



What is Slack?

Slack is a communication tool for teams. We are using it to stay connected. The name implies that it eases and simplifies communication within and around teams - allowing you to communicate easier and faster; making communications, sharing files, and collaborating less difficult. It's quickly replacing email for team communication.

Why should I use Slack?

Stay up to date with what's happening in Kanaeokana, collaborate with an awesome group of Hawaiian educators, and stay connected even on different mokupuni!

~ Join Kanaeokana on Slack ~

Step 1: Create an Account

- From any web browser, go to kanaeokana.net/slack
- Create an account for the Kanaeokana workspace using your first and last name (Your Hawaiian name is okay)
- (Special Note: even if you already use Slack for another purpose , you'll have to sign up again for the Kanaeokana workspace. However, you can use the same email for multiple workspaces and switch between them as needed)

Step 2: Set up your Computer

Download the Slack Desktop Software on your computer or laptop.

While slack can be run in a web browser, the best user experience is via the installed desktop or mobile application, as that is how Slack will send you notifications. To download, go to slack.com/downloads from your browser. Download and install. When

asked for the workspace type in “kanaeokana”. Enter your username and password that you created in Step 1.

Step 3: Set up your Mobile Device (iOS/Android)

- **Download the Slack App**

Go to the Google Play Store or Apple’s App Store. Search for “Slack”. Install the App then open it.

- **Start the application.**

When asked for the workspace type in “kanaeokana”. Enter your username and password that you created in Step 1.

~ Start Using Slack ~

Step 1: Join some Channels

On the left sidebar, you’ll see several channels. You are added to a few channels automatically, but there are many others that you can subscribe to. Click on the “Channels” header to see the full list. You’ll want to join the #ahakuka channel, at least!

Step 2: Read and Post Messages

Tap or click on the #ahakuka channel to read some of the introductions that others have posted, and then post your own introductory message to this channel!

Step 3: How to get help

Just send a direct message to @Chryssa, @Kalani Bright, or @Maui Bartlett, or post a message in the #gethelp channel. *We’ll see you in Slack!*