Getting connected on Slack

"Slack" is an app that allows for real-time collaboration and **communication**. It's a tool that you can use on your computer and your mobile device to stay in touch with a group, and keep everyone up to date with important news and goings-on. Users can receive pop up notices when there are urgent messages posted by other members of their "Slack Channel" (topic-specific virtual chat room).

If you are interested in receiving messages specifically for downtown retailers via Slack, please email Cindy@downtownboulder.org to let us know. You will receive an email inviting you to join the Downtown Boulder workspace on Slack. (If you don't already have a Slack account set up, in that email click the Green "Join Now" button. Follow directions to create a login for yourself.) You will be added to the Downtown Boulder workspace and 🔒**downtownretailers** channel, and you will be able to view and post messages to the group. You will also have access to the **# general** channel in the Downtown Boulder workspace. Be sure to use the 🔒**downtownretailers** channel to communicate with other retailers

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Once you are set up on Slack in the 🔒**downtownretailers** communication channel, here are some things to keep in mind to make the most out of this communication tool:

In order to see messages, you will need to add the Slack App to your desktop or mobile home screen, or log into the Downtown Boulder workspace on the Slack Website: https://slack.com/

To post an urgent, time-sensitive announcement to the whole group (ie. shoplifter alert), always begin your message with **@channel**. This will notify all members on the channel and send a desktop or mobile alert to those who have selected in their preferences to receive those.

*For example, in the 🔒**downtownretailers** channel, you would post: **@channel We just had a shoplifter in our store. He is mid 20s, blue shirt….**

For more information about how to notify the channel, visit this page:
https://slack.com/help/articles/202009646-Notify-a-channel-or-workspace

Information about enabling desktop and/or mobile device pop-up notifications for Slack messages:
https://slack.com/help/articles/201355156-Guide-to-desktop-notifications

To download Slack for iOS (iPhones): https://slack.com/help/articles/208401947-Download-Slack-for-iOS

To download Slack for Android: https://slack.com/help/articles/207691318-Download-Slack-for-Android

If you have any questions about how to use Slack, their Help center is full of great support info:
https://slack.com/help/search?utf8=%E2%9C%93&query=navigate+mobile+app&commit=Search