



## SIGLOC ICT Tool:

### A Manual for Setting Up Slack Account

**First, let's decide on your nickname and icon to be used throughout the SIGLOC!**

All the participants in SIGLOC-online use nicknames.


You will be identified only with your nickname throughout the program and in future publications, as well as the OMU-COIL website (<http://www.coil.osaka-cu.ac.jp/en/training/>) and SNS such as Twitter, Facebook, and Instagram.

The purpose of using nicknames is to make it easier for you and others from all over the world to call each other in a friendly manner, and also to protect your privacy when posted in the media mentioned above.

In SIGLOC-online, you will use Google Drive and Slack with your Gmail address which you submitted on your application.

**Let's set up your Slack account first** which is a communication tool used among SIGLOC participating students and OMU staff members.

From the next page, we will show you how to set up using a sample student called **Kamechan**.

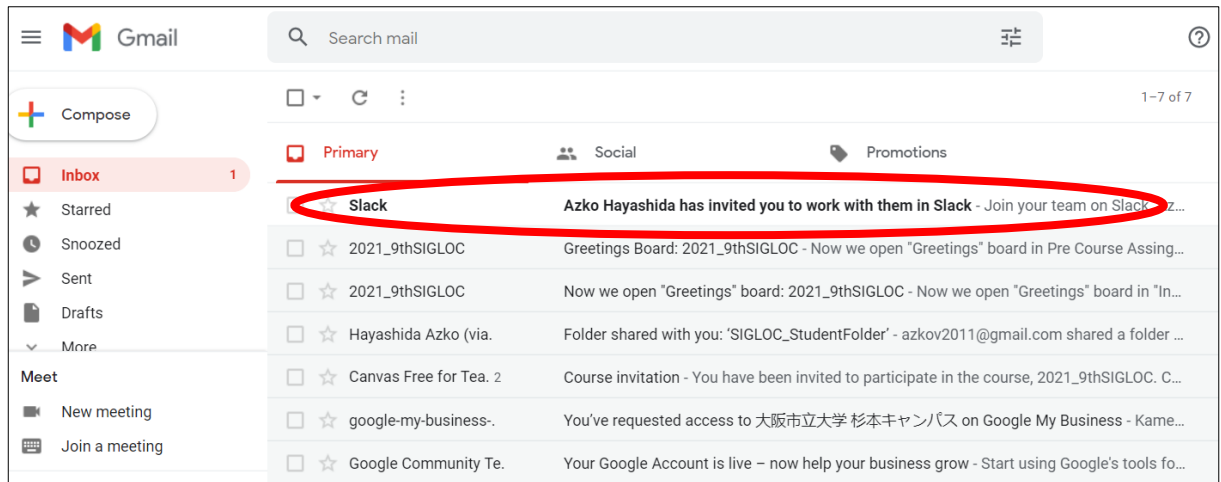
A sample student		First Name: Kameichi Last Name: Sugimoto <b>Nickname: Kamechan</b>
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Now, please take the steps to set up your Slack account for SIGLOC-online!

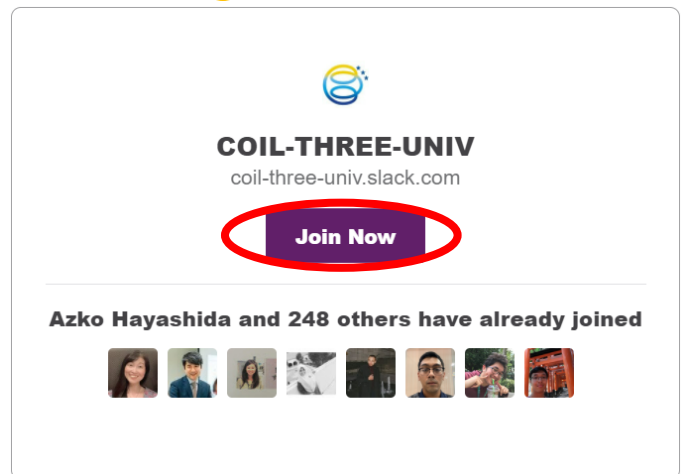
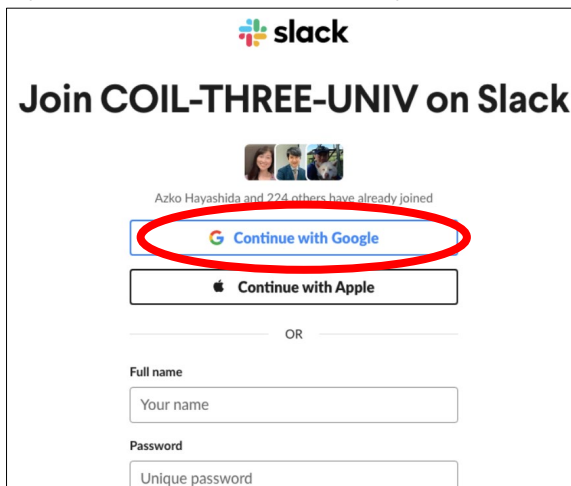
*Note) This manual contains images of the 9th SIGLOC. Please read it in the 11th SIGLOC.*

## Slack

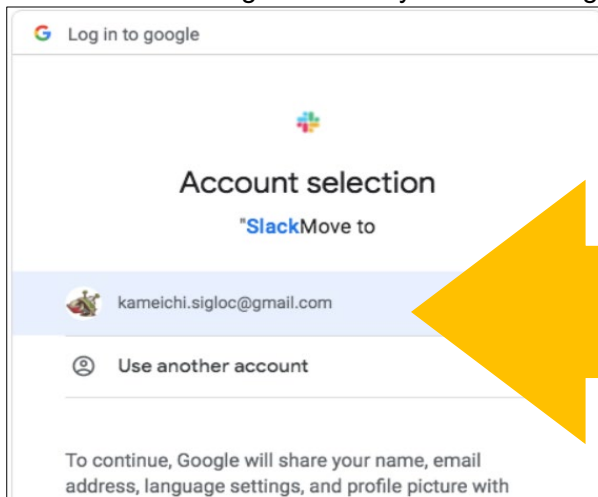
- 1 Open a Slack invitation email in your Gmail Inbox.



- 2 First, download a Slack app. Click "Continue with Google". If you have a Slack app already, click "Join Now" and jump to 9.

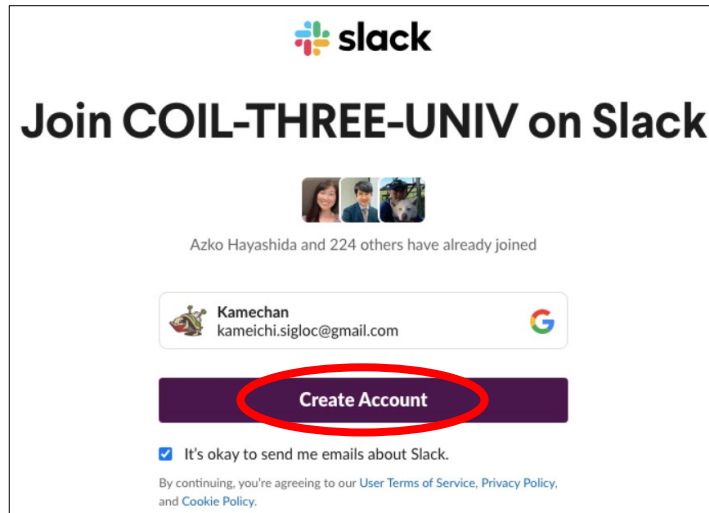


- 3 Select YOUR Google account you used to register for SIGLOC.

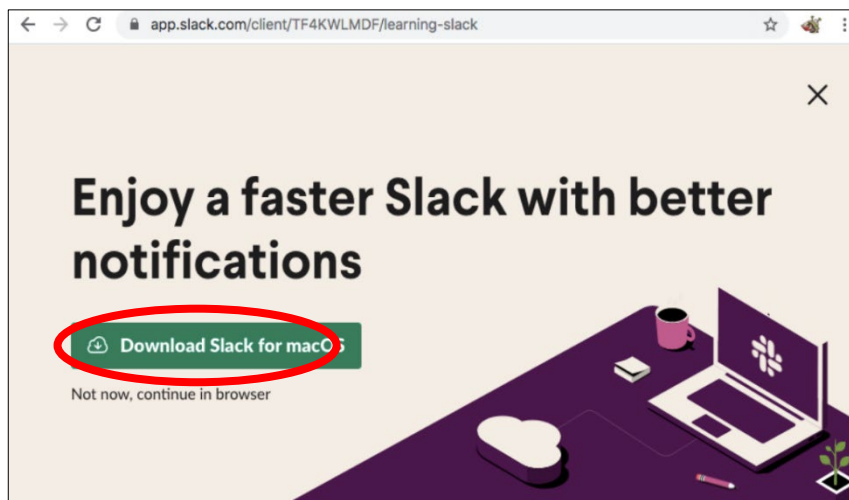


Please select the Google account connected to your Gmail address you used to register for SIGLOC.

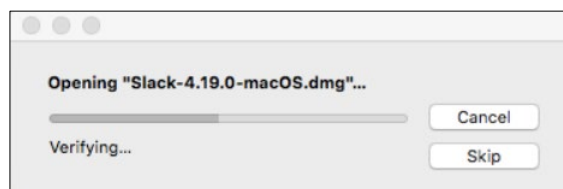
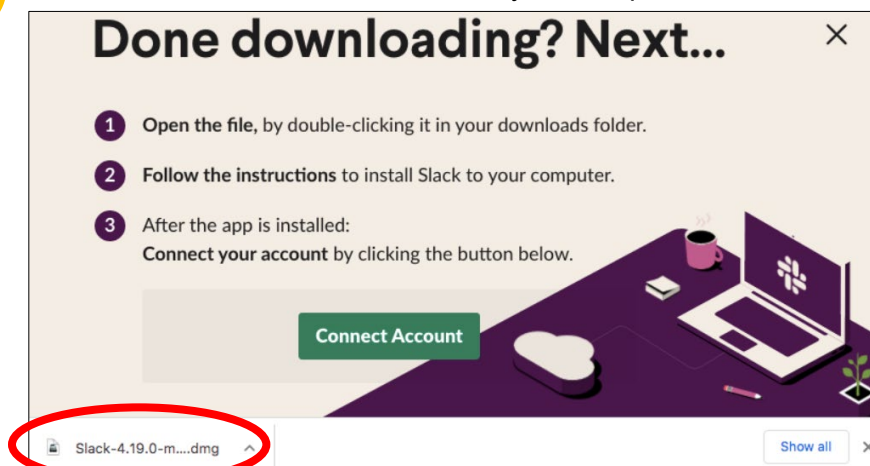
4 Click "Create Account".



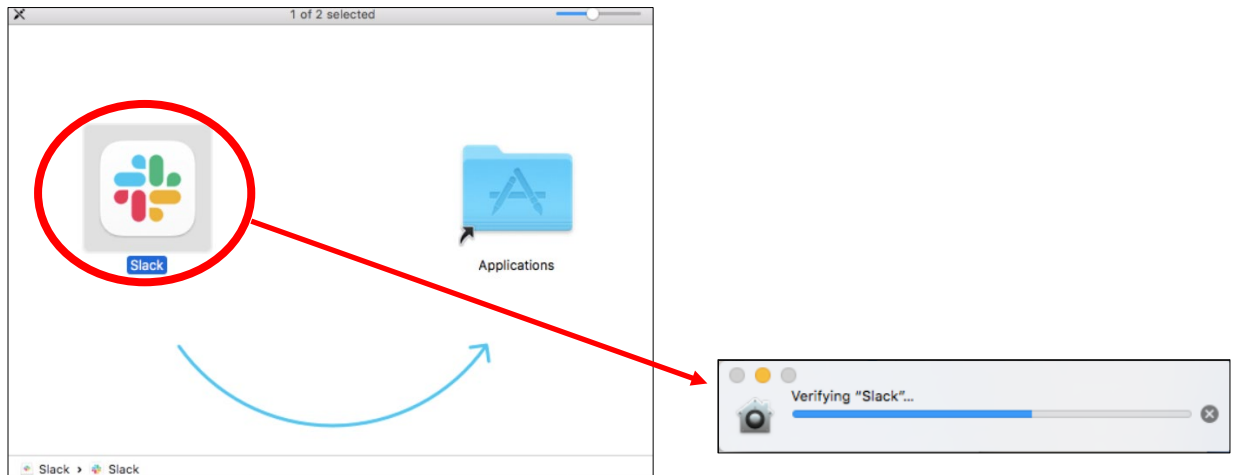
5 Click "Download Slack".



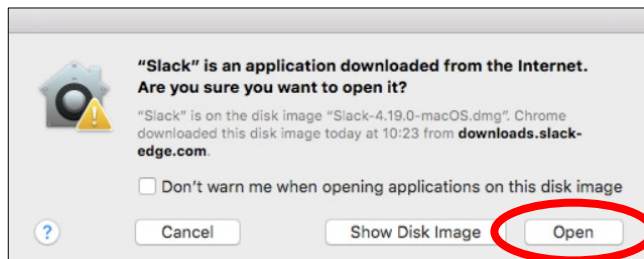
6 Double click the file to install Slack on your computer.



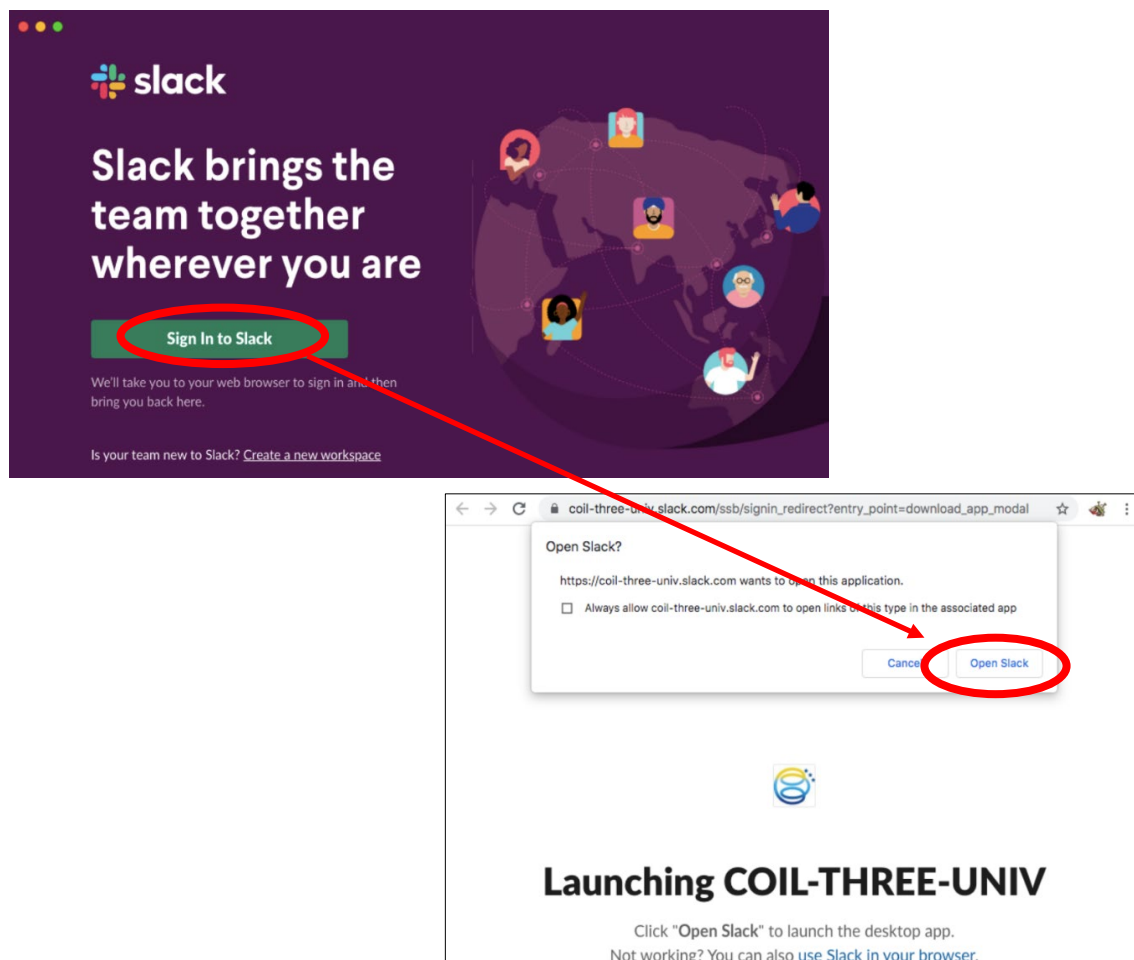
6 Double click the Slack icon.



7 If you see this message, click "Open".



8 Click "Sign In to Slack", and then "Open Slack".

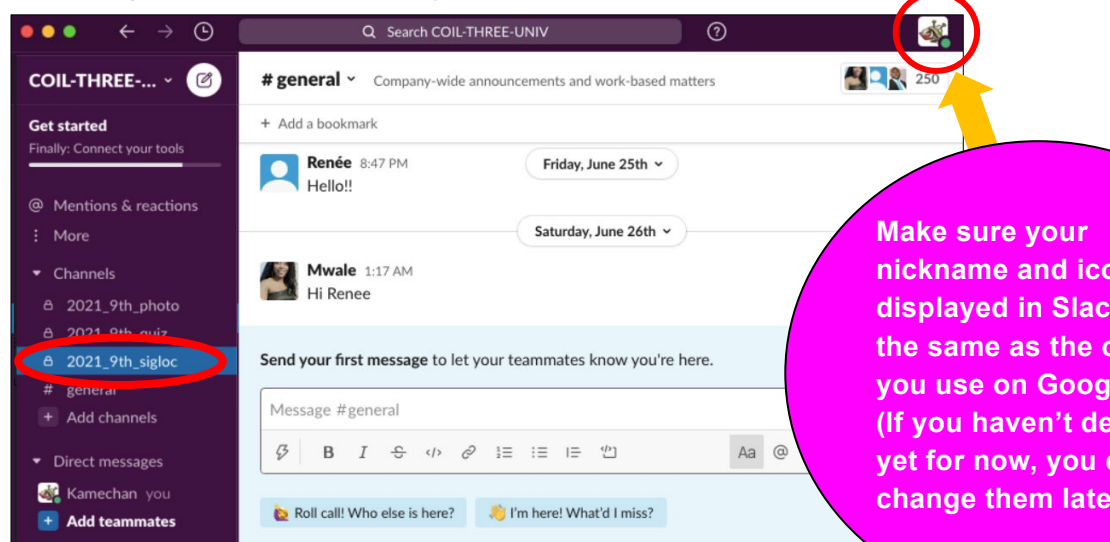


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Now you are on Slack!

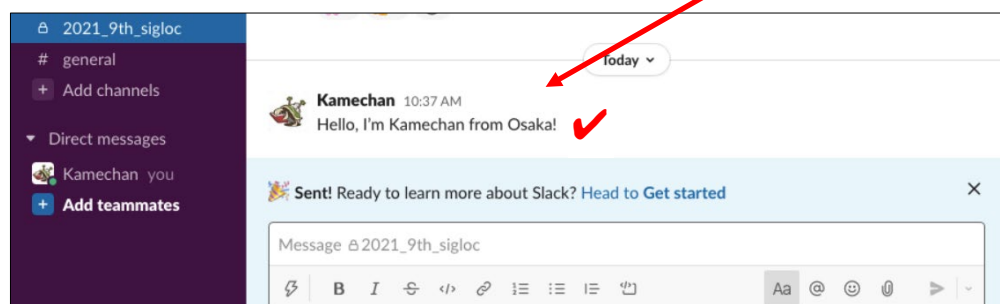
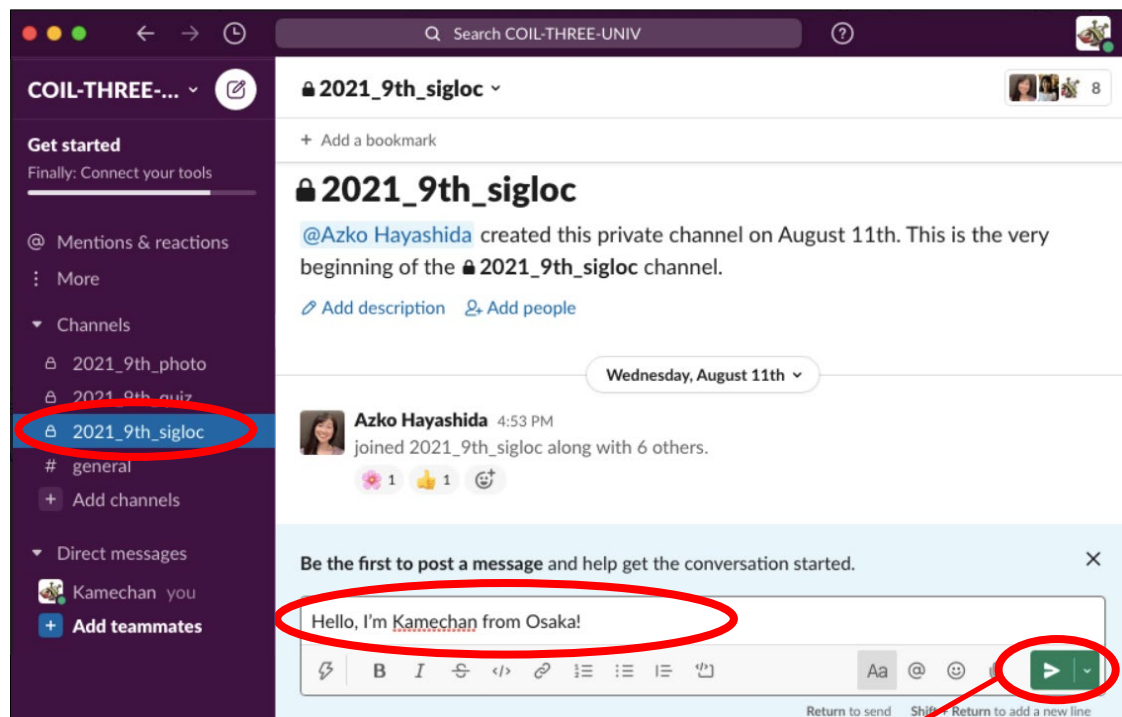
You will find several Channels here. Please note that the “#general” channel is for everyone including the past SIGLOC participants.

Now let's go to the “2022\_11th\_sigloc” channel.



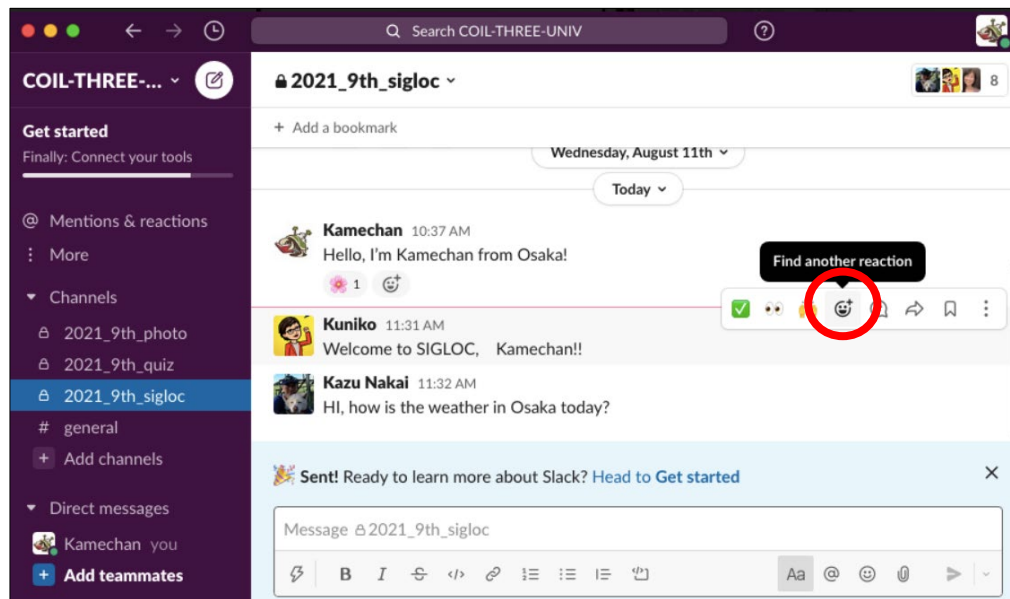
### Practice

Please **write message to everyone on the “2022\_11th\_sigloc” channel** to let them know that you have successfully accessed Slack!



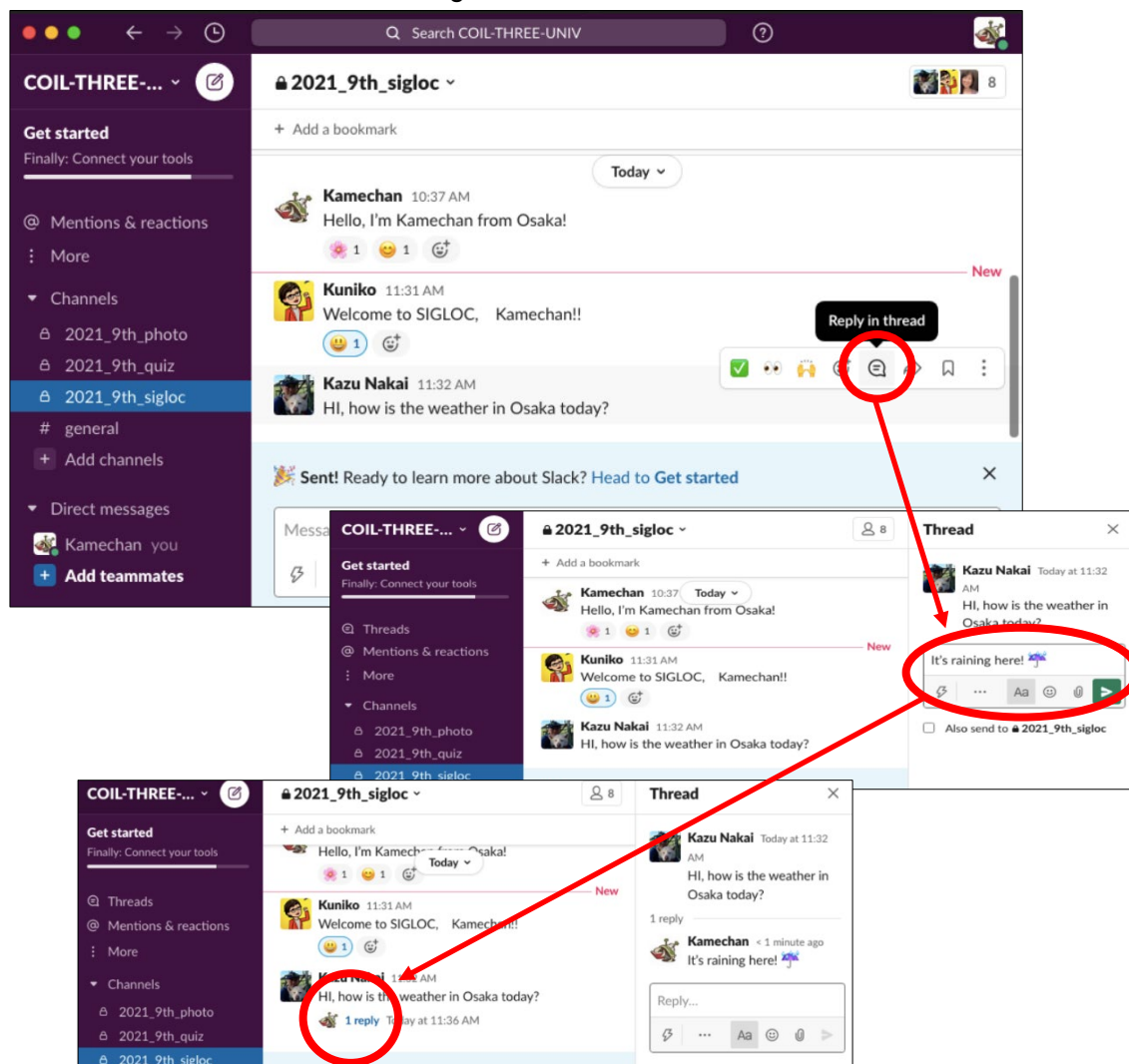
10

If you want to reply to a message by posting icons, place your cursor on the message and click the “icon mark” and choose an icon you like.



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If you want to reply to a message by writing texts, place your cursor on the message and click the “thread mark” to write something.





Please do not forget to announce the correct answer by the end of the program!

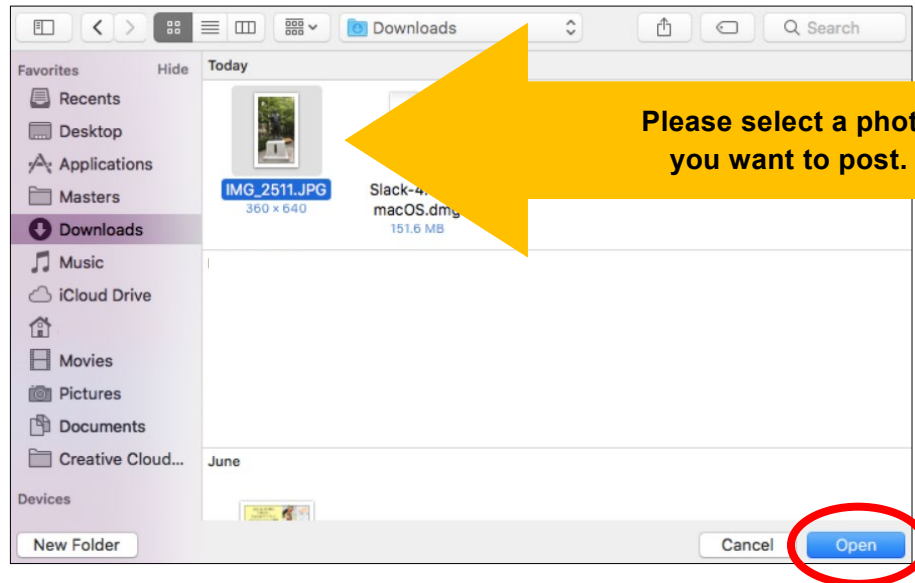


13

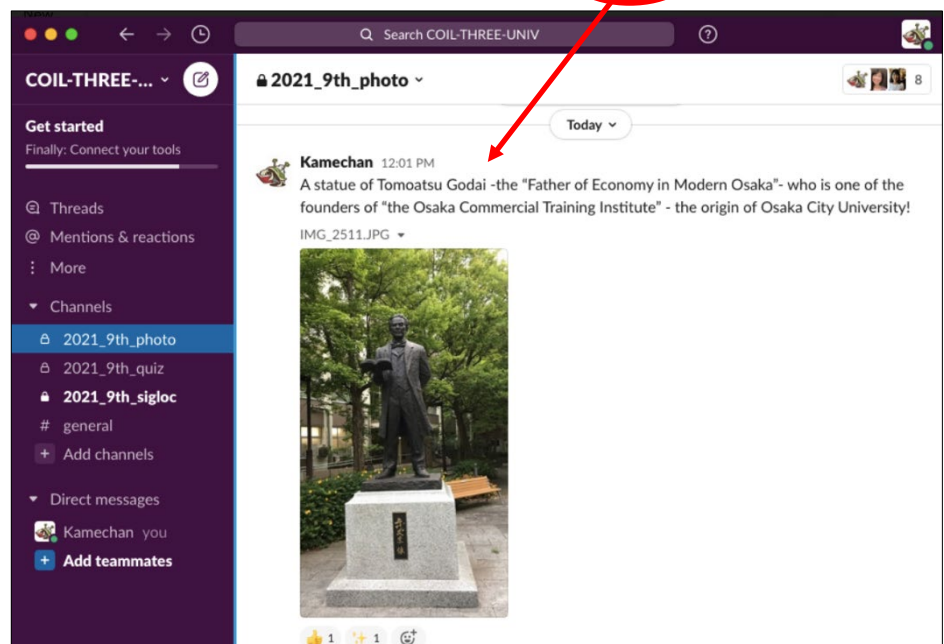
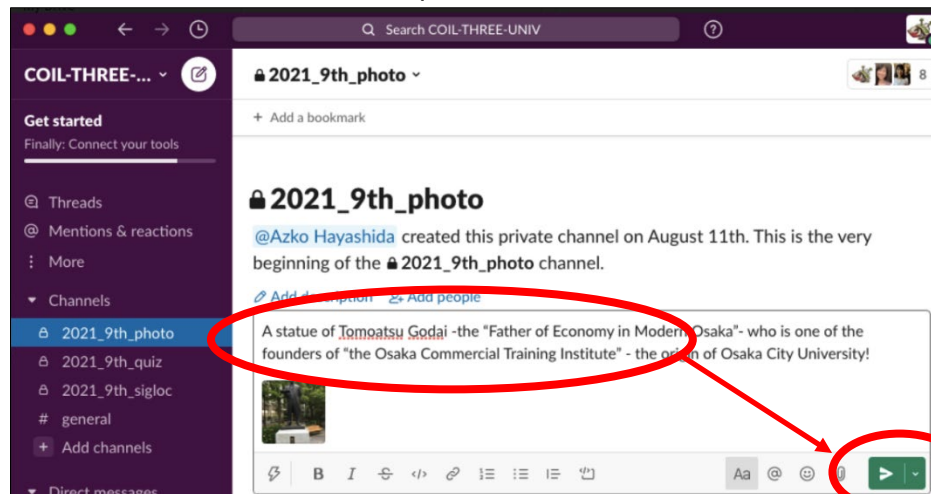
Click the “clip” icon to choose a photo from your folder.



14 Select a photo you want to post.



15 Write some comments about the photo.



If you have any questions, please feel free to ask the OMU staff!

[gr-las-coil@omu.ac.jp](mailto:gr-las-coil@omu.ac.jp)