

PEP Network Slack database guidance



Introduction

We use a platform called Slack as a database for PEP network members and as a way to keep in touch with each other. You can see who else is a member of the network, and contact them via direct message.

You will have been sent an email invitation to join the Slack space, but you can also get to it using this link: <https://pepnetwork.slack.com/>

This guide gives an overview of how to use Slack. If you'd like more information about Slack or technical help on how to use it, please see the [Slack Help Centre](#).

Accessing Slack

You can access Slack in your internet browser via: <https://pepnetwork.slack.com/>

You can also download an app on your phone – please search for Slack in your usual app store. Alternatively, you can download a desktop app for Slack on to your computer. [Find out more](#).

Get started

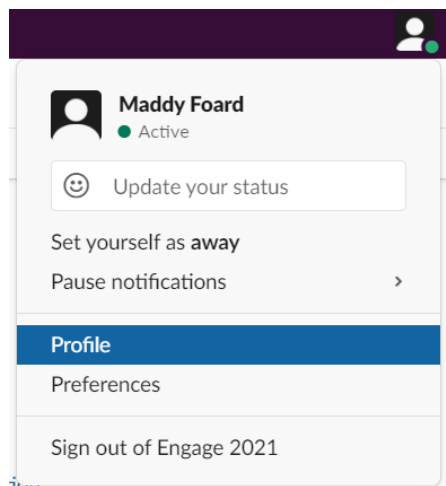
Once you've received an invite email, you'll be able to set up a Slack account. You'll then be directed to complete your profile.

Complete your profile

Your profile will be visible to all other members. Your email address will be automatically displayed as part of this. You can edit the following:

- Add your full name, pronouns, and also a display name to be used in messages (e.g. *maddyfoard*)
- Briefly say what you do. We suggest adding your job title and organisation here.
- Add a photo of yourself

*If you'd like to edit your profile in the future, click on the **icon on the top right-hand side of the screen** – this will be a person icon if you haven't uploaded a photo, or it will be your photo if you have. Then click on 'Profile' to edit your profile.*



Direct messages

You can send a direct message to another network member. Find their name in the sidebar or click on 'Direct Messages' to search for them.

Please be aware that direct messages may not be fully confidential. Slack can give online spaceadmins (the NCCPE team) access to direct messages in certain circumstances.

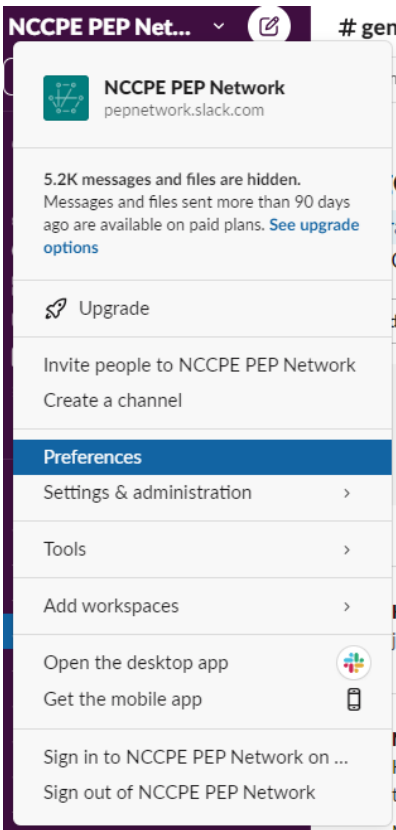
Channels

Slack is comprised of ‘channels’. We used to use these for member communications, but found they weren’t suiting the network’s purposes. You might be able to see old discussion channels when you log in to Slack. **These are no longer in use** – all of our general member communications now happen via emails.

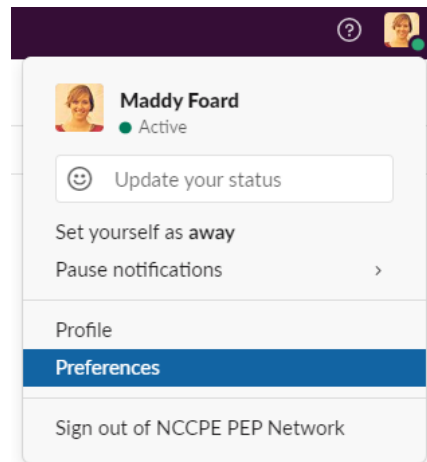
Notifications

You may want to customise your Slack notification settings, to avoid receiving lots of emails.

You can do this by clicking the drop-down arrow under ‘NCCPE PEP Network’ in the top left-hand corner of the screen and selecting ‘Preferences’. This menu can also be found under the icon on the top right-hand corner of the screen.



OR



Data Request Policy

Please be aware that everything on a Slack channel is subject to Freedom of Information requests. You can see Slack’s Data Request Policy here: <https://slack.com/user-data-request-policy>