

# Faith Collaborative Hawaii



## Slack User Guide

### Welcome to FCH Virtual Community on Slack

Aloha, and welcome! This guide is here to help you get started with **Slack**, our **Virtual Community** workspace where we can collaborate, share resources, and stay connected. If this is your first time using Slack, no worries—we've got you covered with easy, step-by-step instructions. Slack is a popular messaging platform designed for communities (like ours!) to communicate and collaborate. All you need is a mobile device or desktop or laptop computer.

---

### Step 1: How to Join Slack

#### Option A: Using a Web Browser (Desktop or Laptop)

1. Click the invitation link, which will take you to the Slack signup page



Or [Click on this link](https://tinyurl.com/2ce9wd7u) or use your browser to go to: <https://tinyurl.com/2ce9wd7u>

2. **Create your account** by selecting your login method (Google, Apple, or Email) and entering your name, and following any prompts.
3. **Log in to Slack** and you'll be taken directly to our workspace!

#### Option B: Using the Slack Mobile App

1. **Download the Slack app** from the App Store (iPhone) or Google Play Store (Android).
2. **Open the app and tap "Get Started."**
3. Follow the steps to **log in with your email and join the FCH Virtual Community workspace.**
4. Once inside, you'll see a list of channels and messages—you're in!

## Step 2: Key Actions to Get Started

Now that you're inside the Slack workspace, let's walk through a few key actions to help you get comfortable.

### A. Introduce Yourself in the #welcome Channel

The #welcome channel is where new members can introduce themselves and say hi to the group!

#### How to Post Your Introduction:

- **On Desktop:**
  1. Click on the #welcome channel in the left-hand menu.
  2. Type your message in the text box at the bottom of the screen. You can share your name, a little about your background, and what excites you about joining Faith Collaborative Hawaii.
  3. Hit "Enter" to send your message!
- **On Mobile:**
  1. Tap on the "Channels" icon at the bottom, then select #welcome.
  2. Tap the message box at the bottom, type your introduction, and hit the send icon.

#### Example Introduction:

"Hi everyone! I'm Pastor Jenny with The Vine Church and I'm excited to be part of this group. I've been volunteering with the Women's Correctional Center in Kailua for a few years and look forward to collaborating with you all!"

### B. Explore and Join Channels

Slack is organized into **channels** where we discuss different topics. Here are a few key channels to check out:

#### General channels

- **#1welcome:** A space for newcomers to introduce themselves.
- **#2general:** Organization-wide announcements and updates, messages to the entire community.
- **#3help:** A space for people to ask general questions of the core FCH team, moderators or administrators. One of our team members should get back to you within 24 hours.

#### Ministry related channels

- **#addiction-recovery:** For discussions addressing addiction and recovery,
- **#homelessness:** For discussions related to housing insecurity and poverty alleviation.
- **#mental-health:** For discussions addressing mental health issues.
- **#praiseandprayer:** To share praises, prayer requests, and prayers for our community.
- **#prison-reentry:** For discussions addressing prison ministries:, from pre-incarceration, during incarceration and through reentry.
- **#resource-sharing:** For requesting or sharing resources between member organizations, like food, furniture, equipment, people.
- **#volunteer-ops:** For discussing or offering opportunities for volunteers.

## How to Explore Channels:

- **On Desktop:** Click on “Channels” in the left-hand menu to browse and join channels.
  - **On Mobile:** Tap the “+ Add Channel” button and browse available channels.
- 

## C. Adjust Your Notifications

Want to control how often you get Slack notifications? You can customize them!

### On Desktop:

1. Click your profile picture (top right) and select “Preferences.”
2. Go to “Notifications” and choose how and when you’d like to be notified.

### On Mobile:

1. Tap the three-line menu (top left) and go to “Settings.”
2. Tap “Notifications” and adjust your preferences.

## Step 3: Slack Etiquette Tips

To help keep things organized and enjoyable for everyone, here are a few simple Slack etiquette tips:

- **Be respectful, supportive, and helpful.**
- **Reply in Threads:** when responding to someone’s post, click “Reply in thread” to keep the conversation tidy.
- **Use Emojis:** React with emojis to show you’ve seen a message or to add a little fun!
- **Celebrate each other’s ideas!**

## Step 4: Common Questions (Mini FAQ)

### Q: What should I do if I get lost or confused?

A: No problem! You can ask questions in the #help channel, and someone will assist you. Or email [help@faithcollaborativehi.org](mailto:help@faithcollaborativehi.org) for assistance.

### Q: How do I log out of Slack?

A: On desktop, click your profile picture (top right) and select “Sign out.”  
On mobile, tap the three-line menu, go to “Settings,” and choose “Sign out.”

### Q: Can I use Slack on both my phone and computer?

A: Yes, you can log in on multiple devices and stay connected wherever you are.

## You’re All Set!

That’s it—you’re ready to start using Slack and connecting with the Faith Collaborative Hawaii community. We’re excited to have you here! If you have any questions or need more help, just ask in the #help channel. Mahalo and welcome aboard!