CUMU's Digital Collaborative Community

CUMU is here to support members and we are excited to share a digital networking tool for all of you to connect with peers, share ideas, and solicit feedback.

Slack is a cloud-based collaborative application that allows for networks to communicate seamlessly, informally, and more quickly than email or telephone. Members can communicate directly with each other and be part of 'channels,' which are message boards separated by specific themes and topics. Furthermore, messages are archived and searchable, allowing users (all of you) to view, respond, and communicate with one another.

Currently, CUMU has created 3 channels for our members:

#cumu_general: to share general CUMU information and ask questions of other members

#covid-19_resources: to share how you and other CUMU members are working to meet the needs of students, faculty, staff and communities during these unprecedented times

#cumu_member_opportunities: to share job posts, research calls, or other exciting opportunities at your institution

Getting Started with Slack:

- ➢ Click on this link to create an account and join the CUMU workspace.
- ➢ The link will bring you to a page that looks like this:
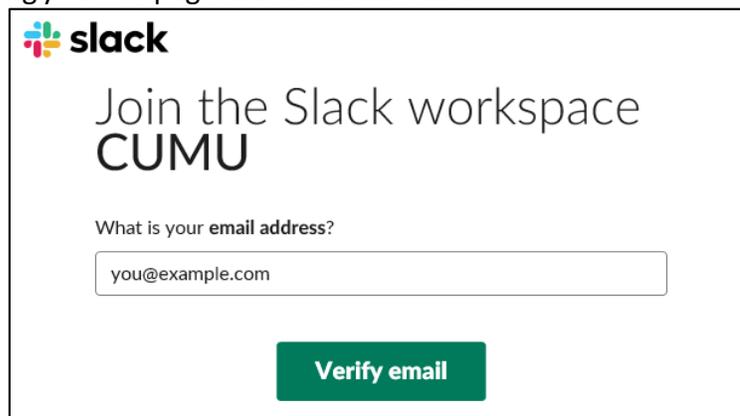
- ➢ Input your email address. Then check your email to verify your email address and steps to finish creating your account.

Navigating after account has been created

➢ Slack can be accessed **online, via desktop app, and mobile app**. Initially, after verifying your account, your default browser will open to slack.com
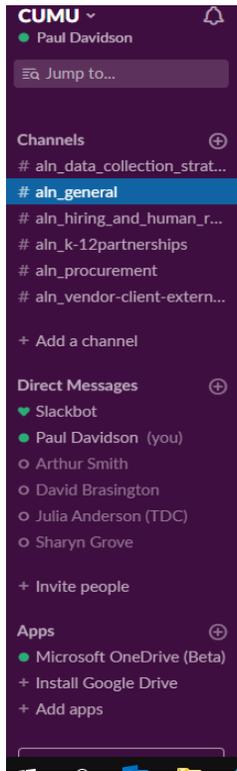
Workspace: this is useful to know if you are already using Slack for other networks. **The CUMU channels will be available when you select the "CUMU" workspace**

Channels: These are where the bulk of your communication will happen. **The new open channels for CUMU are called: "#cumu_general," "#cumu_member_opportunities" and "#covid-19_resources"**

Direct Messages: If you have a specific question for someone that would not benefit the whole network, this is a place to directly connect. *If a question is targeted at a specific person, but you think that it could benefit others to see it, please "@" their name in one of the channels, so they will receive a notification, but the message will be visible to all.*

Desktop, mobile apps, and web access versions will look like the image above. This is where you see the different channels that are a part of the CUMU workspace.
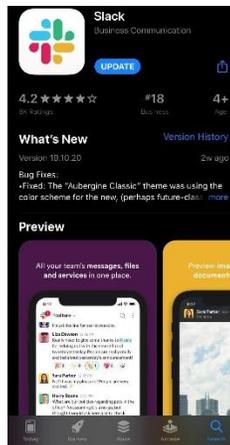
Different Access Options

Apple Store download link

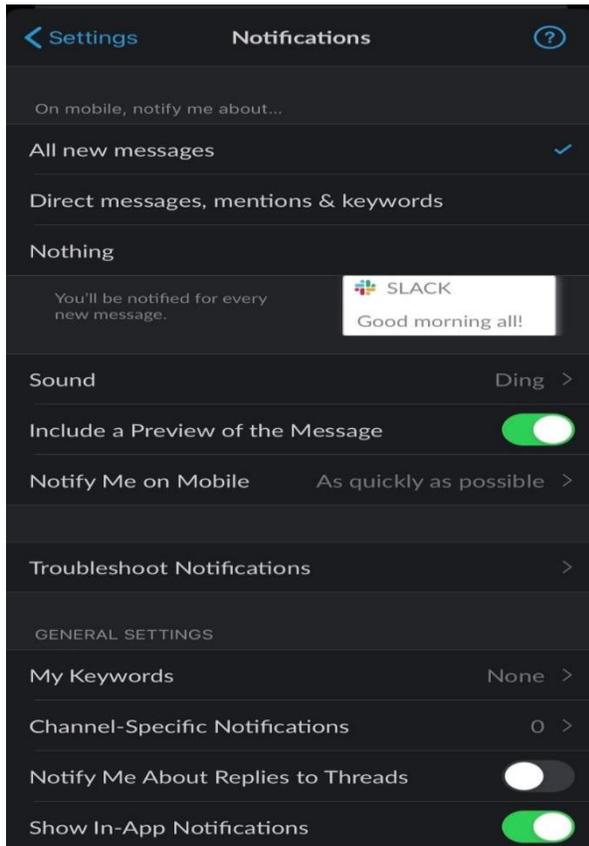**Google Play Store** download link

Windows desktop download link

Mac desktop download link

Web: https://slack.com/

Above: example what the Apple Store download looks like on an iPhone

Setting up Notifications

Slack is flexible on how you want to receive notifications. The best option will depend on your personal preference.

Selecting **"All new messages"** will notify you anytime there is a message in channels that you are a part of.

"Direct messages, mentions & keywords" will notify you when someone sends you a personal message, mentions your name in a public channel, or also if you select a keyword. For example, if you want to be notified anytime there is a message about "pandemic response" you can add this to your keywords.

Selecting **"Nothing"** means that you will have to login online or remember to check the app to stay current with the conversation.
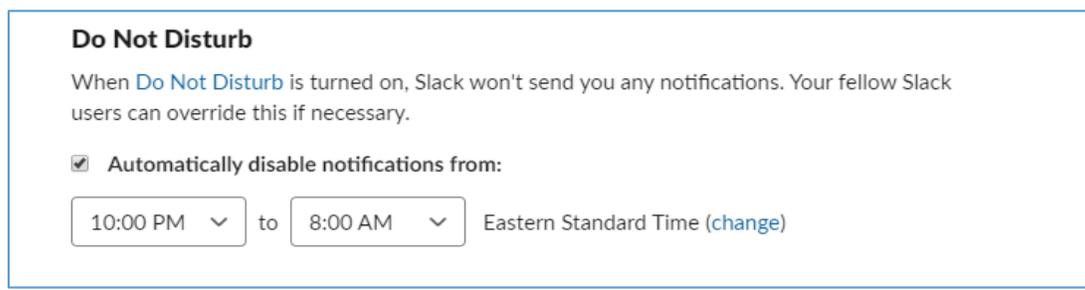
"Do Not Disturb" is a nice function to utilize because you can select the times of day in which you do not want to receive notifications. Messages will not go away and you will still be able to access them during these times.

Additional resources

1. You are always welcome to contact Paul Davidson at CUMU! Paul is here to help you utilize as many tools as possible for successful collaboration.

    a. pdavidson@cumuonline.org

    b. (410) 704-3520

    c. Send Paul a direct message on Slack!

2. Still confused about what exactly Slack is? Check out this video.

3. Using Slack on your phone? Watch this video

4. Deeper dive into setting up notifications

5. Overview of channels

We hope that this will be useful to all of you in collaborating and networking to reach your institutional goals. In the future, we plan on creating additional channels for our members. Please provide CUMU with feedback on what you like, what you would change, and new channel recommendations!