



This Quick Reference Guide will explain how to:

Access Slack

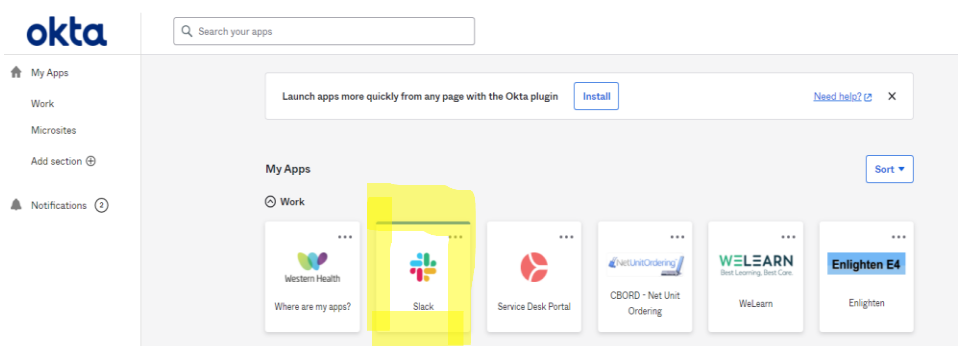
Definitions:

Slack – A Slack workspace is a space you share with other members to communicate and get work done.

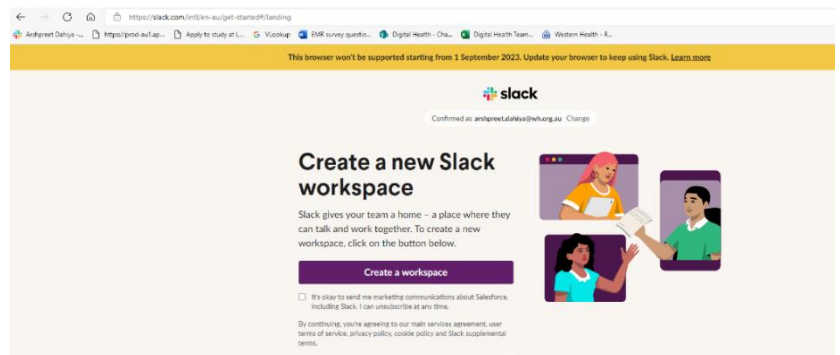
Step 1. Access Slack via one of the two options

Option 1: Access via Okta

1. Go to [My Apps Dashboard | WesternHealth \(wh.org.au\)](#)
2. Click on Slack App



Option 2: If unable to locate Slack App on My Apps Dashboard, go to <https://slack.com/Log in | Slack>



Step 2. Register Yourself with a Slack WH Account

1. You will be welcomed with the screen requesting your work email address.
2. Please add your WH work email address.



First of all, enter your email address

We suggest using the email address that you use at work.

Continue



3. You will be sent a code to your WH email address.

Check your email for a code

We've sent a 6-character code to arshpreet.dahiya@wh.org.au. The code expires shortly, so please enter it soon.

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4. Enter the code from your WH work email

Confirm your email address

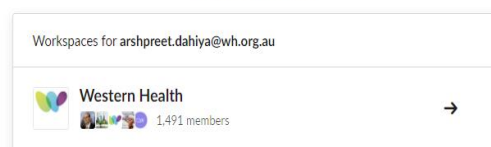
Your confirmation code is below – enter it in your open browser window and we'll help you to sign in.



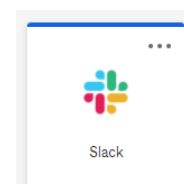
If you haven't requested this email, there's nothing to worry about – you can safely ignore it.

5. Please join the Western Health workspace

Open a workspace



6. You can now message colleagues and join channels

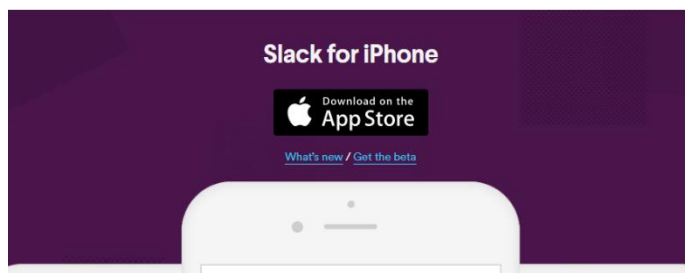


Great Job! You are on Slack now!

Step 3. Consider Downloading Slack on Your Preferred Device by Following the Step Below

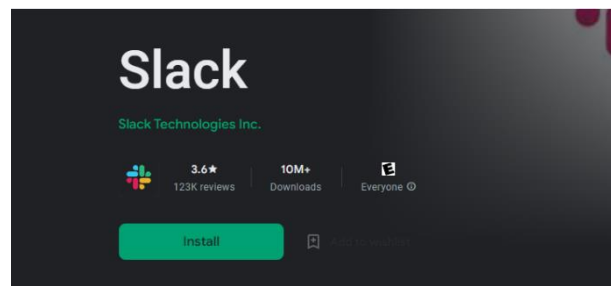
Note: This process is one time only, you do not need to repeat these steps again to login to your phone

- iOS (available from AppStore)

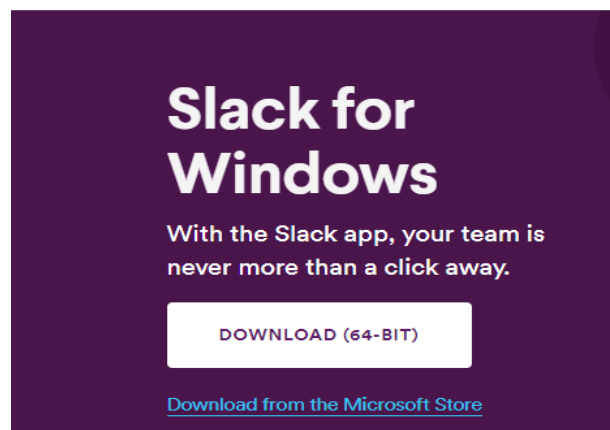




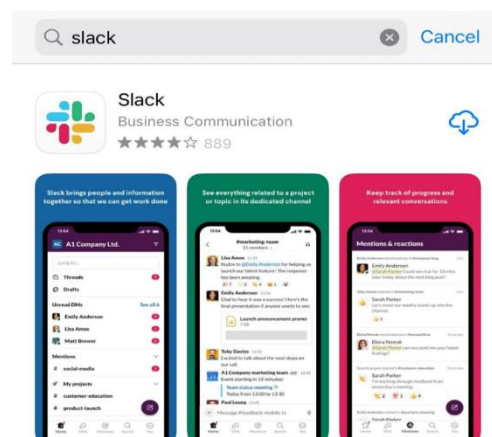
- Android (available from PlayStore)



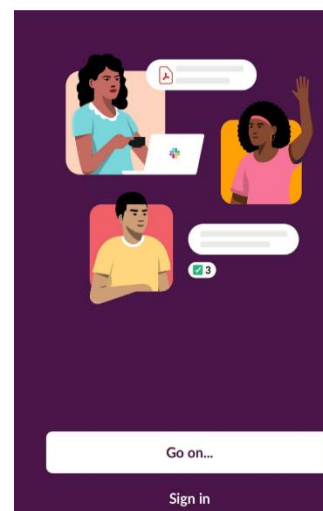
- Windows Phone (Available from PlayStore)



1. Search Slack in relevant App Store as per your device

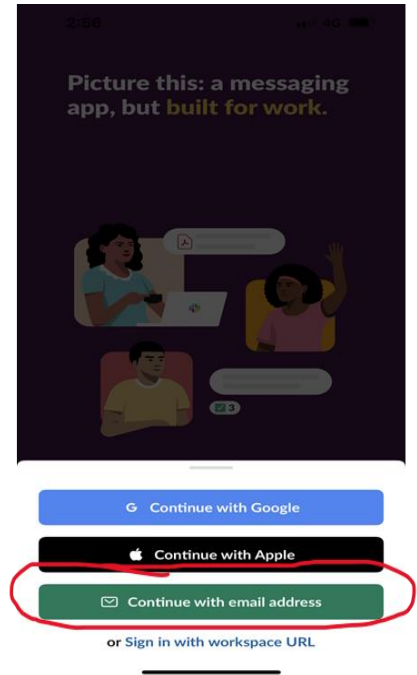


2. After downloading it on your device, you will be welcomed with this screen

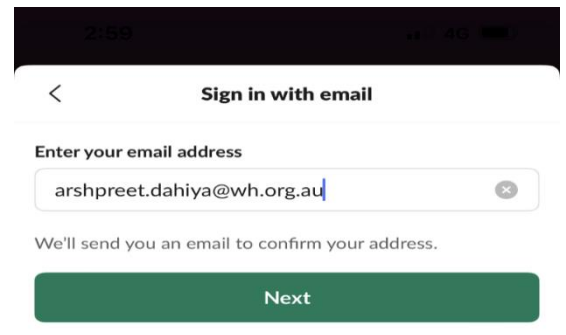




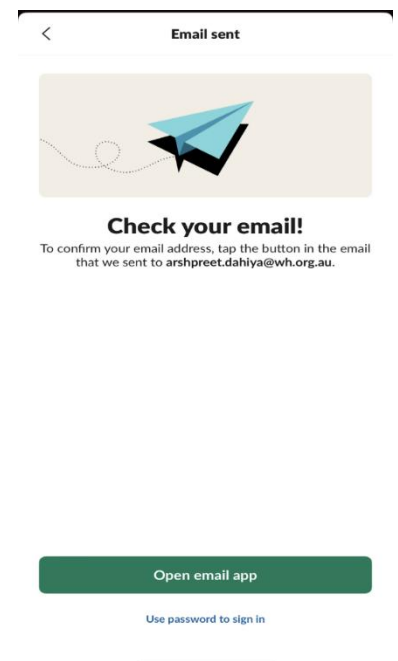
3. Choose the option 'Continue with email address'



4. Type in your Western Health email address



5. Check your Western Health email address for the Sign in Link





- 6. You will be sent an email to WH email address. Click on “Confirm Email Address”

Confirm your email address to get started on Slack

Once you've confirmed that arshpreet.dahiya@wh.org.au is your email address, we'll help you find your Slack workspaces or create a new one.

📱 From your mobile device, tap the button below to confirm:

CONFIRM EMAIL ADDRESS

- 7. Sign in using Okta with your WH password. Once you are logged in, Slack is all ready to go on your device.

