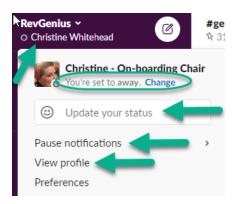
### **RevGenius Slack 101**

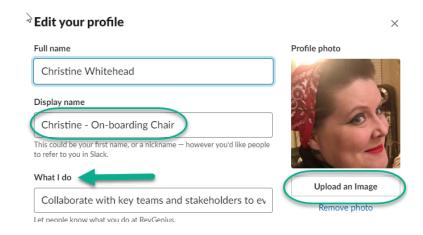
### Setting up your profile **9**

To set your profile up, you will just select your name on the upper left hand side this will pull up a box to then view your profile, set if you are active or away, set a status, and pause notifications.



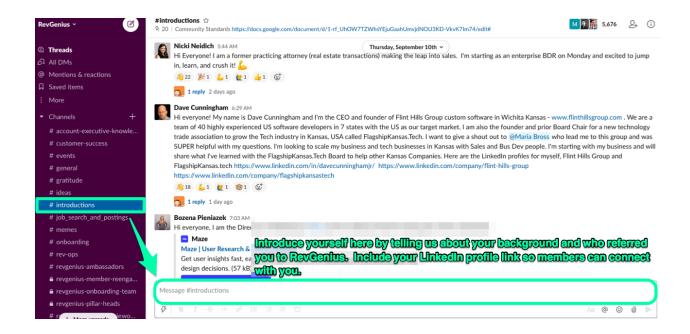
Once you choose, view your profile, the edit profile box will pop up. We ask that all members in the community add a profile picture, make sure your full name is listed. Here is where you will also be able to modify the name that will be displayed to members in slack.

You are also able to share a little something about yourself in the "What I do" section.



## Introduce yourself in the #introductions channel 👋 😃

Everyone is eager to meet and welcome you to the RevGenius family! Say "Hello!" and tell us a little about yourself in the "introductions" channel. Provide some background, who referred you, and also include your LinkedIn profile link so members can connect with you.

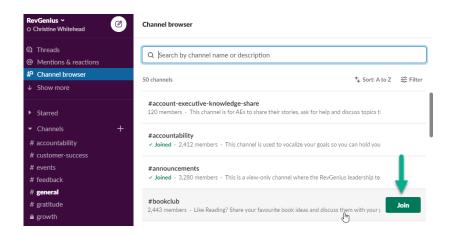


## To join a channel +

Select the "+" sign next to Channels on the left hand side of Slack. This will bring up the list of available public channels available to all members. We do have more channels, but they are private and are invite only. We do this to keep certain topics contained.



Once you find a channel you would like to join, simply hover over the channel in the list and a Join button will populate. Select "join" you will then see the channel in your channel lineup on the left.



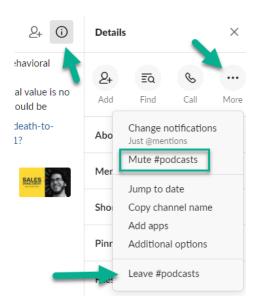
#### To STAR or mark a channel as a favorite 🜟

When you are in a channel, you will see a star at the top next to the channel name, just select the star, this will add the star to your list of Starred channels in your channel lineup.



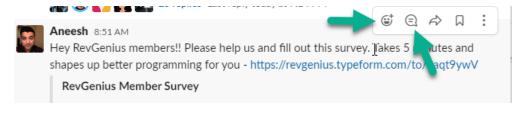
### To mute a channel ...

Select the "I" icon at the top of the channel, this will bring up the details box. Select "more" then select "mute" You also have a chance to leave the channel from here or you can choose to leave a channel by simply typing /leave in the chat bar of the channel you wish to leave.



# How to engage in a post 💬

When you come across a post in a channel that you want to engage in, we ask that you please keep the Slack channels clean by commenting in a *thread* and not commenting directly to a post in the channel itself. To do this, hover over the post and when the options appear, select the "chat" bubble. This will open a side window to the right where you can comment in a thread.





## How to view pinned messages 📌

Important messages and files are pinned to each channel for easy reference. Simply click the pushpin icon located directly under the channel name.

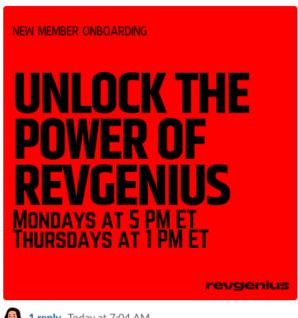


Todav ~



Katherine McC - O View planted (Important) messages by Happy Saturday! Joi eleking the pushpin lean

File from iOS ▼



1 reply Today at 7:04 AM

## **Slack 101 299**

Become a better Slacker by perusing through their handy <u>Slack 101 Guide</u>. Helpful walkthroughs, tips, and videos make learning how to use Slack easy.