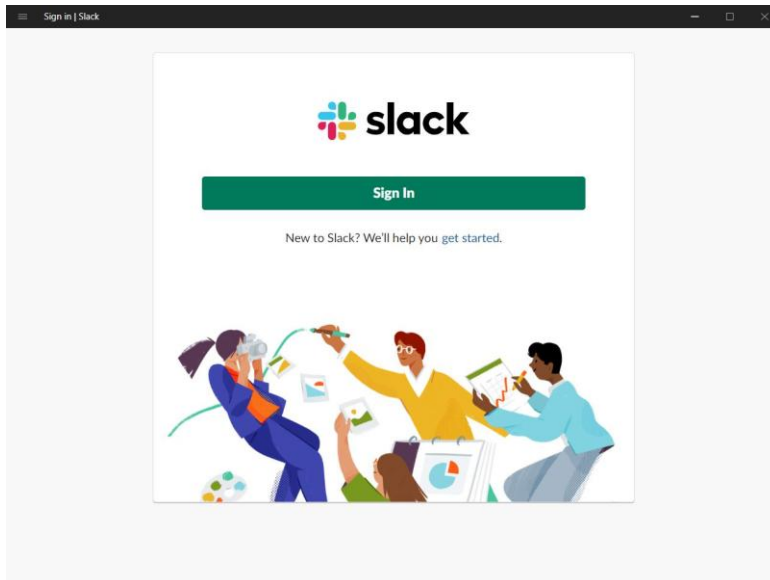


MTEC Connect - Slack Set-Up

To set up Slack, we'll be going over how to download and install the program, as well as how to join the various class workspaces you will have available to you.

1. Navigate to <https://slack.com/downloads/windows>, or if you need a Mac version you can find it here: <https://slack.com/downloads/mac>
2. Click the relevant version for your computer to download Slack (32-bit, 64-bit, or Mac).
3. Once the program has downloaded, launch and install the setup file. When it finishes it should give you a screen to sign in, so go ahead and click "Sign In":



4. This will take you to the website where it will ask you to sign into your workspace; you should enter the workspace URL that your professor has provided to you and then click "Continue"

Sign in to your workspace

Enter your workspace's Slack URL.

your-workspace-url .slack.com

Continue →

Don't know your workspace URL? [Find your workspace](#)

Need to get your group started on Slack? [Create a new workspace](#)

5. After hitting "Continue" you should be taken to a page that asks you to login to the workspace. Enter your City Tech email and password into the fields provided and click "Sign In":

Sign in to MTEC_Faculty
mtecfaculty.slack.com

Continue with Google

OR

Enter your email address and password.

you@example.com

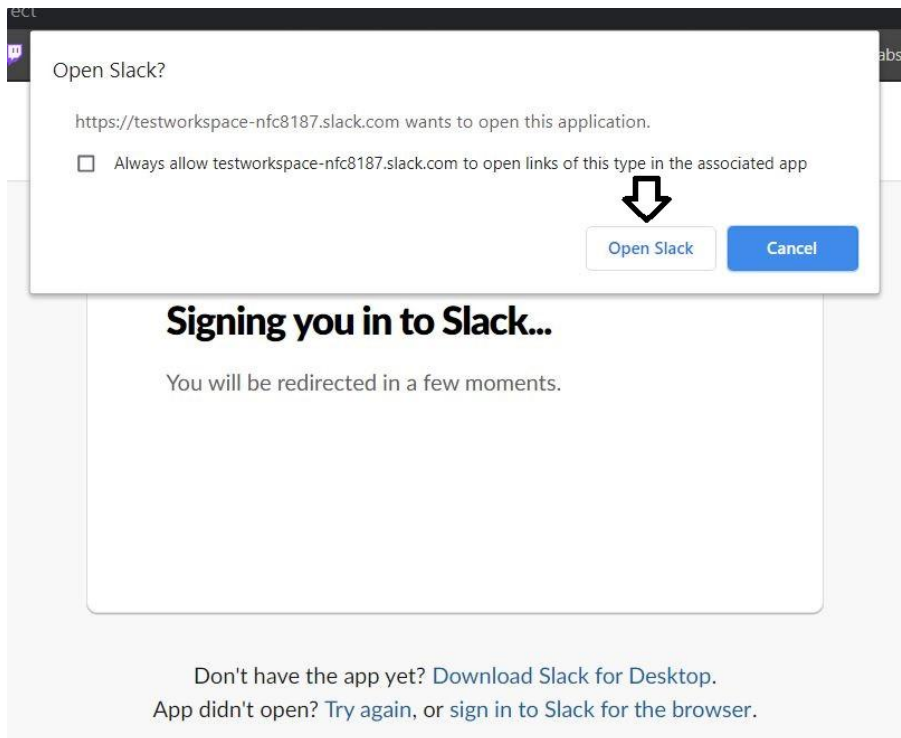
password

Sign in

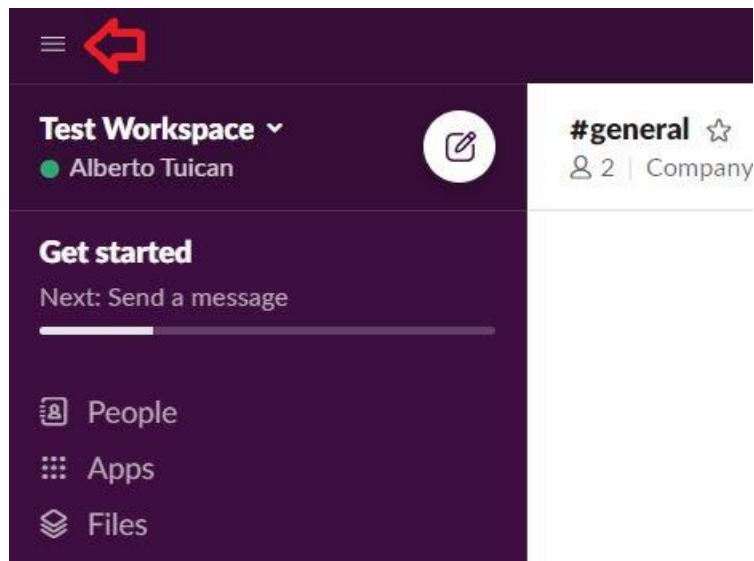
Remember me

[Forgot password?](#) · [Forgot which email you used?](#)

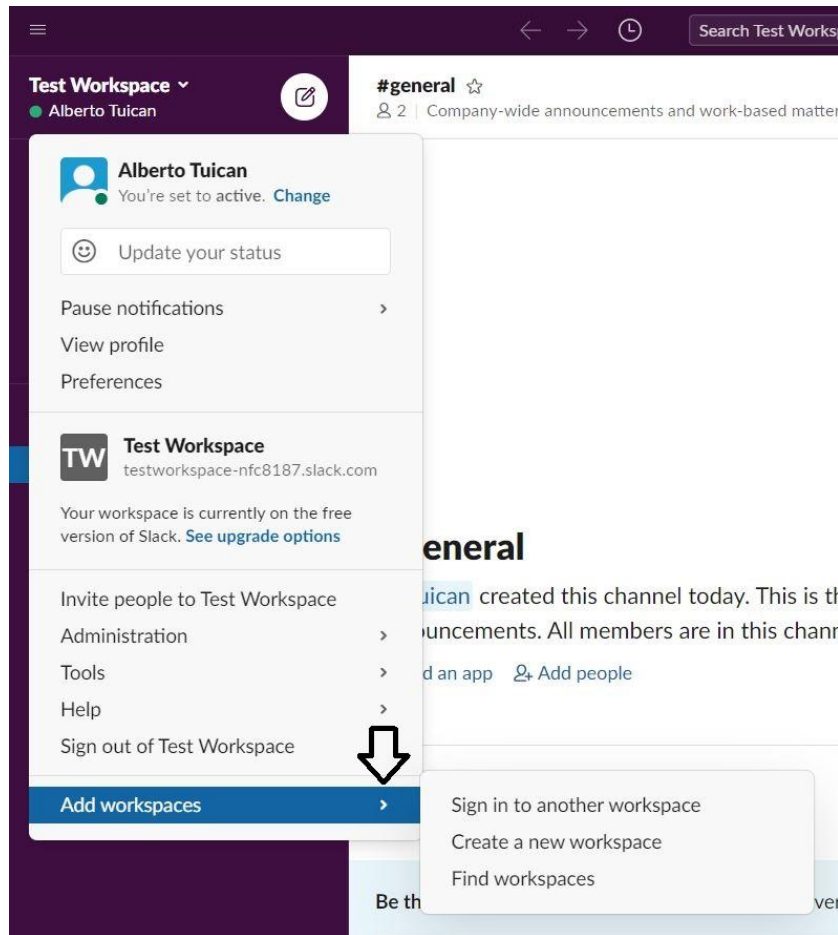
6. After logging in you should get a pop-up prompting you whether to open Slack or not. Go ahead and click "Open Slack" and it will sign you into the workspace on the Desktop app.



7. And that's it! You now have access to the workspace on Slack. If you need to add a new workspace however, there's an easy way to do so:
 - a. Click the three bars at the top left, and in the drop down menu click on "Add Workspaces" at the bottom of the menu.



- b. Once there, click on "Sign in to another workspace"



- c. This will take you through the Steps 4 through 6 above, and you will have to repeat these steps for every class workspace you have to join.
- d. Once you've added another workspace, you should get a new bar on the left with the different workspaces available to you. You can click on any of them to navigate to them, and if you need to add another workspace then simply click on the plus sign below the workspace icons.

