# Zulip Tips & Tricks for Bioconductor

Welcome! This is a community-sourced guide to help Bioconductor users get the most out of Zulip. Whether you're brand new or a seasoned user, feel free to add any tips, tricks, or helpful habits you've picked up (or questions you have). To contribute, just leave a comment or suggestion in this doc. Let's make this a helpful resource for everyone, thanks for contributing!

#### **Quick Start**

Getting started (apps, login, notifications)
Using topics and channels effectively
Etiquette and best practices
Troubleshooting common issues
Hidden gems / power-user tips

#### **Quick Start**

- Log in at <a href="mailto:chat.bioconductor.org">chat.bioconductor.org</a>
- Use the desktop or mobile app: <u>zulip.com/apps</u>
- Start with #general if unsure where to post
- Use topics like email subjects to keep things organised

# Getting started (apps, login, notifications)

- If you had a Bioconductor Slack account, log in using your Slack email and click "Forgot your password?" to set a new one. Otherwise, you can sign up for a new account at <a href="https://chat.bioconductor.org">https://chat.bioconductor.org</a>
- You can use Zulip in your browser, but many people prefer the desktop app or mobile app for guicker access. Download them here: https://zulip.com/apps/
- Notifications: By default, you'll get email notifications for direct messages,
   @mentions, and replies in topics you start. You can adjust in ♣ → Personal settings
   → Notifications

## Using topics and channels effectively

- Use topics like email subjects short and clear
- Keep replies in the same topic to help others follow the discussion.
- If you accidentally post a message in an unrelated topic, or just in "general chat" (no topic), and realise it would be more helpful elsewhere, you can move it to a more relevant topic or channel. This helps others find and follow the conversation more easily. How to move content to another topic.
- Need a new channel? Post in #channel\_requests. Just let us know what it's for and we'll take it from there.

• When in doubt, post in #general and we can help move it later.

### Etiquette and best practices

How do we keep things welcoming and easy to follow?

- Try not to hijack topics—start a new one if you're switching subjects.
- Use @mentions thoughtfully—only tag someone if their input is really needed
- No worries if you post in the wrong place—someone will help you move it.
- Keep channel names descriptive and focused.
- You can edit your own messages for up to 1 day, and delete them within 10
  minutes—these limits are set by the Zulip admins. If you need to clarify something
  later, it's usually better to post a follow-up message.

## Troubleshooting common issues

(Add tips or questions here if you spot common issues. Feel free to leave a comment in the doc!)

### Hidden gems / power-user tips

For when you're ready to level up.

- Star messages to bookmark them
   Click the three dots next to any message → "Star message". You can find your starred messages under Views → Starred messages in the left-hand panel.
- Use keyboard shortcuts (web/desktop app only)
   Press? to open the full list—things like r to reply, n to move to the next unread message, or m to mute a topic.
- Use /poll for quick topic polls
   Just type /poll and follow the prompts.

escitiling Still figuring things out? Leave a question here—we'll try to answer it in the doc or Zulip!

# Contributors

This doc was shaped by discussions in Zulip and elsewhere.

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