Slack for Coordinators
What is Slack?

- Slack is a collaborative tool used to communicate in real-time within work groups.
  - You can talk 1:1 with coworkers or to a whole team
  - You can conduct audio and video calls, share photos and files easily
  - Apps & integrations
  - Less emails sent, quicker response times
  - Unlike email, you can edit or delete your posts
Why start a Slack workspace for Stanford Education Coordinators?

- Share Information
- Share Feedback
- Ask Questions
- Archive of Information
• Channels
  • Used for topic-centered discussions
  • To start everyone will be added into the #general #acgme and #random channels
  • Please add your corresponding channel(s) such as #fellowship, #residency or #postdocs
  • You have the option to leave a channel as well or mute a channel.

• Direct messages for 1:1 conversations

• You can even DM yourself or the Slackbot

• You can star a channel, post or DM so that it is easy to find later
- **Threads**
  - Use if you want to respond to someone else's message in a channel, but don't want to interfere with the current discussion
  - **How to start a thread?** Just click the Start a thread icon or mouse over someone else's answer and click View thread

- **Notifications**
  - Adjust for each workspace or channel
  - Phone notifications/settings can also be set
How to Join?

- New Users:
  - You can download the Slack app online or use it in your browser (slack.com).
- Once you have a Stanford Slack account:
  - Go to stanford.enterprise.slack.com (you may need to sign in)
  - Search for SOM Education Coordinators
  - Click Request to Join
- Please use your Stanford email when using Slack.
- Follow #fellowship, #residency, and/or #postdocs
- Please check out our #random channel and introduce yourself
Questions?

Cayla Whitney
caylacw@stanford.edu
Slack: @Cayla Whitney