

Welcome to Slack at U of I College of Medicine!

Join the U of I College of Medicine workspace on Slack!

1. Go to uicom.slack.com
2. Click "Sign In with Shibboleth"
3. Log in with your UIC NetID and Password

To get started, we ***strongly recommend*** you watch the comprehensive [Slack User Essentials Training video](#) which will help familiarize yourself with the common tools, methods, and terminology that accompany Slack. For a more thorough FAQ, please visit Slack's [FAQ section](#), from which we have adapted most of our responses.

Frequently Asked Questions (FAQ)

[I. How do I create a channel?](#)

You can create a public or private channel for group communication. A public channel is viewable to anybody on the UICOM workspace. They can see the channel when they browse channels, and they can join the channel as they wish. Public channels have a hashtag (#) in the title. Conversely, a private channel is only visible to the specific members of that channel– it will not appear in the list of browseable channels. Private channels have a padlock icon in the title. There is no way to change a private channel into a public one later.

To create a new **private** channel, just create one! All uic.edu accounts have the ability to create private channels. Go to the plus sign next to the "Channels" heading in the left sidebar, select "Create a channel", and answer the questions Slack asks.

To request a new **public** channel, please go to the #slack-help channel and click on the Shortcuts icon (the solid blue lightning bolt) in the Message box at the bottom of the page. Select "New Public Channel" from the drop-down menu, and answer the questions Slack asks. It may take a day or two for approval before the channel is created.

[II. How do I browse through and join the 125+ existing channels?](#)

When you first join the U of I College of Medicine workspace, you will only see the 4-5 channels that are pre-populated on the left bar (#welcome, #announcements, #slack-help, etc). In order to locate the 125+ channels that currently exist, please click on the "+" sign next to Channels, and click "Browse channels". To join an existing channel, select a listed channel, or type a channel name in the search bar. Then, click Join Channel or press "Enter".

Here are some of the common channel names/abbreviations:

- **#advice:** These channels are meant to serve as a forum for questions and advice regarding careers, academics, or curriculum depending on the specific channel
- **#disc:** These channels may act as a substitute for a listserv, where general opportunities, event advertisements, and discussion items may be shared (i.e. #disc-all-2024 can serve as a listserv for the class of 2024 and #disc-misc-c and

#disc-misc-r can serve as a Chicago campus and Rockford campus listservs, respectively)

- **#sig:** These channels designate Student Interest Groups (SIG) - SIGs may, for example, post membership applications or advertise upcoming events
- **#misc:** These channels are for miscellaneous posts that don't relate to the College of Medicine
- **#support-academic:** This channel will help support students academically through tutoring, access to learning specialists, etc
- **#announcements:** In this channel, you can post announcements that you would like all students, staff, and faculty at UICOM, across all 3 campuses, to see
- **#announcements-financialaid:** This channel will host announcements about financial aid
- **#slack-training** and **#slack-help:** These channels can serve as technical support if you are having trouble using Slack

III. How do I send and read messages on Slack?

You can send and read messages in a public or private channel or you can direct message (DM) somebody for one-on-one communication.

- Channel: Once you have located a channel that you would like to communicate in, the easiest way to write new messages in Slack is to type a message in the message field of any channel. Type and format your message, and press Enter to send it.
- DM: Click on the "+" sign next to Direct Messages and type the name of the person you would like to direct message. It is totally professional to DM faculty and peers!
- *Please note, there are limitations to privacy since UICOM may gain access to messages (only in legal situations) - professional standards are still expected. Certain communications may be better suited using other apps.

IV. How do I add people to an existing channel?

When you add a member to a channel, they'll receive email notifications of @mentions and can continue conversations in Slack once they accept their invitation to join a workspace.

- From your desktop, open the channel you'd like to add someone to.
- Click the add people icon in the top right.
- Search for and select the members you'd like to add, then click Add

V. When do I use Email instead of Slack and vice versa?

We hope that, over the next few weeks, communications in several key areas will completely transition from Email to Slack. You may continue to use Email for the time being, but with the disclaimer that your communication is being transitioned to your respective Slack channel.

	E-mail	Slack
Student Organization recruitment, events, fundraisers, etc (widespread)		x (feel free to use the

communication)		#announcements channel for college-wide messages or to use your respective campus channel)
Student Organization internal communications		x (use your #sig channel)
Curricular Questions	x (for one-on-one questions to lecturers who you may feel uncomfortable DMing on Slack)	x
Administrative communication	x	
Time-sensitive or high-stakes communication	x	x
Blackboard Support		x
Academic Support	x	x
Career Advice		x
Financial Aid Info	x	x

The remaining FAQs are well-explained on the Slack website, so please click on each link for the answer to each question.

[V. How do I communicate with threads?](#)

[VI. What is a direct message?](#)

[VII. How do I add files to Slack?](#)

[VIII. How do I use mentions in Slack?](#)

[IX. How can I use emoji's or emoticons for more targeted communication?](#)

Between the training video and FAQ links, this document should address any and all questions about Slack, but if there are still any questions about how to use Slack, please post in the **#slack-help** or **#slack-training** channels, and we will gladly address them. Thank you!