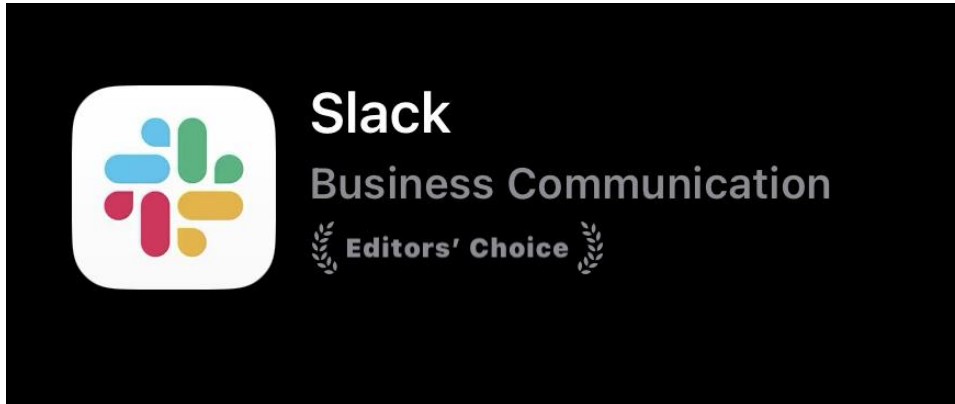


*(You have been added to slack once you receive an email from slack asking you to join Tembo Hospitality Group)*

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**Step 1:** Download on your phone from the app store



**Step 2:** In your profile add you first and last name, email address, phone number and a current selfie

Step 3: Turn on Notifications – On phone app located in bottom right-hand corner click on **You, Notifications, All new messages**

You will be added to your **work site channel, blr\_I\_have\_a\_question** and **#becm\_announcements**

- Your **work area channel** is for communication within your team on anything work related that might need the attention of the whole group. This is where your schedule will be posted by your supervisor as well as any weekly agendas or activities happening around property.
- **Blr\_I\_have\_a\_question** group includes all seasonal staff. At any time, you have a question regarding anything you can post it there, and a quick reply will follow. Questions could be: Do we have any trail maps for hikes outside of property or what time does the driving range close on Thursday? It's best to have the right answer to give to members and guests than the wrong answer if you are unsure of the answer, ask!
- **#becm\_announcements** is a channel for the entire property. Shout outs from General Manager, announcements about weather, if an event is cancelled, etc.

**How to respond in Slack:**

- Anytime you are posting, it is best practice to @ the person who you intend the message going to, this way it notifies them. And would look like this @hannah
- If the message needs to go to the whole group, you can @here which will notify everyone.

- If your message needs editing or deleting, you can do that by clicking on the message and clicking on the 3 dots for “more actions” this will allow you to edit your message.
- If you receive a message, give a thumbs up to that message so people will know you saw it.

### **Features in Slack:**

- You can set your status to: In a meeting, Commuting, Out Sick, Vacationing and Working remotely. If you are on vacation, please set your status as such.
- You can send yourself messages for a to-do list or make notes. (Click on messages and type your name in.)
- If you click on mentions this will be on the threads that someone has mentioned your name in.
- Search allows you to search for a message with key words or people.
- DM's is a direct message to someone and not in a group. For example, if you only need to tell 1 person something you can send it in a DM instead of the whole group thread.