# USING *SLACK* – A SHORT INTRODUCTION

In order to facilitate online discussions between participants prior to and during the FRLSU conference in October, we have created a virtual workspace on *Slack*, an online platform which can be used to communicate, collaborate and exchange ideas virtually. If you are not yet familiar with *Slack*, you might find this short introduction helpful to get started.

## A) Creating a *Slack* account & joining the FRLSU workspace

To create a *Slack* account, you will only need an active email address and internet access. To create your account and join the FRLSU channel, follow the steps below:

1. Click on the invitation link below. It will take you to the login page.
    <Insert link>
   Please note: This link will expire after the conference.
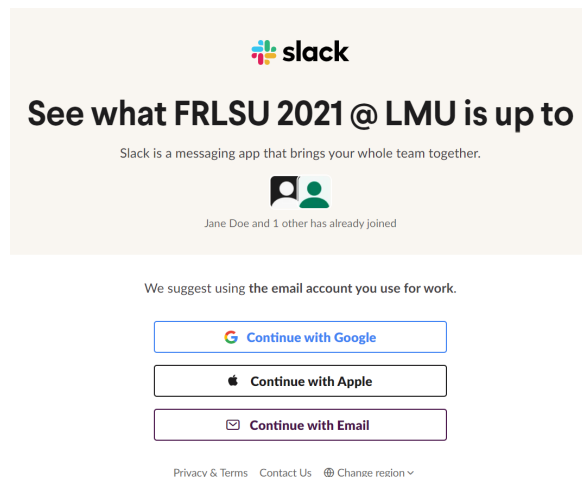
2. Select *Continue with Email*.
3. Enter your name and email address. A verification code will be sent to this address.
4. Enter the verification code to confirm your registration.

Once you have verified your email address, you should see the main page of the FRLSU workspace (see below). You can either continue using the web-based version of *Slack* in your browser or download the desktop, Android or iOS app to your respective device(s).
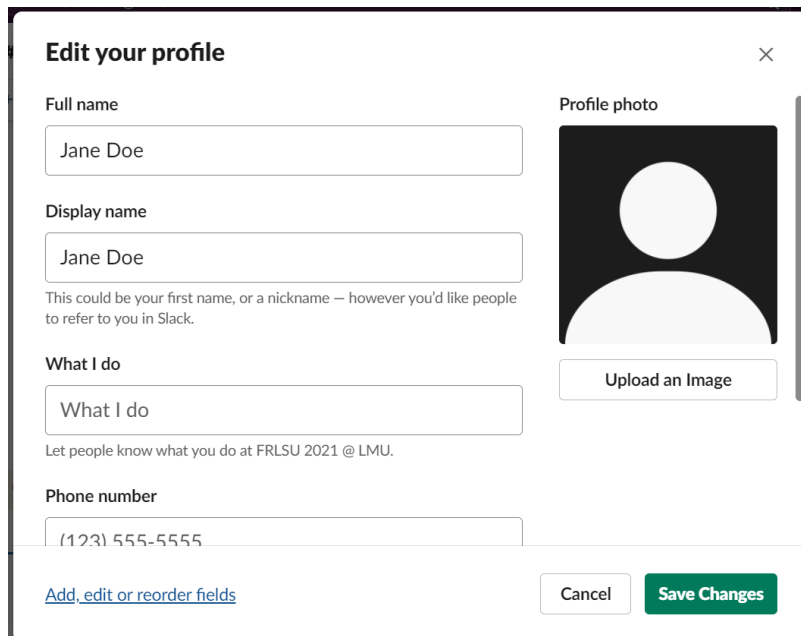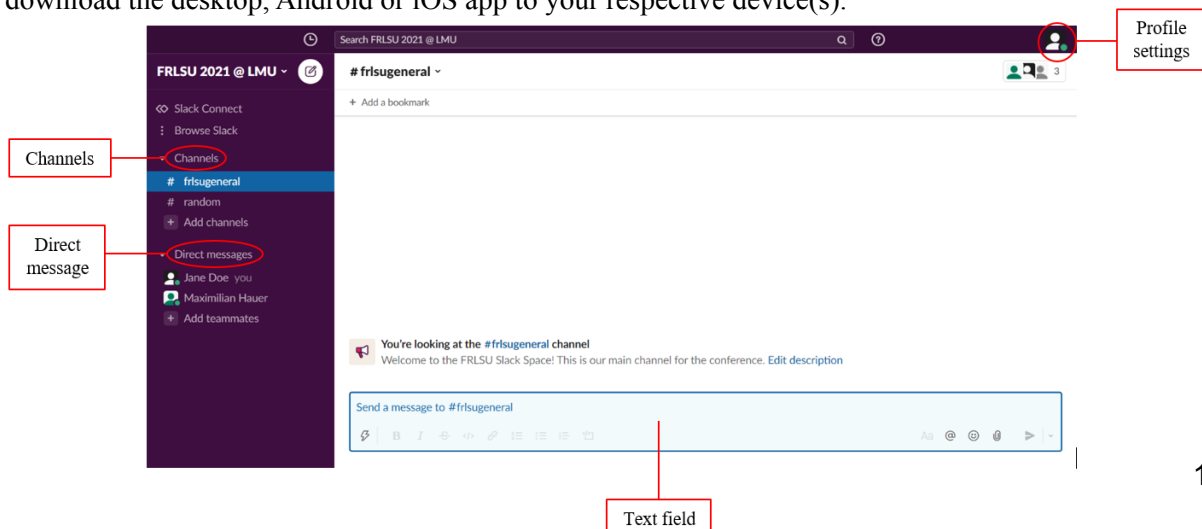
B) Completing & updating your profile

To view and update your profile information, click on the picture symbol in the top right-hand corner of your screen. From the dropdown menu which opens, select *Edit profile*.
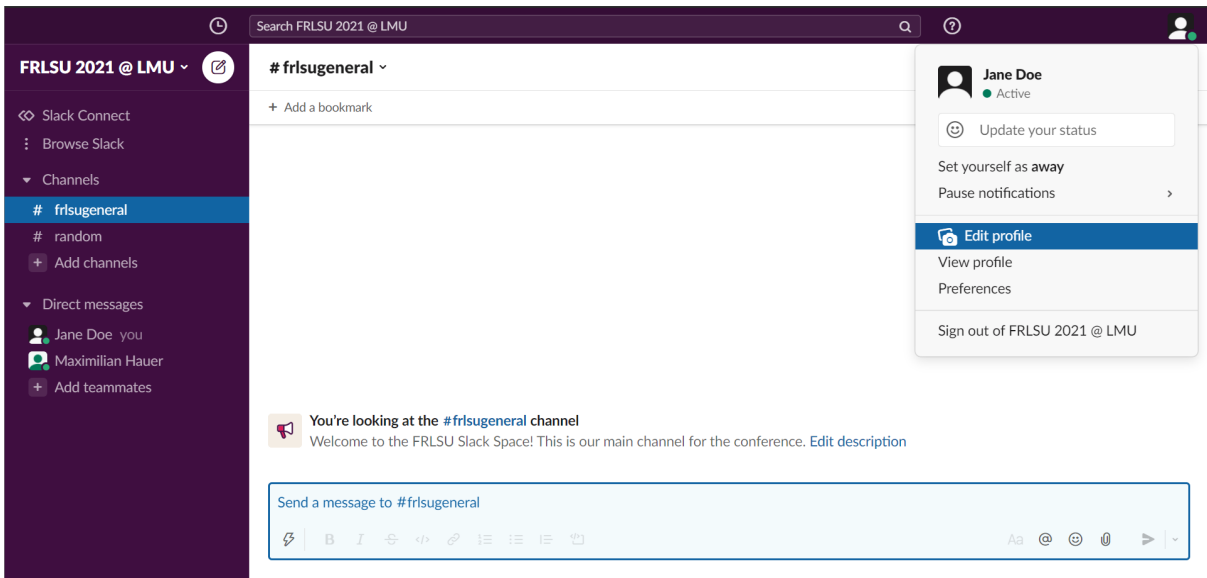
You can now change your name or add a profile picture, your phone number or the time zone from which you are joining. Also, you can let others know about your role at the FRLSU conference by entering, for example, 'participant', 'speaker' or 'discussion chair' into the field *What I do*. Don't forget to save any changes once you are done.


Please note that your profile information can be seen by all other members of the workspace.

C) Creating channels & posting messages

To **create a new channel** dedicated to a specific topic, go to the section *Channels* in the menu bar on the left. Select *Add channels > Create a new channel*. You will be asked to choose a name for your channel. Enter the name of your channel, then click *Create*. In a final step, you can choose whether you want to add all members of the FRLSU workspace to your channel or only specific ones. Confirm your selection by clicking *Done*. You can now find your new channel in the menu bar under *Channels*.

To **post a message to an existing channel**, go to the section *Channels* in the menu bar on the left and select the right channel. Then enter your message into the message field and click the send symbol. You can also use the message field to share weblinks or attach documents by clicking on the paperclip symbol.

If you want to **reply directly to one specific post**, you can also use the *Reply* function. By hovering over the post with your mouse, you can open an additional toolbar from which you can select *Reply*. This will open a separate thread into which you can enter your reply. Your reply is not a direct message – other members of the channel will be able to see this thread.
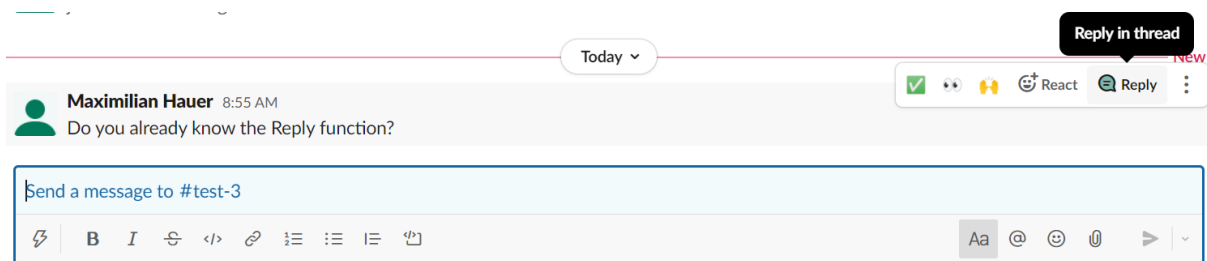
If you would like to find out more about Slack channels and their functions, you might also find the following YouTube tutorial interesting: https://www.youtube.com/watch?v=pQcN1xO7RdA

D) Direct messages

You can send direct messages to individual members of the FRLSU workspace. To do so, go to the section *Direct messages* in the menu bar on the left and select the recipient of your message. This will open up a chat between the two of you. You can now write your message, send a link or share a document as explained above.

E) *Slack* discussions at the FRLSU conference

During the FRLSU conference and in the days leading up to it, we would like to use Slack as a tool facilitating interaction between participants and discussions on a broad range of topics. Once you have joined the FRLSU workspace, you will find four channels dedicated to the following topics:

1. 'Gaelic sociolinguistics and language policy'
2. 'Disconnect: tracing (morphosyntactic) change in seventeenth and early eighteenth century Scots'
3. 'How to approach pre-modern multilingualism in Scotland?'
4. '21st century Scots: what is it, and where is it going?'

The discussions in these channels will be initiated and chaired by Wilson McLeod (Topic 1), Robert McColl Millar (Topic 2), Joanna Kopaczyk (Topic 3) and Jennifer Smith (Topic 4).

You will be able to post contributions to these channels from 20 October onwards. Other members of the FRLSU workspace will be able to read your contributions and respond to them. During the conference, these contributions will be the starting point for synchronous discussions on Zoom during dedicated 60-minute time slots. In addition, you are also more than welcome to create your own channel to start a discussion on a topic of your choice or to follow up on ideas raised in any of the talks.

We are looking forward to your contributions and to lively discussions!