Getting Started in Slack

Use these instructions to assist in logging on to Slack for the first time and getting setup.

Step-by-step guide

1. Download and install the Slack app for your platform:
   - Desktop:
     Windows: https://slack.com/downloads/windows
     MacOS: https://slack.com/downloads/osx
     Linux: https://slack.com/downloads/linux
   - Mobile:
     - Android: https://slack.com/downloads/android
     - iOS: https://slack.com/downloads/ios
2. When asked for your workspace URL, type `yale.enterprise` then click Continue.

Sign in to your workspace

Enter your workspace's Slack URL.

![Input your workspace URL]

Continue →

Don't know your workspace URL? Find your workspace

or

Create New Workspace
3. Depending on your affiliation, choose a sign in option:
   - Select "Sign in with Yale NetID" if you have a Yale NetID and email address
   - Select "I have a guest account" if you do not have a Yale NetID and email address

Sign in to Yale SOM

Sign in with Yale NetID

I have a guest account

Sign in with your email and password if you have a guest account.

Org Owners can also sign in here.
4. Enter your credentials. Yale users will see a CAS login page, while guests will see a guest login page.
5. Read and decide if you agree to the terms of service. If you do not accept the terms of service you cannot use Yale SOM's Slack. Please ensure that you've read Yale SOM's Terms of Service, which are linked with Slack's terms of service: [Slack Terms of Service](#)
6. You'll now see a list of Yale SOM workspaces you have access to. Choose a workspace and select Launch in Slack.

7. Once you’ve joined a workspace, edit your profile.

NOTE: Time Zone
BE SURE TO CHANGE THE TIME ZONE IN YOUR PROFILE!
Typically the time zone is set to the time zone you're in when you first logon; however, due to a bug, the time zone is always set to Pacific time. Slack hopes to release a fix for this bug soon.

8. Find and add yourself to channels.
Related articles

- Migrating to Yale SOM Enterprise Slack
- Requesting Add-ons for Jira, Confluence, or Slack
- Slack Terms of Service
- Guidelines for Slack Workspace Ownership
- Guidelines for Slack Workspace Administration