

SLACK at Visions 2017

'HOW TO' GUIDES

Why you should join as an attendee

- Receive #announcements from the Visions team
- Ask the Visions Bot about our Event Map, Schedule, + Further Info
- Find and connect with fellow attendees and event speakers
- Create new or private chatrooms and invite members
- Share files or presentations with the community

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– A –

How to join the Visions community.

What you need:

1. **A registered email address** (usually the address you bought your ticket with)
If you did not buy your ticket yourself, apply here: <http://bit.ly/joinvisions>
2. **Have Slack installed or running**
on your smartphone using the Slack App (iOS or Android)
on desktop simply use your browser (**vizons.slack.com**)
3. In your **Mailbox click on SignUp in your personal invitation** sent by the Visions Team
If you did not receive your personal invite please contact our staff or get help at the Infodesk located at the Ground Floor

If you are already a Slack user:

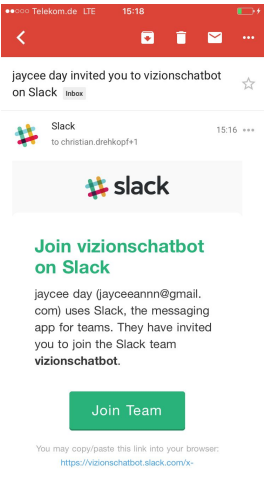
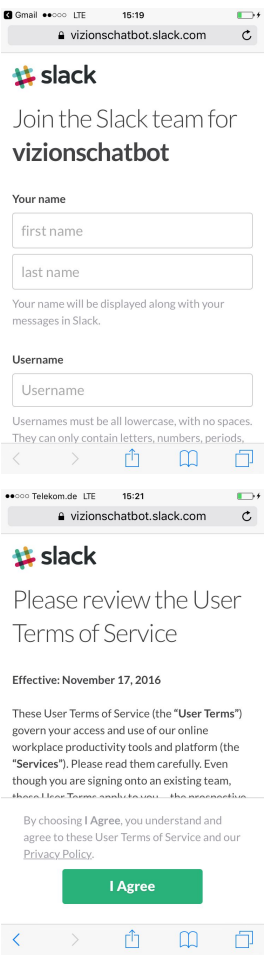
1. In the Slack App: Click on the Slack icon to access the team menu
2. Click on the “icon” of your existing team
3. Click the “+” symbol then “Sign into another team”
4. Enter the team name, “**vizons.slack.com**”
5. Enter your email address and follow the instructions
6. Don't forget to allow Notifications so we can keep you updated on the latest Vizion announcements

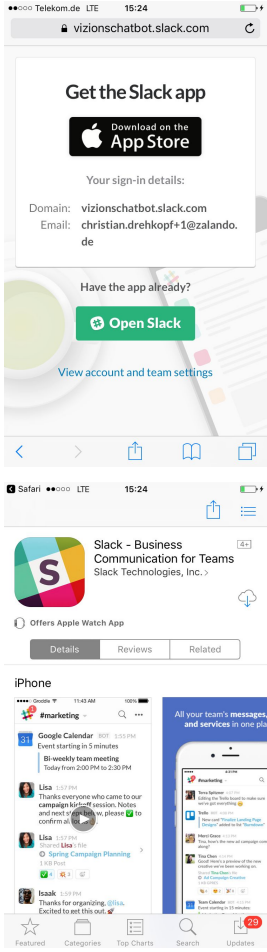
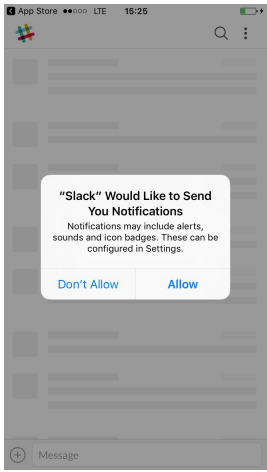
Vizons Community Slack Channel

<https://vizons.slack.com/>

– B –

How to make Slack run on your personal device.

| | | |
|----------|--|--|
| <p>1</p> |  | <p>Click “Join Team” in your personal invitation from the Vizions Team in your Mailbox</p> |
| <p>2</p> |  | <ol style="list-style-type: none">1. Enter your First Name, Surname, Username2. Set Password3. Accept Slack’s Terms and Conditions |

| | | |
|-----------------|---|---|
| <p>3</p> |  | <ol style="list-style-type: none"> 1. Download the App for your smartphone 2. Open Slack when done 3. Continue in browser (desktop only) |
| <p>4</p> |  | <ol style="list-style-type: none"> 1. Allow Notifications so you won't miss announcements and personal messages |

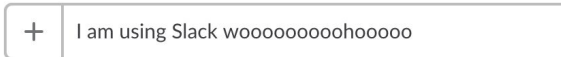
FOR MORE INFO

Source: <https://get.slack.help/hc/en-us/articles/212675257-Join-a-Slack-team>

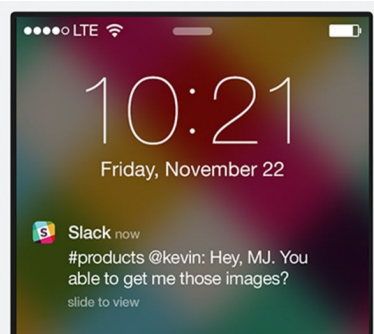
How to make most out of Slack

Basics

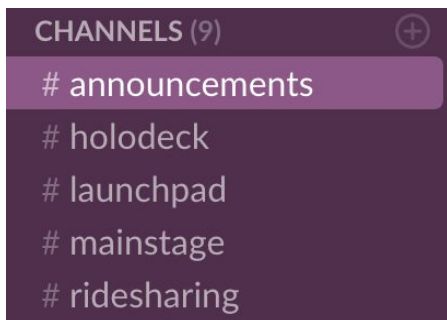
Start *talking* using the Slack **message** toolbar



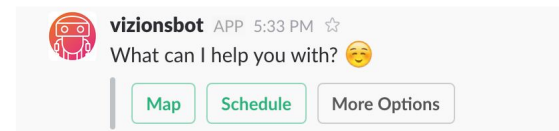
Receive personal notifications



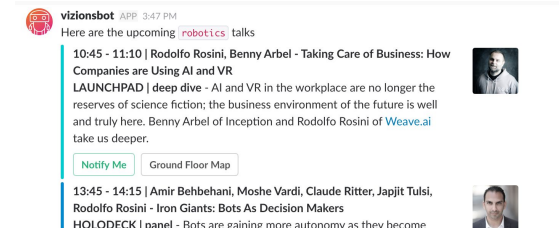
Use the Visions **#channels** to connect with the audience. **Tip:** We will use **#mainstage** for session Q&As too



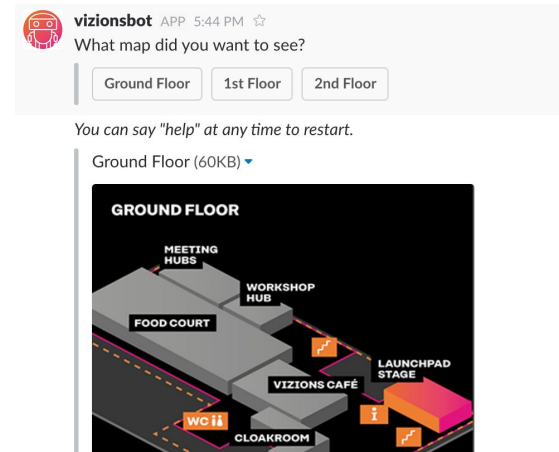
Ask the **Vizons Bot** about:



Current Schedule, Speaker Information and set your Notifications



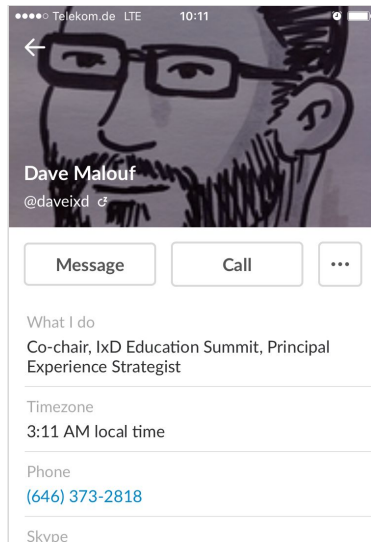
Maps and Venue Info



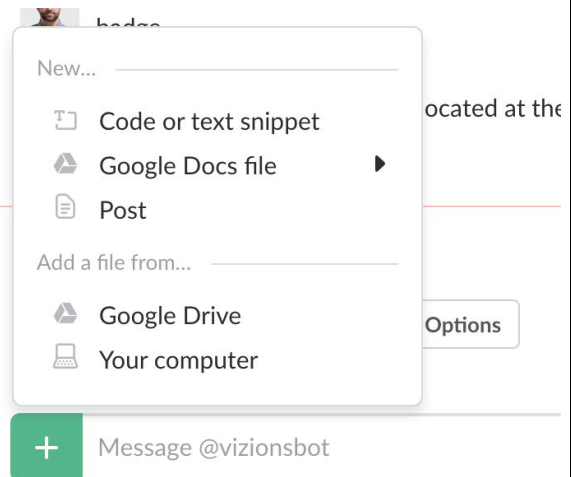
Help with transport, Wi-Fi, where to find food, charging stations, toilets, lounge areas, cafe, info desk and much more

Advanced

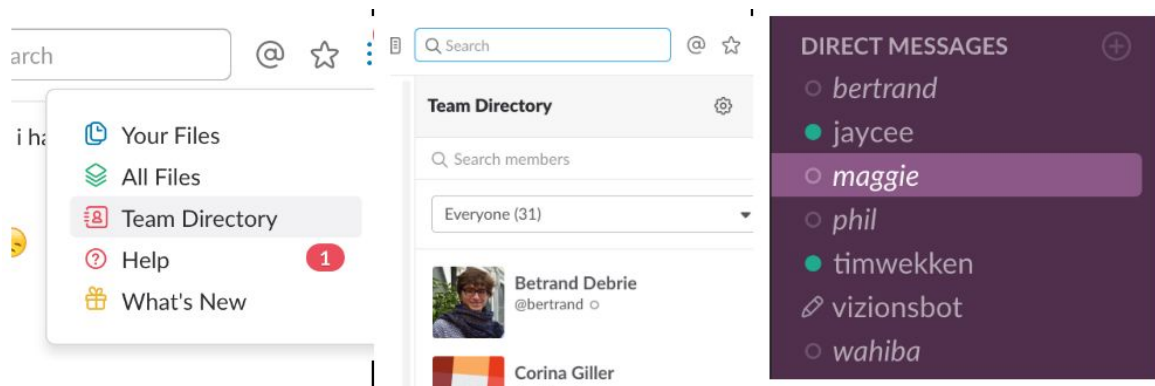
Update your **personal profile** on Slack



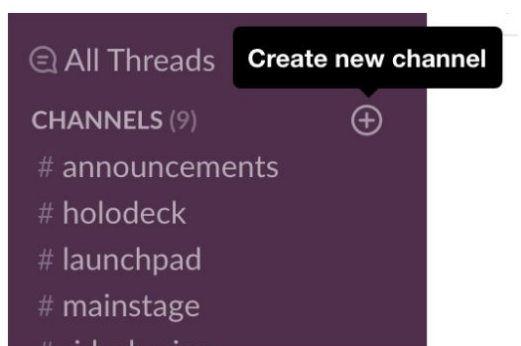
Share **presentations** and interesting links with the community



Find and **chat** with **attendees** or even **speakers**



Create your own **#channels** and invite guests. Make them private if you want to.



Create a private channel

Channels are where your team communicates. They're best when organized around a topic – #leads, for example.

Private This channel can only be joined or viewed by invite.

Name

Names must be lowercase, without spaces or periods, and shorter than 22 characters.

Purpose (optional)

What's this channel about?

For more questions please contact: **info@vizons.berlin**

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