

Caltech Chemistry Virtual Visit Slack Guide (Prospective Students):

For general Slack assistance, please visit [the quick start guide to Slack website](#).

Adding the Slack Workspace

Click on the invitation provided to you by email, create a new account for this workspace with a username and password

Note:

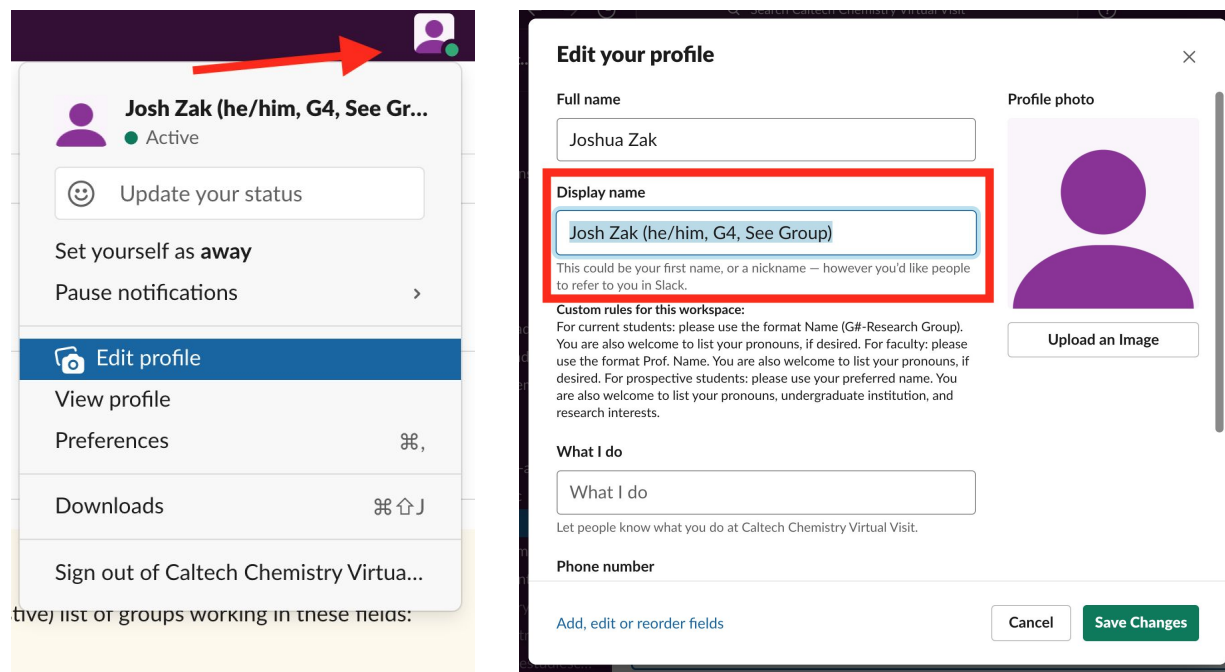
If you have never used Slack: When you join our workspace, you'll need to create a Slack account using your email address.

If you are already on Slack: To join more than one workspace, you'll need to create a separate account for each one. You can join as many workspaces as you'd like, and there's no limit to the number of accounts you can create with the same email address.

Changing your name to say “[First name] [Last name] ([pronouns if you want], [undergraduate institution])”

In Slack, you are welcome to display your preferred name and pronouns (as well as information such as your undergraduate institution or research subdiscipline).

1. Click on your name to bring up your profile
2. Click the “Edit profile” button
3. Update your “Display name” to (**see above**). You are also welcome to add your research directions or any additional info in the “What I do” field.



The image shows two screenshots from the Slack mobile app. The left screenshot shows a user profile for 'Josh Zak (he/him, G4, See Gr...)' with an 'Edit profile' button highlighted in blue. A red arrow points from the profile picture area to the 'Edit profile' button. The right screenshot shows the 'Edit your profile' dialog box. The 'Display name' field is highlighted with a red box and contains the text 'Josh Zak (he/him, G4, See Group)'. Below this field is a note: 'This could be your first name, or a nickname — however you'd like people to refer to you in Slack.' The dialog also includes fields for 'Full name' (Joshua Zak), 'Profile photo', 'What I do' (What I do), and 'Phone number'. At the bottom right are 'Cancel' and 'Save Changes' buttons.

Posting Content/Photos

Please feel free to participate in discussions and ask questions! Whether you want to know more about a group's research, our facilities, or the best place to grab a cup of coffee, we're here to help.

1. Navigate to the relevant channel and select "Send a message to #[Channel Name]" in the open bar at the bottom of the workspace
2. Type your message and click send (paper airplane icon)

You can add photos (via the paper clip "Attach files") and emojis to your message at the bottom right corner of the workspace before sending a message.

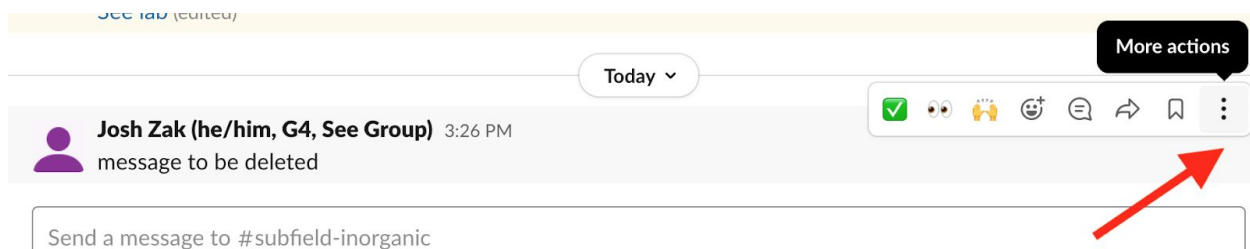


Delete/Edit/Pin Posted Content

Oops! Accidentally send a copy of your senior thesis and not a photo of your lab group pet? You are able to edit or delete messages you send:

1. Select the "More actions" button on the upper right corner of your message (three dots aligned vertically)
2. Choose "Delete message" or "Edit message"

You can also pin important content by selecting "Pin to channel" in the "More actions" menu.



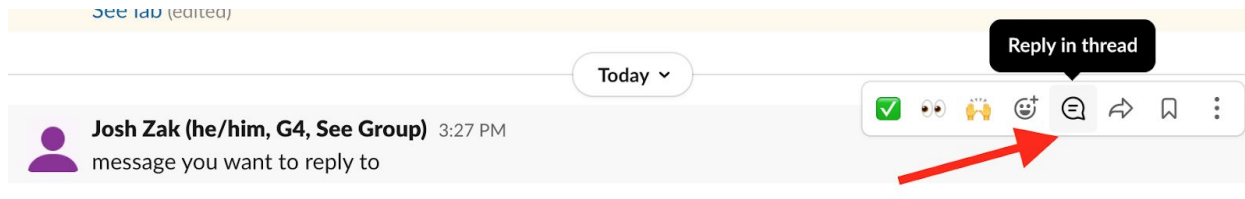
Participating in a Thread

Threads are a way to reply to a message and focus discussion around a specific topic. It keeps a workspace and channel clean. It also sends notifications only to those who have messaged in the thread. To create a thread

1. Hover your mouse over a message
2. Select the thought bubble icon in the message's upper right corner tab

In the case that a thread has already started, you may view it and message the thread by selecting the replies under the original message. You can also view all threads you are a part of

by clicking the “Threads” tab at the top of the purple dialog box on the left of the workspace window.



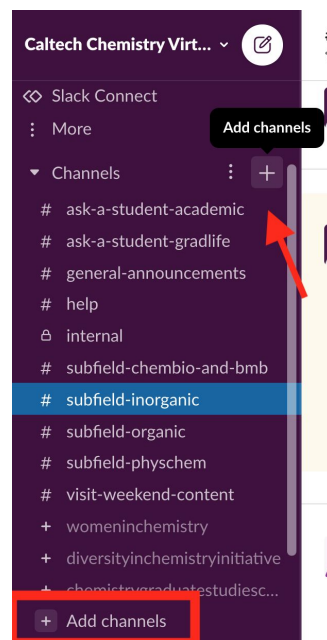
Joining a Channel

A channel is a designated space for discussion around the channel's theme/title. You have been automatically subscribed to several channels, including **#general-announcements**, **#help**, and **#visit-weekend-content**. These channels are on the left-hand side of the workspace. An exhaustive list of channels is at the end of this document.

To join additional channels for chemistry student groups or research sub-fields:

1. Click the “+ Add channels” button under the “Channels” tab
2. Select “Browse all channels”

Please join all channels that match your interests.



Student-Only and Student Group Channels

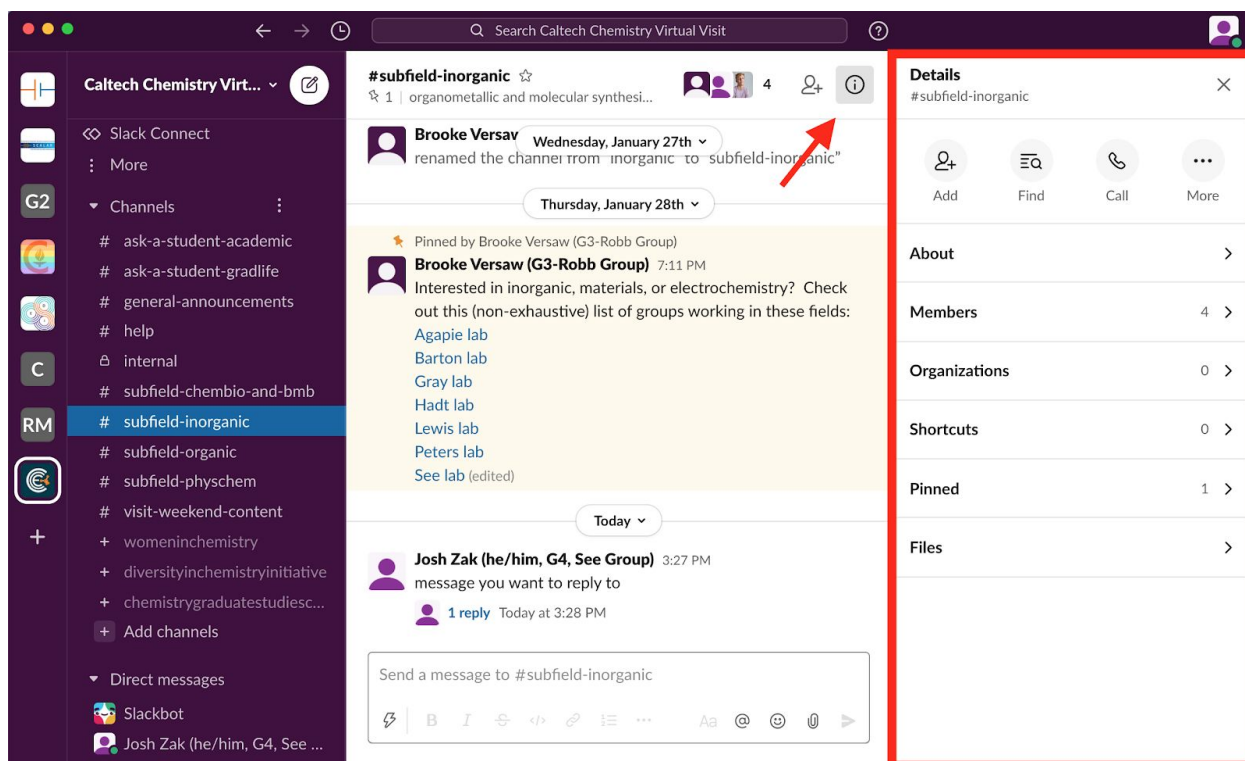
There are two student-only channels that are meant to allow you to interact with and ask questions to current students without the added pressure of faculty or administrators being present. They are: **#ask-a-student-academic** and **#ask-a-student-gradlife**.

There are also channels dedicated to student groups like DICl, WiC, etc. If you are interested in these groups, please search for them in the “Add channels” feature.

Finding Information About a Channel

In the details panel of each channel, you can view the description and a list of pinned content. To view this information, click on the information symbol (encircled “i”) at the upper righthand corner of the screen. Channel descriptions are located in the “About” tab.

Pinned content is located in the “Pinned” tab and can also be accessed by clicking on the thumbtack icon at the upper left of the channel page.



Connecting with Other Users Directly

You are encouraged to engage with current students and faculty via channels or direct messaging. For direct messaging, first select the relevant channel. In the top-right corner, select “View all members” in that channel (small profile photo icons). Click on the profile you would like to message, select “Message.” Alternatively, click “Add teammates” at the bottom of the “Direct Messages” menu, click “New conversation”, and search by name. You can set up direct messages with more than two people this way as well.

Need more help?

Check out the resources pinned in #help and post your questions in the channel for assistance.

Exhaustive List of Channels

#ask-a-student-academic For general questions and student perspectives about academics, research, or Caltech’s facilities

#ask-a-student-gradlife For general questions and student perspectives about graduate student life at Caltech and/or life in the Pasadena and Greater LA area

#help Post here for technical assistance with Slack, Zoom, or visit weekend content.

#help-gathertown Post here for technical assistance with Gathertown.

#general-announcements This channel will be used to provide announcements and updates.

#visit-weekend-content This channel serves as a repository for static content (pre-recorded videos, etc) on the visit weekend website.

#subfield-chembio-and-bmb chemical biology, biochemistry, biophysics, health chemistry, etc.

#subfield-inorganic organometallic and molecular synthesis, catalysis, materials, electrochemistry, etc.

#subfield-organic total synthesis, synthetic methodology, polymers, etc.

#subfield-physchem spectroscopy, computation, analytical, environmental/atmospheric, etc.

#subfield-cheme materials engineering, biomolecular engineering, thermodynamics, atmospheric processes, etc.

#dei CCE is committed to providing a welcoming and supporting environment for students to develop their scientific careers. This is a space for discussion of CCE's efforts to expand and improve diversity, equity, and inclusion (DEI).

#diversityinchemistryinitiative

#womeninchemistry

#chemistrygraduatestudiescommittee