Slack Setup Guide

Step 1: Click on the invitation link, sent via email, to join our Slack workspace. As in Fig. 1(a), select "Sign in with Google" as the Slack workspace for the ECSE department is already configured to accept users with a valid UoA SSO login and a "userid@aucklanduni.ac.nz" email address.

Step 2: You will be redirected to SSO page as in Fig. 1(b). Enter your university login credentials and if prompted complete 2FA.
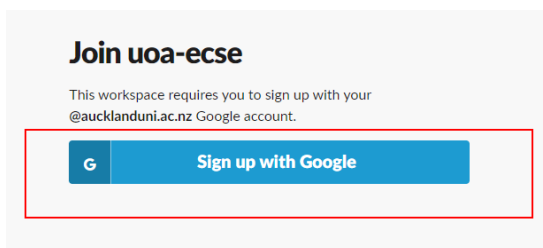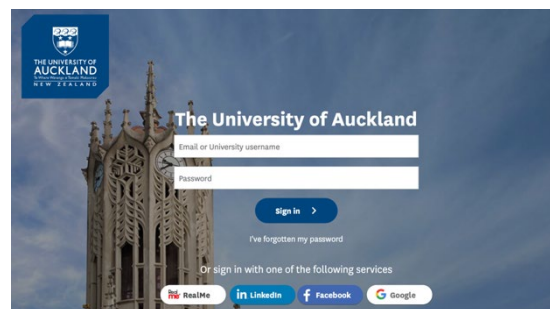

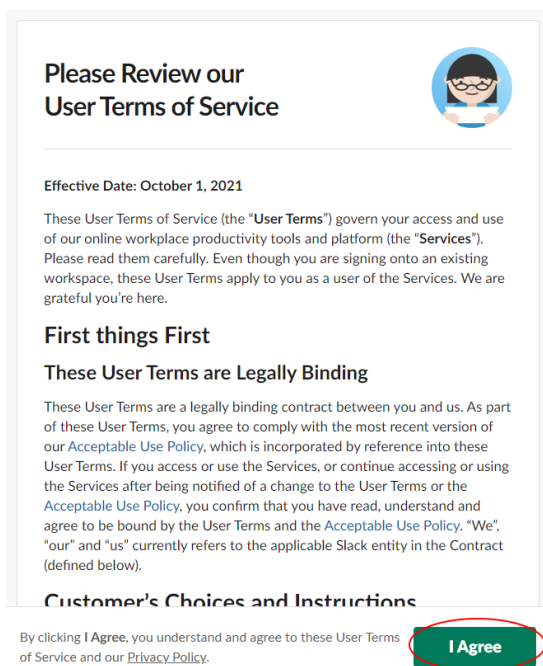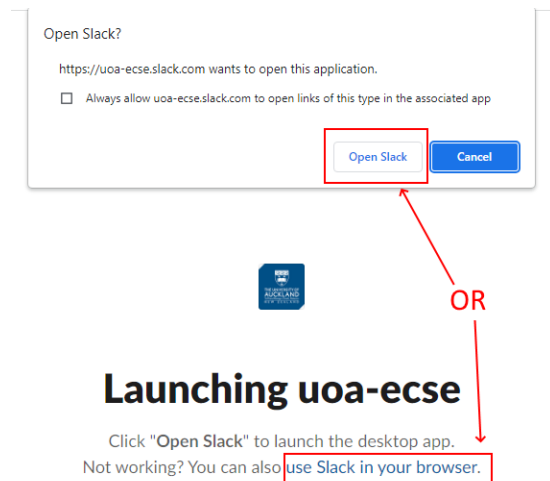Fig. 1(a): Step 1

Fig. 1(b): Step 2

Fig. 2(a): Step 3

Fig. 2(b): Step 4

Step 3: You will be presented with the "Terms of Service" as shown in Fig. 2(a). Click on "I Agree".

Step 4: You are now setup to use Slack. As shown in Fig. 2(b), you will be asked your preference to launch the uoa-ecse Slack workspace. You could either use the Slack App, or to use the Slack browser interface. If you are selecting the option "Open Slack", then you need to first have the Slack App installed on your device. You could always access the Slack workspace through an internet browser

using the link http://uoa-ecse.slack.com. Note that in comparison to the browser interface, the Slack App has a few additional features that could be useful for regular use.
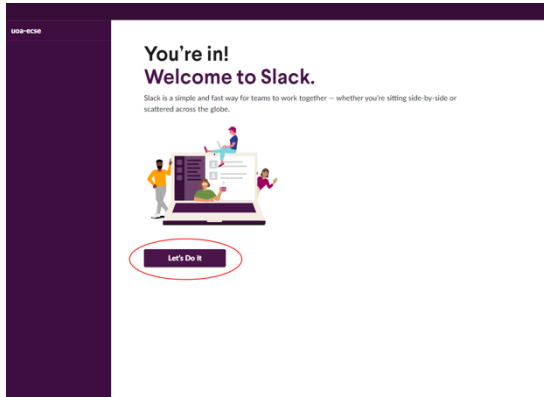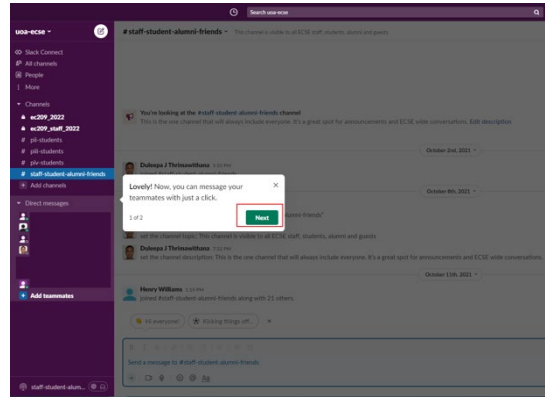

Fig. 3(a): Step 5

Fig. 3(b): Step 6

Step 5: You will now be presented with a "Welcome" screen shown by Fig. 3(a). This will take you through a very short tutorial to introduce you to Slack Channels and Direct Messages.

Step 6: During the short tutorial, you will learn that the left-hand side of the screen (sidebar) shown in Fig. 3(b), lists the Slack Channels as well as Direct Messages. A Slack Channel can be thought of as a long email thread talking about a specific topic. Here you see 6 Slack channels titled ec209_2022, pii-students, piii-students and so on. Among these, the channels starting with a "#" are public channels (e.g., pii-students and piii-students). In a public channel, what you post can be viewed by all students as well as staff in the uoa-ecse workspace. In Fig. 3(b), the channel named ec209_2022 is a private channel. Note that you will not see the private channel named ec209_staff_2022 since only your lecturers and TAs will have access to this private channel. Later you will be invited to join a private channel that is created for your group. If you wish to send a private message, let say for example to a lecturer, then you can use "Direct Messages". You may add multiple members to a "Direct Message" creating a private thread that can only be viewed by the members you add to this "Direct Message" thread. To read more about basic messaging functionality visit this link.
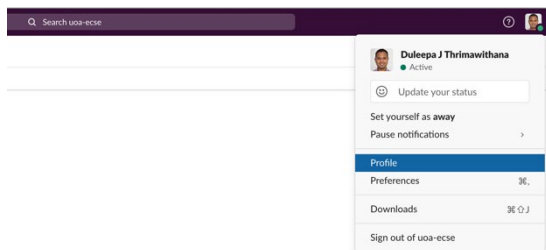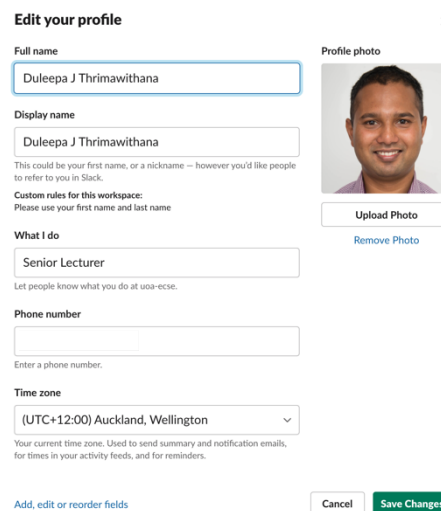

Fig. 4(a): Step 7

Fig. 4(b): Step 7

Step 7: As shown by Fig. 4(a), click on the icon that is at the top right-hand corner of the Slack interface. Though, in this case it shows my photo, initially for you, it would show an avatar. From the drop-down menu, click on "Profile". You will be presented with your profile. From here select "Edit profile", add your name as per Canvas and upload the same profile photo that is used in your Canvas profile (an example is shown in Fig. 4(b)). If you like to read more about basic setup options visit this link.

Step 8: Once you have done the basic setup tasks, lets learn how to integrate an App with Slack. Click on "Apps" found in the sidebar on the left (you may have to click on "More" to see this option). As you could see from Fig. 5, there are many apps that you can integrate with Slack. In this example, I have added a few Apps, including Zoom and Google Drive, which are visible at the top. You must add the Zoom app as a minimum and link it with your UoA Zoom account.
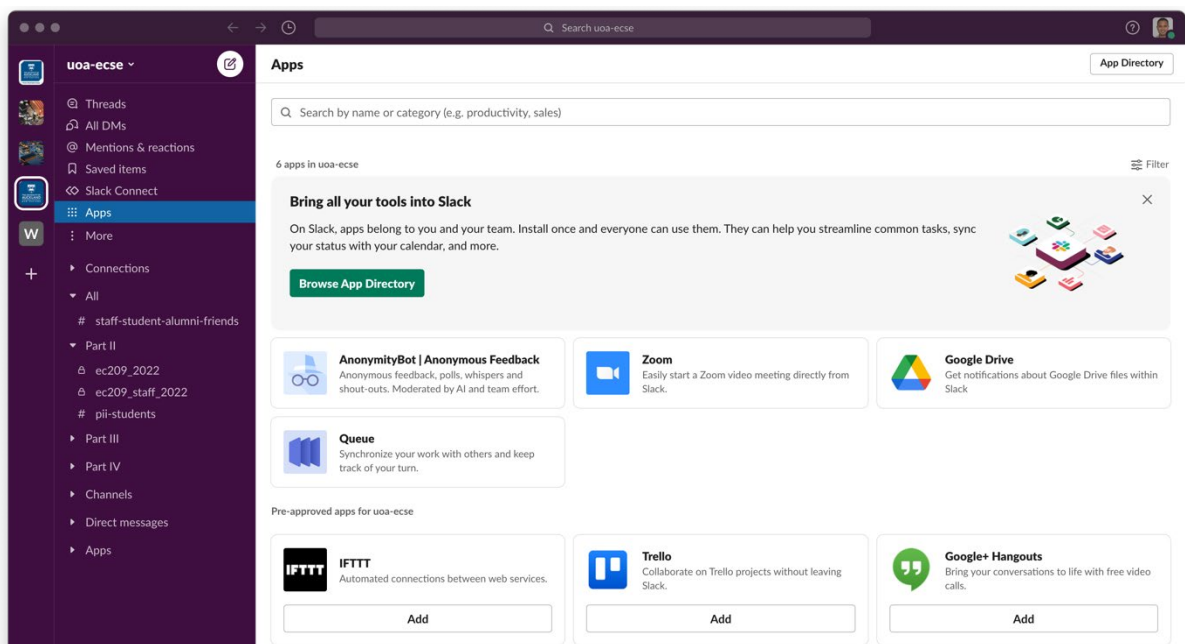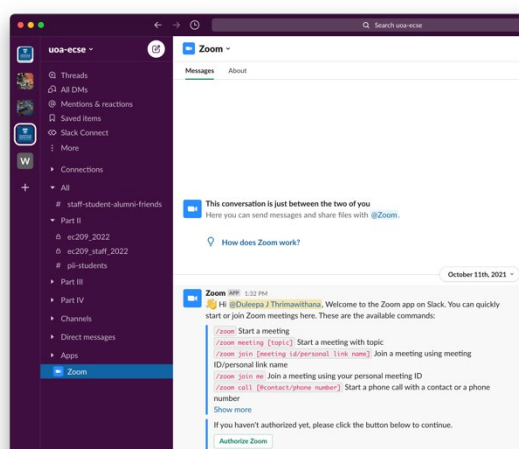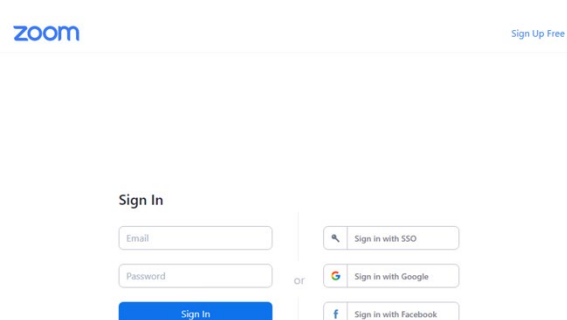

Fig. 5: Step 8

Fig. 6(a): Step 9

Fig. 6(b): Step 10

Step 9: Let's add Zoom as this App allows you to take Zoom calls from within Slack. Go to "Apps" from the sidebar on left and click on the Zoom App. This will create a channel for Zoom and bring you into this channel as shown in Fig. 6(a). Click on "Authorize Zoom" to link your Zoom account with Slack.

Step 10: As shown in Fig. 6(b), a new browser window will open, prompting you to login to your Zoom account. All students by default have a Zoom account linked with the UoA email address. Therefore, click on "Sign in with SSO".
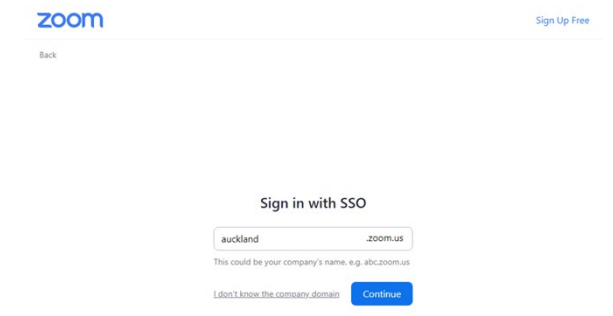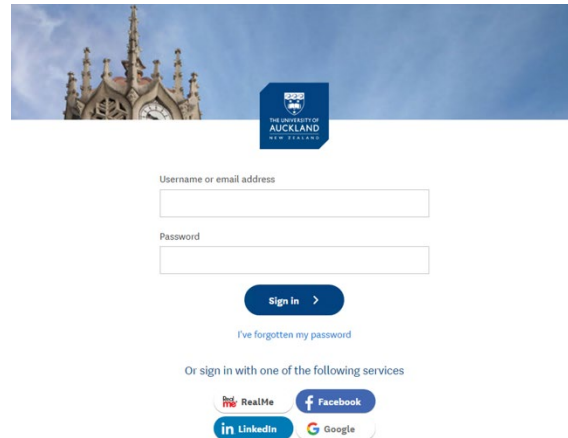

| Fig. 7(a): Step 11 | Fig. 7(b): Step 12 |

Step 11: You will be asked to enter the company domain. Enter "auckland" as shown in Fig. 7(a). Then click "Continue".

Step 12: As shown in Fig. 7(b), you will be redirected to SSO to use your UoA credentials to sign in. Enter your UoA login details and click "Sign In".
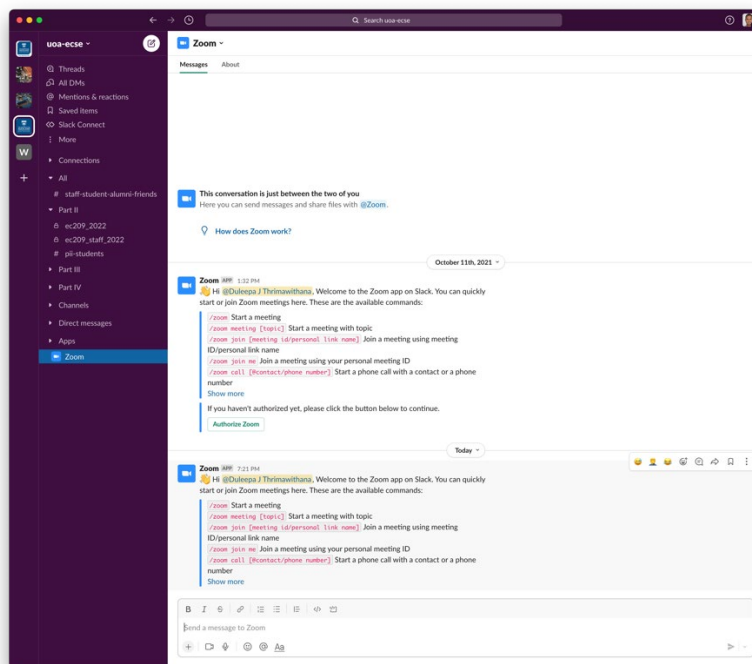

Fig. 8: Step 14

Step 13: You will be prompted to allow Slack to access a few features of your Zoom account. Click on "Authorize" to proceed. You may have to click "Pre-approve" before clicking on "Authorize". You will then be prompted to allow Zoom to access a few features of the Slack workspace. Click on "Allow" to proceed. Finally, a setup window will be shown. It is recommended to leave the checkbox next to "Use an encrypted …" unticked. If you had made changes, click on "Save".

Step 14: Now go back to the Slack workspace and go to the Zoom channel found on the bottom of the sidebar on left. As shown in Fig. 8, you will see instructions on how to use Zoom from within a Slack channel. We will explore how to use Slack and other useful App integrations during the workshop in the 1st week of the semester.