Slack walk-through

What is Slack?

Slack is a messaging app and communication tool for teams. It will help you stay in touch with people in your local community, see what other local action networks are planning and get support directly from ACF Community volunteers.

Don't worry if Slack is new to you – you'll get the hang of it the more you use it.

Why use Slack?

- Connect and collaborate with the ACF Community and staff

- Get the latest news and updates from ACF campaigns like the Stop Adani campaign

- Reduce your email count

Join Slack. Get set up. Download the app.

Before we get started, please get yourself set up:

Step 1: ACF will send you an email invite to join Slack.

Step 2: Set up your profile following the instructions in the email invite. Make sure to include your name and profile picture. Once you've set up your profile, you'll automatically join the ACF Community channel.

Step 3: [Download](#) the Slack app on your desktop and mobile then and sign into the acf-org-au team with your newly created profile.

Don't worry if Slack is new to you – we'll help you along the way.

Slack naming convention

Please follow ACF's naming convention for your Slack profile "display name" found in your Slack account settings & profile.

Use your real name

Please use the name you **usually go by offline** rather than online-only nicknames

e.g. Bob Roberts rather than guitarLeader

first-name.last-name e.g. **bob.roberts**

first-name.last-initial e.g. **bob.r** (useful if you run out of space)

ACF staff will be identifiable by the ACF in their display name: (e.g. **bob.roberts.acf)**

Channels

Slack channels are where the action happens. Channels hold your conversations and connect you with the ACF Community, groups, staff and volunteers. When you first join Slack you automatically join the ACF Community channel. **#acf-community**

Ways to use and engage the ACF Community channel

- Collaborate and get advice from groups, legends and ACF staff

- Post photos, share stories and promote events from your area

- Ask ACF staff questions

- If you're part of an ACF Community group, share group updates, successes and learnings.

ACF Community groups can have their own dedicated channel for group members to plan, organise and make decisions. Your ACF Community Organiser will set up your group channel.

Ways to use your ACF Community group's channel

- Promote upcoming meetings and events

- Group discussion

- Post photos

- Share meeting minutes

- Follow-up with group members

- Make group decisions on Slack

Questions, suggestions or feedback?

If you have general questions about Slack, check out Slack's **Help Center**.

If you have questions about our Slack account and profile, please post in the #slack_use channel on Slack, or send an email to community@acf.org.au