**USING SLACK FOR CEEP FELLOWS**

**Introduction:**

This resource is designed to help Fellows use [Slack](https://slack.com/signin) effectively to communicate with their State Director and National Fellowship Director and to collaborate with other Fellows on projects.

**Setup:**

Fellows will receive an email invitation to join the CEEP Institutional Fellows Slack workspace. Simply open the email, click join and you will be prompted to enter your full name and display name (i.e., what others will see on Slack) as well as a password. For more information about joining a Slack workspace, click [here](https://get.slack.help/hc/en-us/articles/212675257).

After Fellows join the Slack workspace, they may add additional information to their profile including a profile picture.

Fellows can access Slack on a computer at [slack.com/signin](https://slack.com/signin) or on a mobile device via the Slack app for [iOS](https://get.slack.help/hc/en-us/articles/208401947) or [Android](https://get.slack.help/hc/en-us/articles/207691318).

**Using Slack:**

Fellows are strongly encouraged to use Slack to communicate with their State Director and National Fellowship Director as well as with other Fellows to collaborate on projects and troubleshoot similar issues that may arise along the way.

Here are some specific ways in which Fellows should use Slack:

* Contact their State Director and/or National Fellowship Director, especially if they need a more immediate reply.
* Contact other Fellows to collaborate on a project and/or troubleshoot a common issue. CEEP will create several public channels on Slack organized by project type. (Public channels are indicated with a #.) For instance, there may be a #studentorg channel or a #voterregistration channel, in addition to a #general channel to share anything that applies to the whole group. Fellows may choose to join any relevant public channels.
* Share updates with the rest of the team (including photos) to highlight your work and build morale. (Please be mindful, however, not to inundate others with too many photos or messages on the #general channel.)
* Receive reminders of upcoming Fellows trainings and/or other networking calls. Fellows may also receive reminders of upcoming biweekly check-in calls with their State Director.

**Help:**

Fellows are encouraged to utilize the [Slack Help Center](https://get.slack.help/hc/en-us) to troubleshoot any issues related to setup as well as learn more about all of the features Slack has to offer.