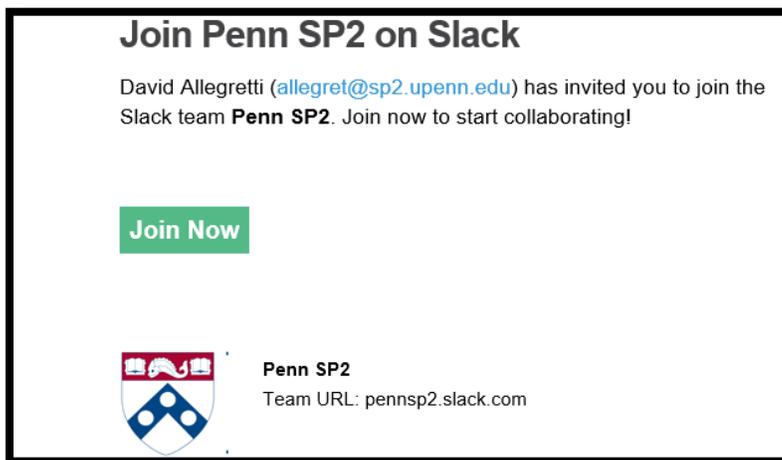


Getting started with Penn SP2 Slack service

Getting Access (staff only)

1. Contact SP2 Information Services (sp2help@sp2.upenn.edu) to be added to the SP2 Slack Team.
2. Check your SP2 email account for an email from Slack so that you can confirm your membership. It should look like the image below. Just click the “Join Now” button.



3. Fill in your first and last name, make sure your *username matches your Pennkey name*, and then set a Slack password (we recommend using a different password than your other Penn passwords).
4. Congratulations! You can now access PennSP2 Slack via the web at <https://pennsp2.slack.com> (If you would like to use the Desktop Slack app instead of the web version, please see below).

Downloading and installing the Slack App

If you would like to download and install the Slack Desktop or mobile app:

- If using a Penn computer in Caster or 3815 Walnut, please contact SP2 Information Services (sp2help@sp2.upenn.edu) so the application can be remotely installed on your Penn computer.
- If using a smartphone or tablet, go to <https://slack.com/downloads> and follow the Download and install instructions.
- If using a personal (non-Penn) computer, go to <https://slack.com/downloads> and follow the Download and install instructions.

How is Slack used at SP2?

The SP2 Slack team is designed for use by SP2 staff (and staff at SP2 centers) only.

Members are added by request from authorized SP2 senior staff and invitations are sent out from SP2 Information Services.

When you are added to Slack, you will be automatically joined to the **#sp2allstaff** and **#sp2socialjustice** channels.

- The **#sp2allstaff** channel is for work related discussions, announcements, events, and monthly updates from SP2 Staff departments.
- The **#sp2socialjustice** channel is for sharing information about Social Justice events offered by the school, university, affiliated organizations and community.
- If you would like to join other Slack channels within SP2, click the word “Channels” on the left side of Slack. You can also choose to create a channel and make it private (for specific staff members only).

Slack documentation, resources and self-help tutorials

What is Slack? (getting started):

<https://get.slack.help/hc/en-us/articles/115004071768>

Slack Guide:

<https://get.slack.help/hc/en-us/categories/200111606>

Slack Efficiency:

Keep up with what's important - (<https://get.slack.help/hc/en-us/articles/217626558-Keeping-up-with-what-s-important>)

<https://get.slack.help/hc/en-us/articles/217626598-Getting-around-faster>

Lynda.com training and tutorial:

<http://lynda.upenn.edu> and search for “slack” in the search bar. The “Up and Running with Slack” course features quick videos based on specific functions in Slack. (Please see the image below).

Types

All

Playlists

Learning Paths

Courses

Videos

Skill Level

Beginner (281)

Intermediate (259)

Advanced (123)

Appropriate for all (115)

Duration

Less than 10 min

Less than 30 min

Less than 1 hour

Subjects

Business (110)

IT (102)

Video (67)

Enterprise Content Management (6)

Web (60)

Business Skills (55)

Developer (50)

Photography (46)

Project Management (43)

Web Development (29)

Design (27)

Management (24)

User Experience (23)

Audio + Music (21)

428 results for slack

Sorted



COURSE

Up and Running with Slack with Gini von Courter

Step up your team communication with Slack. Learn how to use Slack for messaging, file sharing, and more.

- Searching in Slack (2m 13s)
- Communicating in Slack (3m 11s)
- What is Slack? (1m 40s)

+ Show More

2h 39m Beginner Views: 127,536

See Related Courses



VIDEO

Communicating with Slack (3m 10s)

From: Practical Project Management for Creative Projects

- A newer tool that's become quite popular is Slack. It is a chat platform that allows for communication, as well as threaded messages.



VIDEO

Integrating with Slack (3m 1s)

From: Trello for Video Post Production

start organizing your communication, my recommendation is integrating Slack. Our online training library has an entire course on u not...

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