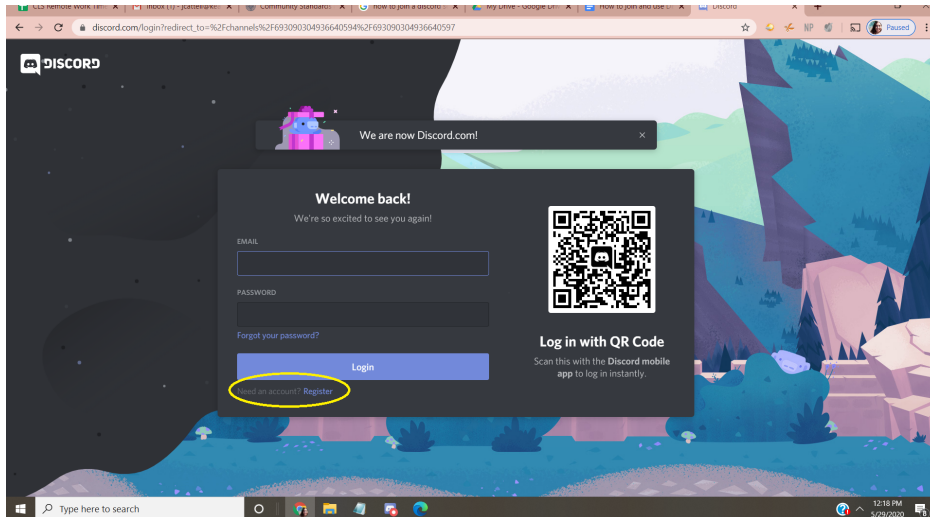
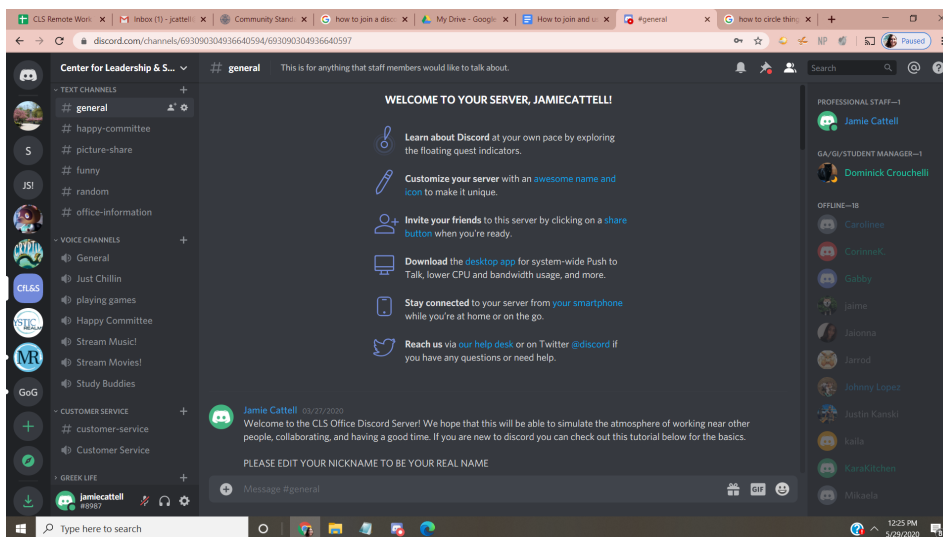


Discord- on the computer

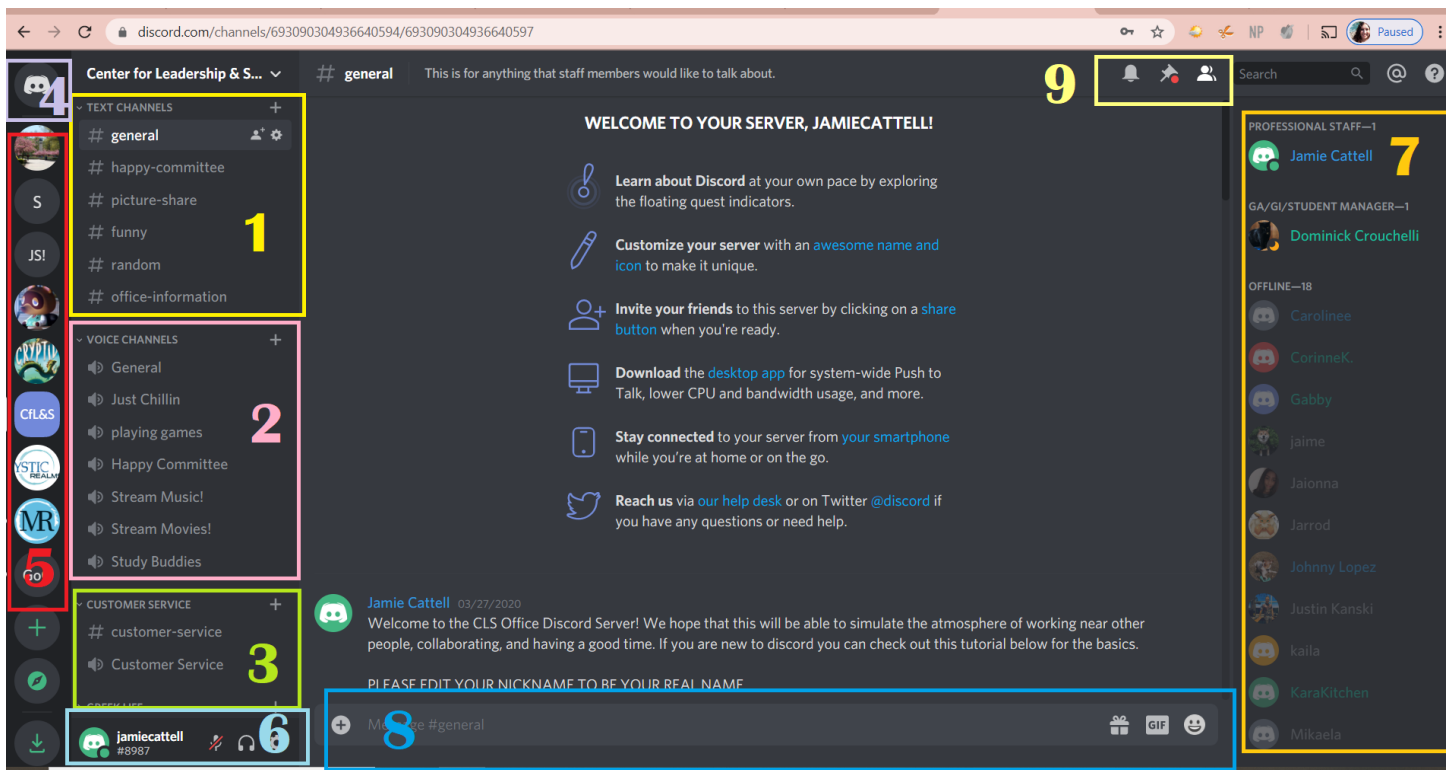
1. You will be sent a link or invitation to an already existing server. For CLS the server link is below:
 - a. <https://discord.gg/9j9yg6Y>
2. This will take you to the discord app or web page version. If you have an account, log in, or select the register option to make a new account.



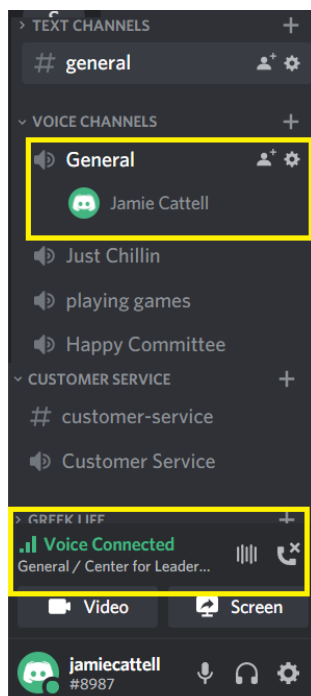
3. Next it will bring you to the server.



4. Below is a brief explanation of how the server components



1. These are text channels. They are represented by the # symbol. They appear in the middle of your screen and allow you to type and chat. You can see a text chat by clicking the name,
2. These are voice channels. They are represented by the speaker icon. You can join a voice channel by clicking the name of the channel.

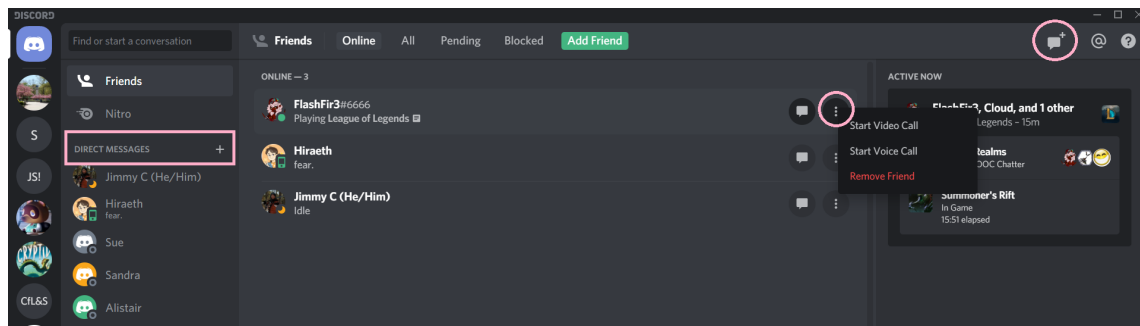


You will see your name and the names of everyone currently using that voice channel beneath the channel title.

You will also see the name of what channel you are voice connected to at the bottom of the menu above your user settings.

To disconnect your voice, select the phone icon with x.

3. These are categories. Some voice and text channels are sorted into categories which may have restricted access. In this case, the customer service category, text channel, and voice channel are restricted only to members with the "customer service" role.
4. This icon is the Discord icon and it indicates the "Home Button"



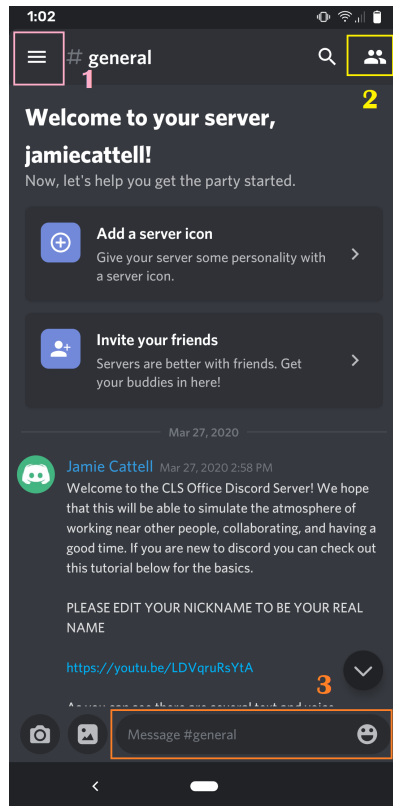
The home button will take you to a page which monitors who you are friends with. This will let you know which friends are online. It will also allow you to create direct messages to people as well as group messages (top right).

You also have the option to start a voice or video call with an individual or group by selecting the 3 dots next to their name. You can also remove friends this way.

5. On the far left side of your screen you will see all of the discord servers that you are a part of. You can be in multiple at once, like multiple rooms to a house. Simply click on the bubble of the server you want to be in.
6. At the bottom of your left hand menu you will see your settings. This is where you can mute your mic, mute everyone else (deafen yourself), and change your settings. Be sure you click this and update your privacy and safety settings.
7. This is a list of everyone on the server. It is divided by specific roles (in this case, professional staff, managers, and student staff) as well as who is currently online and who is not. Right clicking on a person's name will give you lots of options including adjusting their volume, adding them as friends, blocking them, and directly messaging them.
8. This is the general chat box which you can use to add to the text channel it is currently in. Using the @ symbol will directly mention someone in the post to grab their attention. Alternatively, @everyone will reach out to everyone on the server. You can see if you have been mentioned recently by clicking the @ symbol all the way in the top right corner next to the search bar.
9. This is where you can find pinned posts. Clicking the middle push-pin icon will show you important posts for the server.

Discord- Mobile

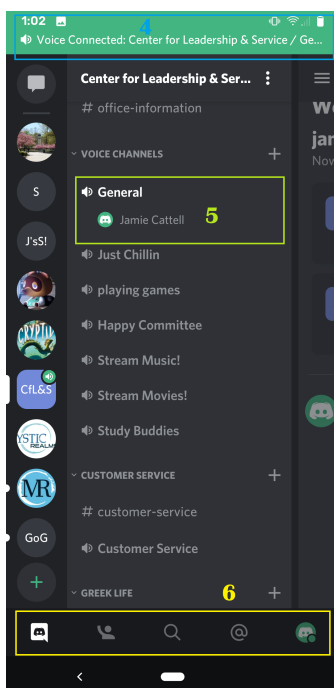
Discord looks slightly different on a mobile device. Please see the information below about where things are placed on the mobile version.



The main screen of the mobile app looks like this. It is focused on the text channel.

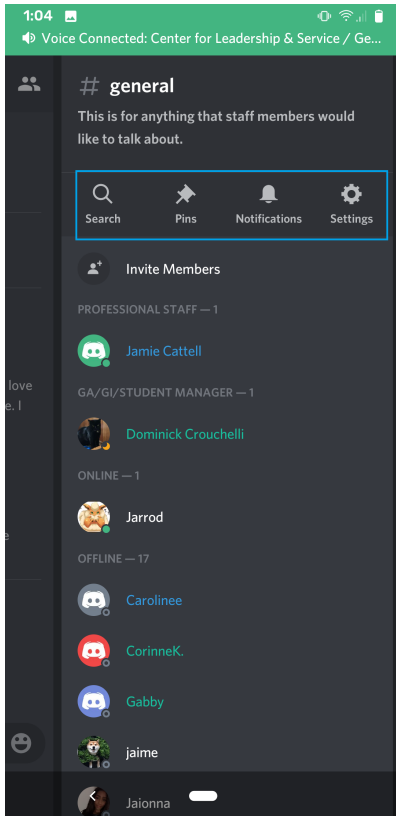
1. The 3 hash marks take you the main server menu.
2. The 2 people take you to the main members page
3. This box allows you to type and add photos to the text channel. The channel name is listed in the box and at the top of the page indicated with a #.

From Number 1, the three lines, the following menu appears.



4. When you connect to a voice channel it will continually appear as a green bar at the top of your page. It will have the speaker icon and list the voice channel and server name. When you click this green bar it will bring up the options to mute yourself, deafen yourself, change settings, or end the call.
5. You will see your icon under the voice channel you are currently in as well as the icons of anyone else in any of the other voice channels. You can join a voice channel by simply clicking the channel name.
6. At the bottom of this menus you will see the person waving which takes you to friends where you are able to create direct messages, the search icon which allows you to search text channels, the @ icon which allows to see when people mention you by name and the discord icon which takes you to your person settings including privacy and safety.

From Number 2, the 2 people icon, the following menu appears.



This menu is nearly identical to the right hand side of the computer page. It contains all of the members who are online and offline, indicating their roles.

7. The top of this page includes the push pin icon which lets you see the important pinned posts of the server.