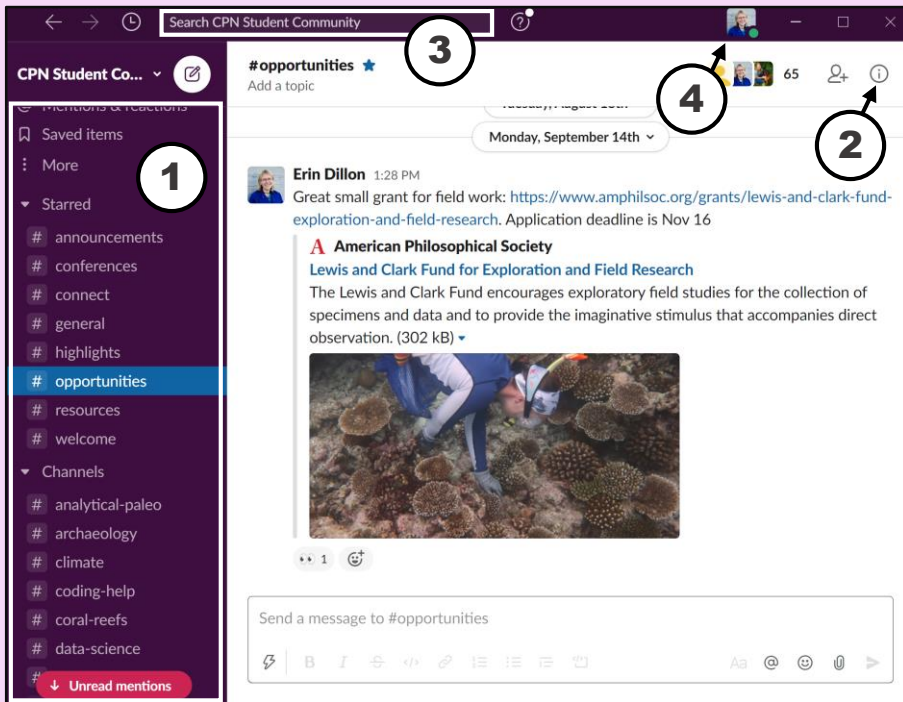


CPN SLACK GROUP TUTORIAL

PLATFORM LAYOUT



Navigating Slack:

- ① Sidebar – menu with channels, threads, and direct messages
- ② Details view – more information about the channel
- ③ Main navigation bar – search and navigate the workspace
- ④ Personal menu – update your status and preferences

HOW TO ACCESS

1. Download the free Slack desktop app
 - ❖ Convenient launching
 - ❖ More flexibility to control and monitor notifications
 - ❖ Can easily switch between Slack workspaces
2. Access it through your browser at Slack.com
 - ❖ Reduce notifications by closing the browser tab

RESOURCES

- [Join the Slack group here to get involved](#)
- [Read the code of conduct](#)
- To learn more, check out these tutorials:
 - ❖ <https://slack.com/resources>
 - ❖ <https://slack.com/resources/slack-101>
 - ❖ <https://okdork.com/slack-app-19-tips-advanced-tutorial/>

CHANNELS

General channels:

- #announcements*** – network news, event invitations, and other announcements
 - #conferences** – student events at conferences
 - #connect** – meet other students through randomized facilitated connections every month
 - #general***
 - #highlights*** – share research, outreach, and conservation highlights
 - #opportunities*** – share job openings, internships, fellowships, grants, courses, and other relevant opportunities
 - #resources***
 - #welcome*** – introduce yourself!
- (* = added upon joining the group)

Topic-specific channels:

- #analytical-paleo
- #archaeology
- #climate
- #coding-help
- #coral-reefs
- #data-science
- #deep-time
- #ecology
- #extinction
- #forams
- #historical-ecology
- #invertebrates
- #metabarcoding
- #micro-fossils
- #molluscs
- #optimism
- #paleo-art
- #policy
- #sci-comm
- #social-ecological
- #stable-isotopes
- #taphonomy
- #vertebrates

Joining channels:

To join an existing channel: Navigate to “Channels” → “Browse channels”

To make a new channel: Navigate to “Channels” → “Create a channel”

To participate in a channel: Click on the channel name to see the discussion history, write a message, respond to a thread, share links, or reach each other with @mentions