messages. Later you will be invited to join a private channel that is created for your group. We will discuss more about messaging later in this document ones you have completed the initial setup.

Step 6: If you scroll down the page, as shown by Fig. 3(b), there are instructions on how to do a few basic setup tasks. It is recommended that you add a profile photo that match the profile photo on Canvas (not the ID photo – the profile photo you added on Canvas). It is also recommended that you download the desktop and mobile apps (all these interfaces are almost identical) and turn-on notifications.

Step 7: Ones you have done the basic setup tasks, lets learn how to integrate a few useful apps with Slack. We are going to start with Google Drive. Click on "Connect to Google Drive" (as shown in Fig. 3(b) this is the last item in the "Getting Started" screen). Alternatively, Google Drive can be found under "Apps", which can be accessed from the sidebar on the left-hand side of the screen.

Step 8: This will open a browser window as shown in Fig. 4(a) asking you to login to your google account. You must use the UoA email address (as a UoA student you get free access to many services including Google Suite and Office 365 through your UoA email address).

Step 9: As shown in Fig. 4(b), you will be redirected to SSO to use your UoA credentials to sign in. Enter your UoA login details and click "Sign In".
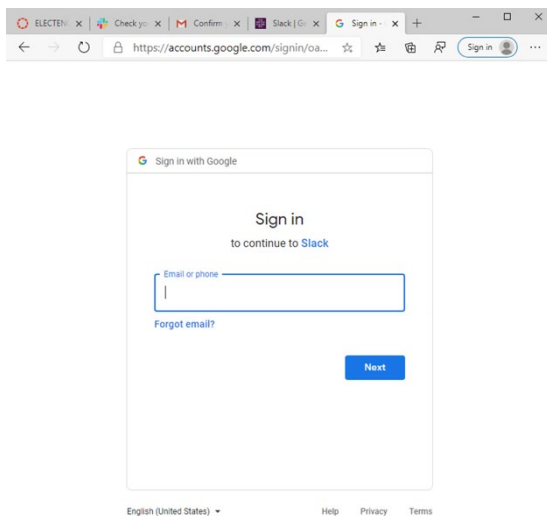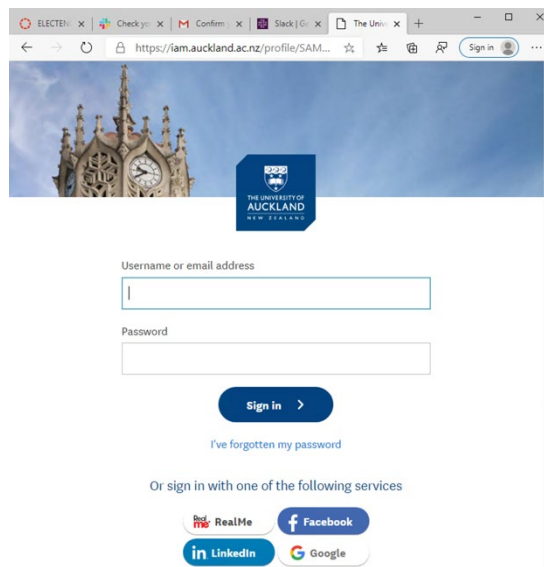
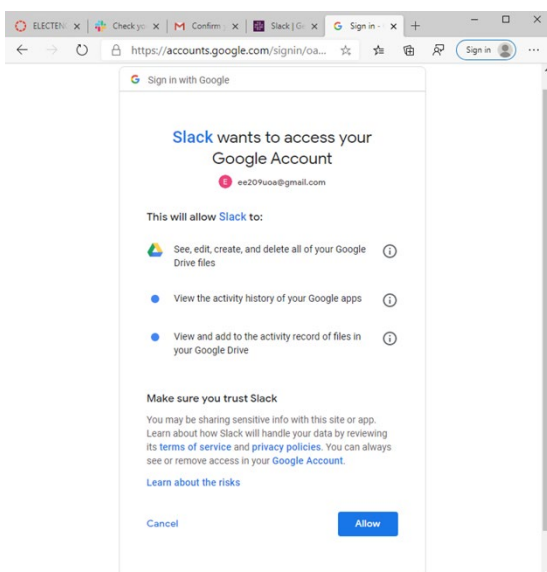Fig. 4(a): Step 8

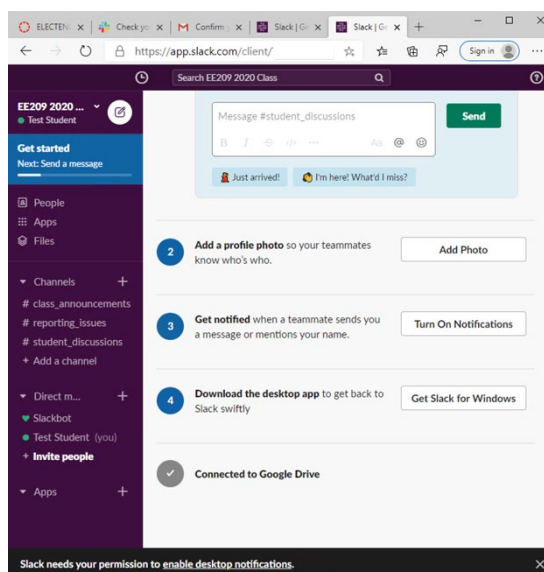Fig. 4(b): Step 9

Fig. 5(a): Step 10

Fig. 5(b): Step 11

Step 10: As shown in Fig. 5(a), you will be prompted to allow Slack to access a few features of your Google account. Click on "Allow". If it asks for other permissions, allow these too.

Step 11: As shown in Fig. 5(b), if you go back to the "Getting Started" page of our EE209 2020 Class workspace it now shows you have added Google Drive. To go back to the workspace, you can always use https://ee209-2020class.slack.com/. A workspace can be thought of as a space common to everyone involved in an activity (in this case EE209 course). Unfortunately, since we are using the free version of Slack there are a few limitations that we need to work around. As we will explain later, one such work around is to create a few workspaces when it comes to allowing private channels for project groups. Don't worry about this as we will organize this for you.

Step 12: Now let's add OneDrive. Click on "Apps" found in the sidebar on left. As you could see from Fig. 6, there are many apps that you can integrate with Slack. We have added a few Apps, including OneDrive for you, which are visible at the top. However, as you did with Google Drive, you need to

link these Apps to your personal accounts to use them. To link OneDrive to your Office 365 account, click on OneDrive.
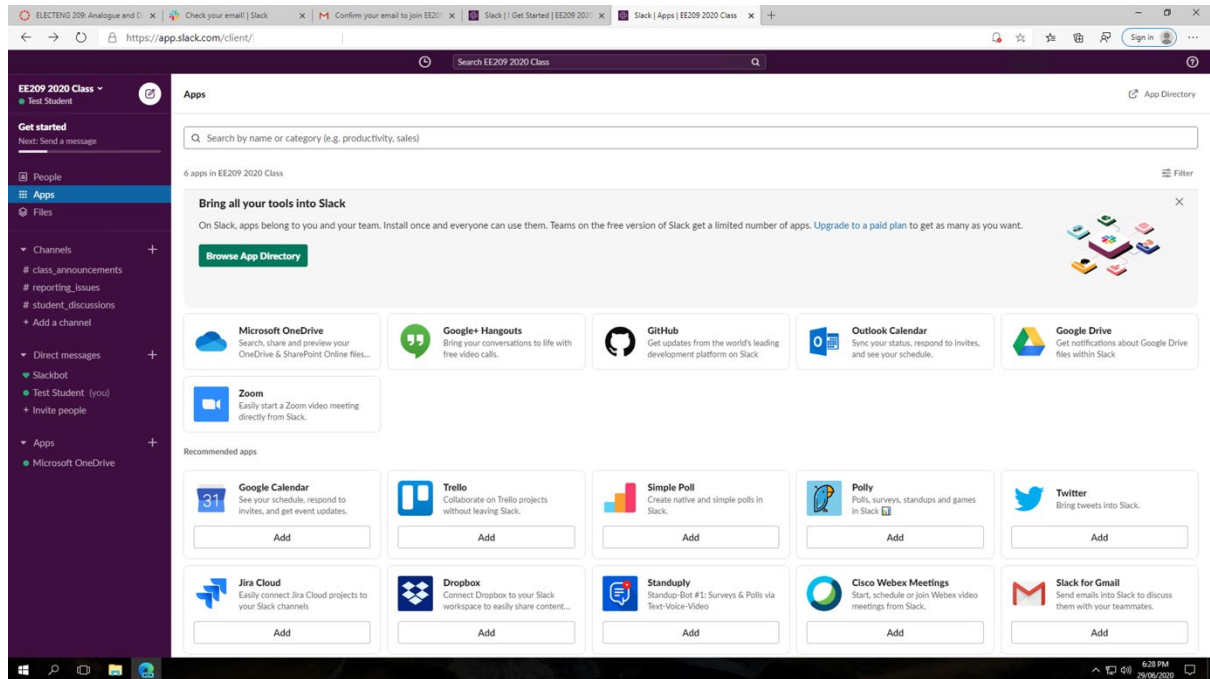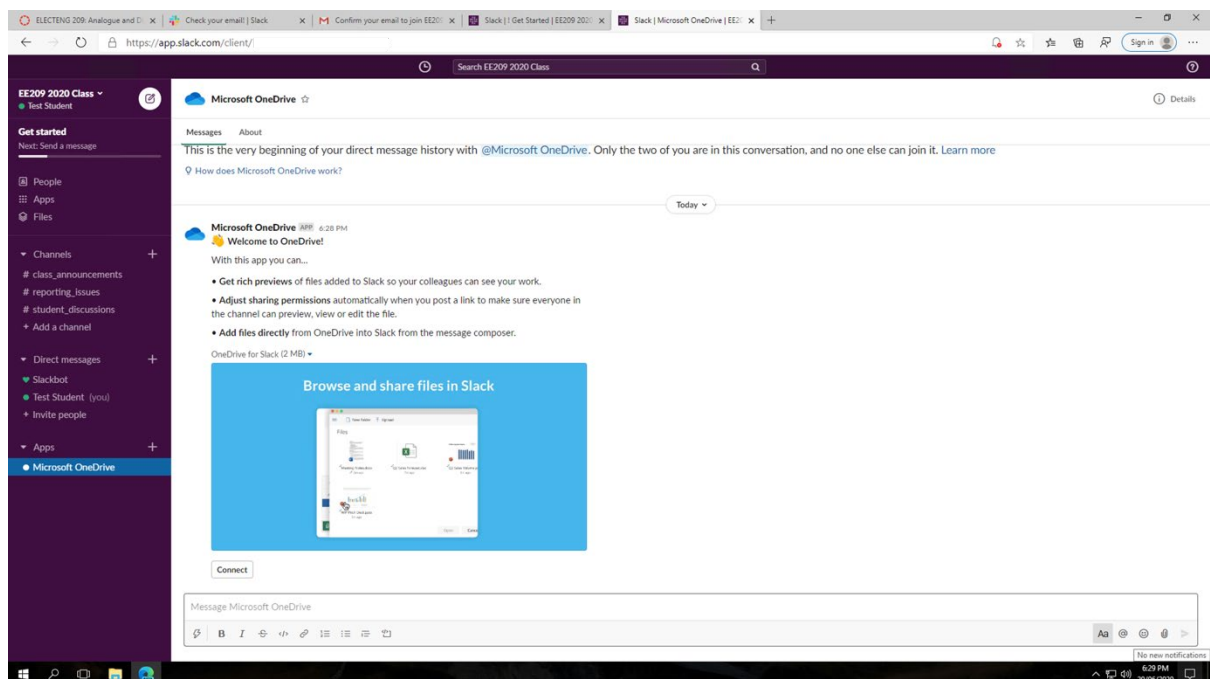

Fig. 6: Step 12

Fig. 7: Step 13

Step 13: As shown in Fig. 7, you will be taken to the OneDrive channel. Here you will find information about the App and a button at the bottom of the page that says "Connect". Click on "Connect".
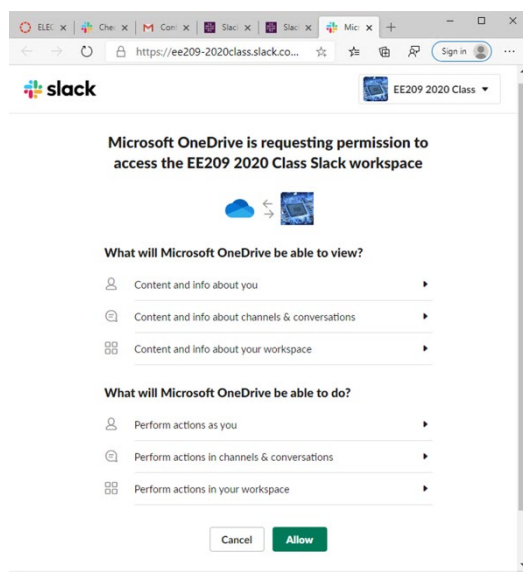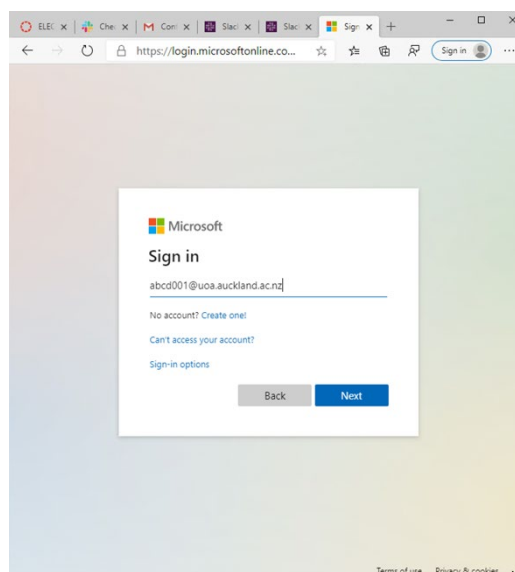
Fig. 8(a): Step 14   Fig. 8(b): Step 15

Step 14: As shown in Fig. 8(a), a browser window will open asking for permission for OneDrive to access Slack. Click on "Allow".

Step 15: As shown in Fig. 8(b), now you will be asked to login to your Microsoft account. You should again use your UoA email address. But there is a slight difference. Assuming your username is abcd001, it should be in the format abcd001@uoa.auckland.ac.nz.
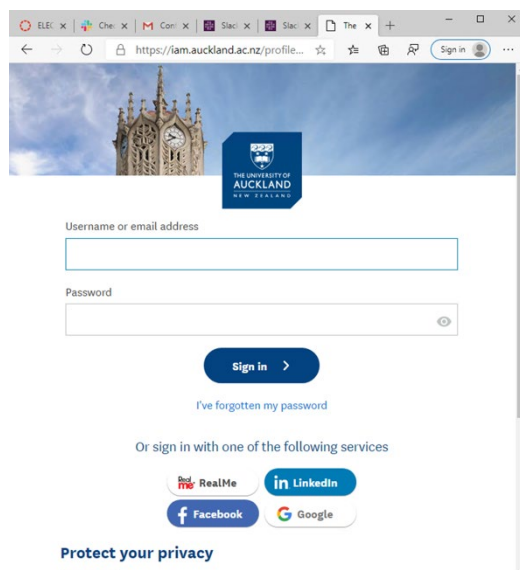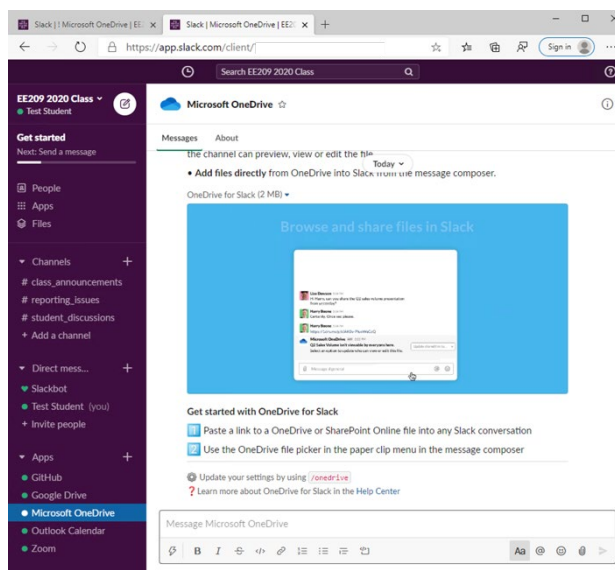

Fig. 9(a): Step 16   Fig. 9(b): Step 17

Step 16: If you have entered your email address in the correct format, as shown in Fig. 9(a), you will be redirected to SSO to use your UoA credentials to sign in. Enter your UoA login details and click "Sign In".

Step 17: Similar to Step 10, you will be prompted to allow Slack to access a few features of your Microsoft account. Click on "Allow". If it asks for other permissions, allow these too. If you had

installed OneDrive correctly, when you go back to the OneDrive channel on Slack, you will see the screen shown in Fig. 9(b).
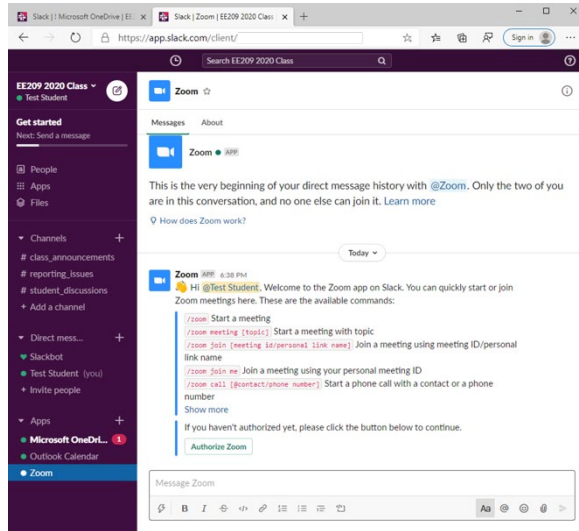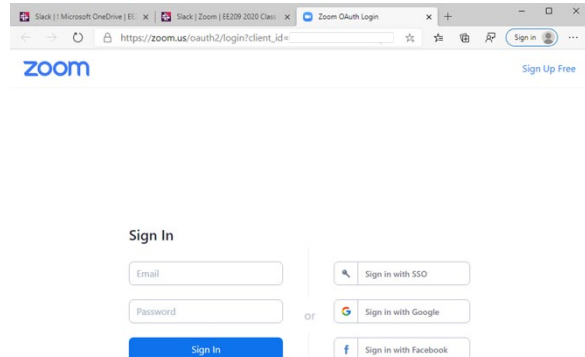

Fig. 10(a): Step 18

Fig. 10(b): Step 19

Step 18: Next let's add Zoom as this apps allow you to take Zoom calls from within Slack. Go to "Apps" from the sidebar on left and click on the Zoom App. This will create a channel for Zoom and bring you into this channel as shown in Fig. 10(a). Click on "Authorize Zoom" to link your Zoom account with Slack.

Step 19: As shown in Fig. 10(b), a new browser window will open, prompting you to login to your Zoom account. All students by default have a Zoom account linked with the UoA email address. Therefore, click on "Sign in with SSO".
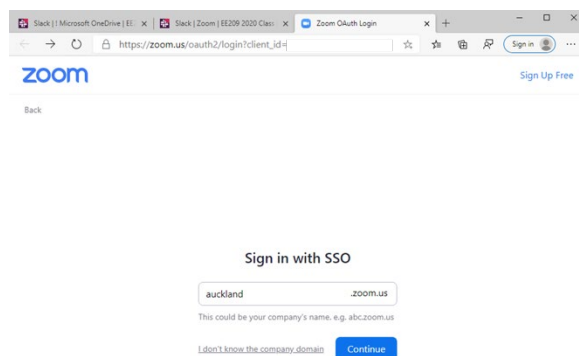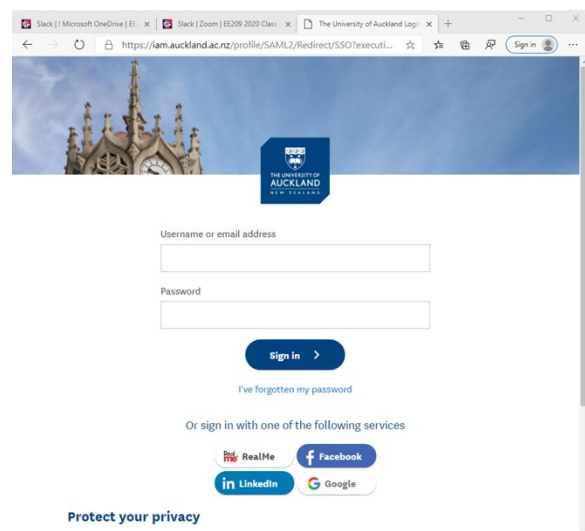

Fig. 11(a): Step 20

Fig. 11(b): Step 21

Step 20: You will be asked to enter the company domain. Enter "auckland" as shown in Fig. 11(a). Then click "Continue".

Step 21: As shown in Fig. 11(b), you will be redirected to SSO to use your UoA credentials to sign in. Enter your UoA login details and click "Sign In".

Step 22: Similar to Step 10 and 17, and shown in Fig. 12(a), you will be prompted to allow Slack to access a few features of your Zoom account. Click on "Authorize" to proceed. You may have to click "Pre-approve" before clicking on "Authorize".
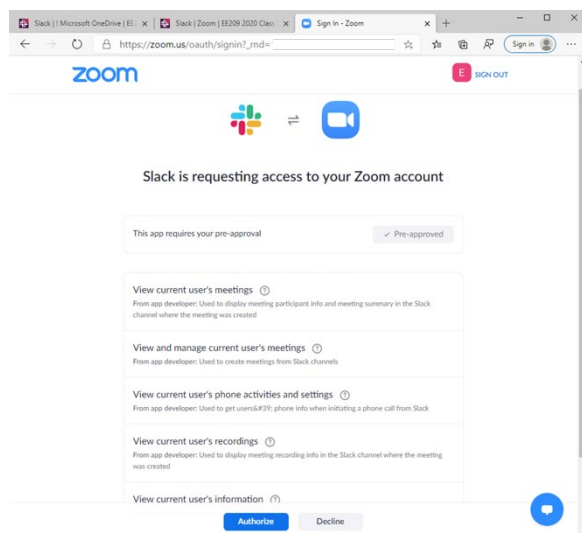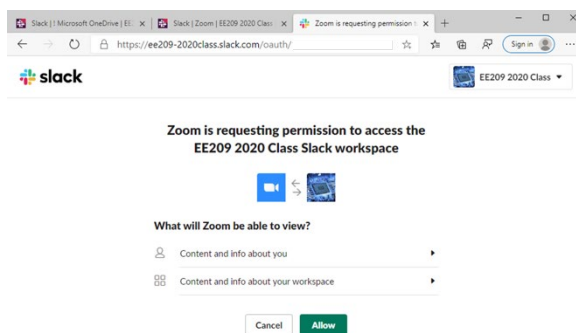

| Fig. 12(a): Step 22 | Fig. 12(b): Step 23 |

Step 23: As shown in Fig. 12(b), now you will be prompted to allow Zoom to access a few features of the Slack workspace. Click on "Allow" to proceed.
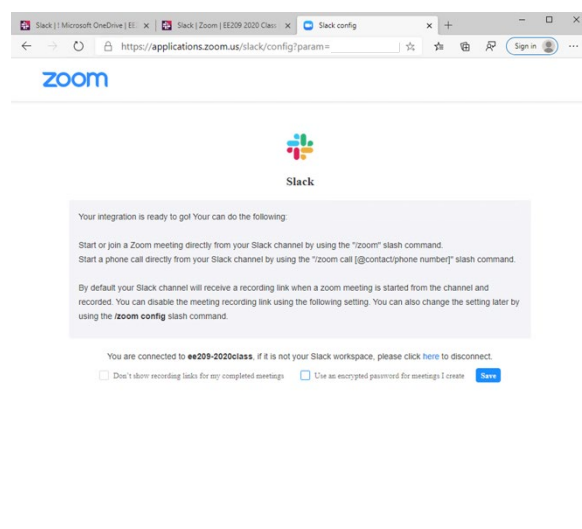

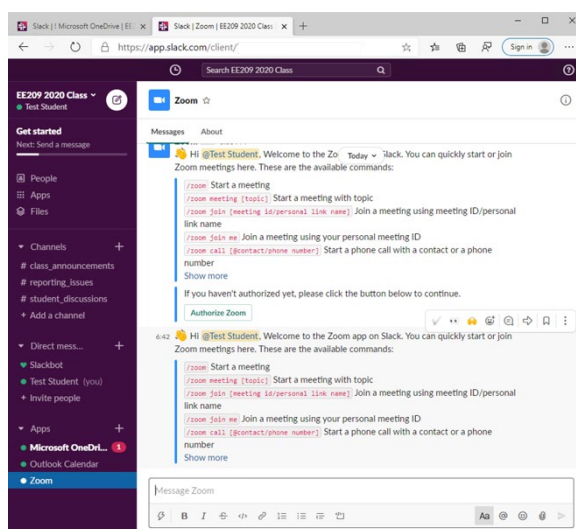| Fig. 13(a): Step 24 | Fig. 13(b): Step 25 |

Step 24: As shown in Fig. 13(a), a setup window will be shown. It is recommended to leave the checkbox next to "Use an encrypted …" unticked. If you had made changes click on "Save".

Step 25: Now go back to the Slack workspace (i.e. https://ee209-2020class.slack.com/) and go to the Zoom channel found on the bottom of the sidebar on left. As shown in Fig. 13(b), you will see

instructions on how to use Zoom from within a Slack channel. We will explore these during the workshop in the 1st week.

Step 26: We have now linked a few very important Apps (Google Drive, OneDrive and Zoom) with your individual accounts. Later in the course we will help you to link GitHub and Trello to your private group channel on slack. Let's learn how to use Slack to communicate with members in public channel and an individual using direct messaging. Communicating with team members in a private channel is similar and we will explore this feature ones you have formed groups. As shown in Fig. 14(a), from the sidebar on left, click on "# student_discussions", to view and respond to messages in the "student_discussions" channel (public). You can scroll up to view old messages. To send a message, as shown in Fig. 14(a), type the message as you would in any other messaging software. If you like to construct multiple paragraphs use "Shift + Enter". Try the different formatting options listed below the text area – there is also an option to enter code segments (unfortunately no decent support for equations). You can also use @mentions or commands. For example, the command "/zoom join me" will create a zoom call where members of the channel can join to have a video conference. Pressing "Enter" will send the message to the channel "student_discussions" and since this is a public channel everyone can see this message.
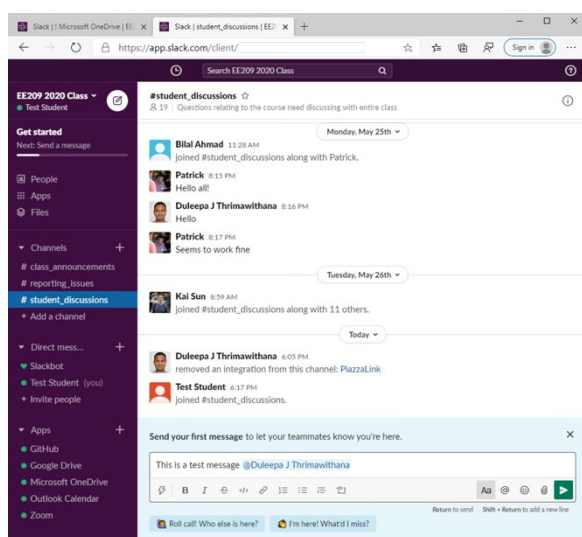

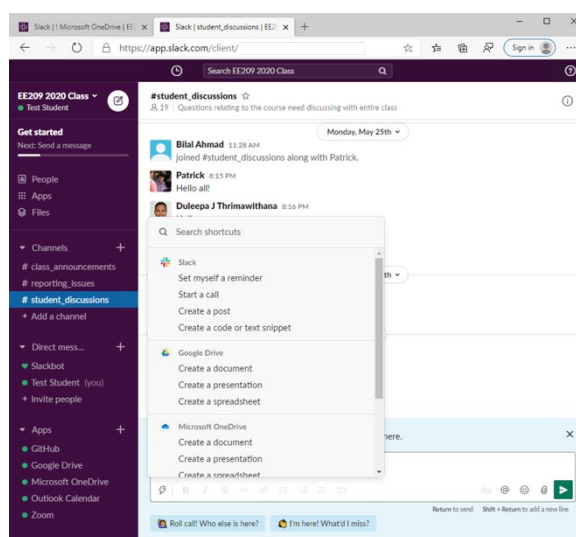Fig. 14(a): Step 26   Fig. 14(b): Step 27

Step 27: Since we have already linked the Google Drive and OneDrive, clicking on the "Shortcuts" button (the one that looks like Flashe's symbol) as shown in Fig. 14(b), you can create and share Google/Office365 documents with members of a Slack channel.

Step 28: As shown in Fig. 15(a), clicking on the "Attach File" button, you can share your existing Google/Office365 documents with members of a Slack channel. In this case make sure the access rights are setup appropriately on Google Drive or OneDrive as only people you specify can see them.

Step 29: You can also send a direct private message to any member of the Slack workspace. Let's say for example, you like to send me a message. Click on "People" in the sidebar on left to see a list of members who have joined this workspace. Find "Duleepa" in this list and click on my name/photo. It should now show my contact information on the right-hand side. An example is shown in Fig. 15(b).
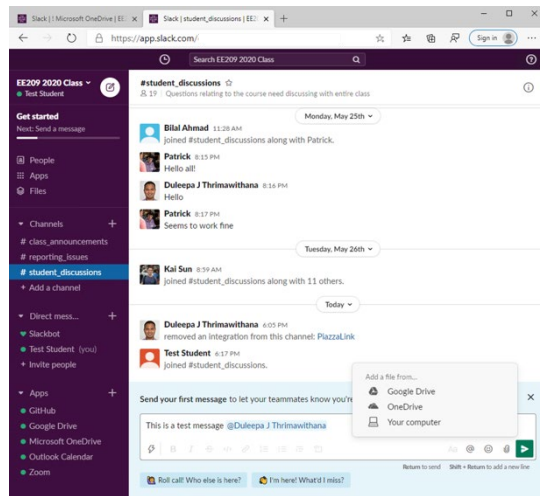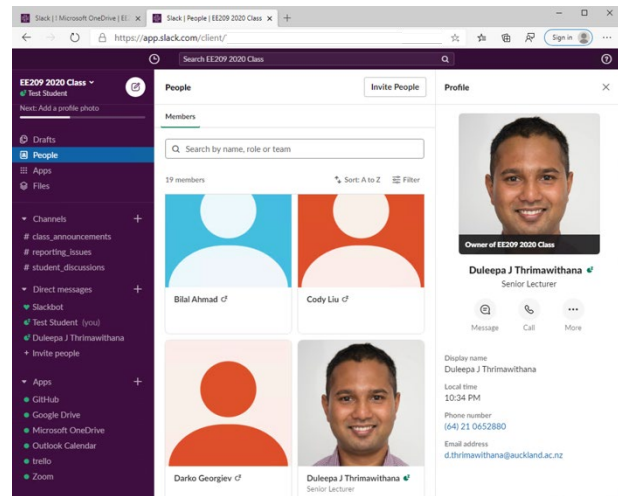
Fig. 15(a): Step 28

Fig. 15(b): Step 29

Step 30: On the right of the screen where it shows my contact information, click on "Message". Since this is the first time you are messaging me, Slack will create a new channel to allow you to send a private direct message to me. An example is shown by Fig. 16, where you can send me a message. You can also have a one on one video call through Slack. Or alternatively you can do a private Zoom call. Here is short 1 min video link shows the basic features. You can explore the Slack YouTube Channel for many more videos on how to use Slack.
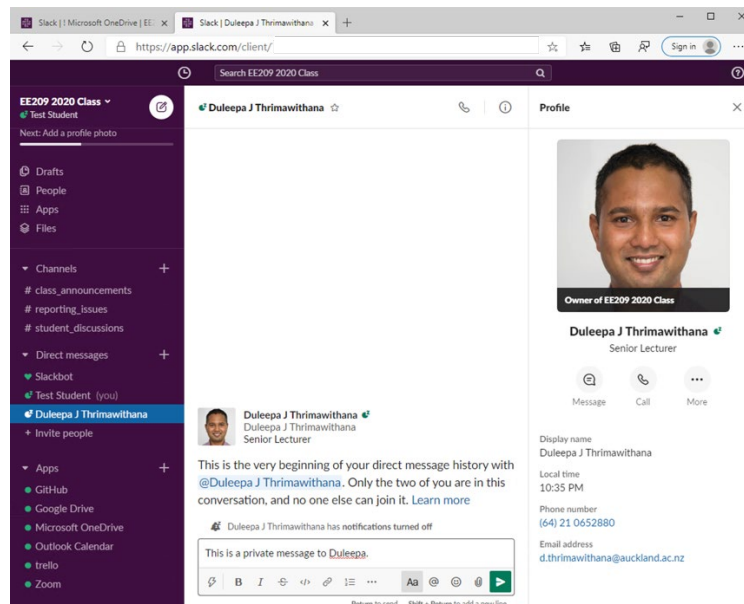

Fig. 16: Step 30