

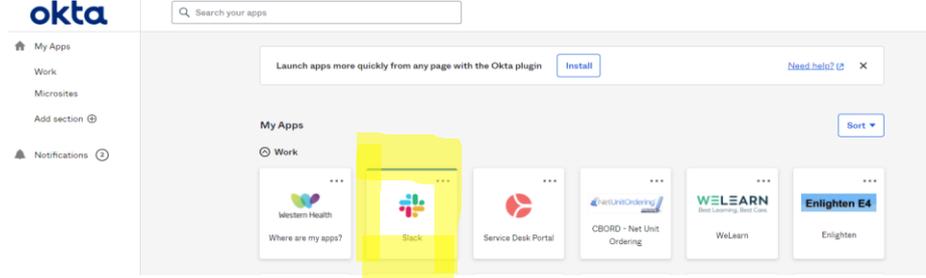


EMR Quick Reference Guide

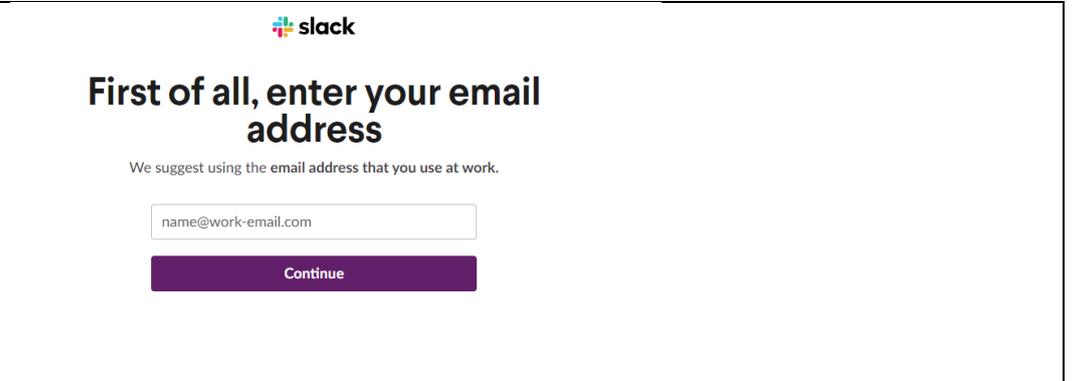
EMR Access and Set-Up – Using Slack

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:

<p>Option 1</p> <p>Access via Okta</p> <p>Go to My Apps Dashboard WesternHealth (wh.org.au)</p> <p>Click on Slack App</p>	
<p>Option 2</p> <p>Log in Slack</p> <p>If unable to locate Slack App on My Apps Dashboard, go to https://slack.com/</p>	

Step 2. Register yourself onto Slack WH account

<p>You will be welcomed with the screen requesting your work email address.</p> <p>Please add your WH work email address.</p>	
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You would 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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Enter the code from your WH work email

Confirm your email address

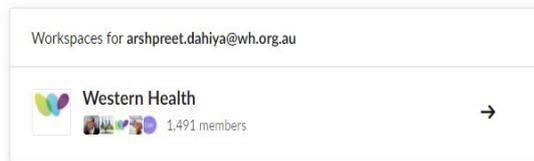
Your confirmation code is below – enter it in your open browser window and we'll help you to sign in.



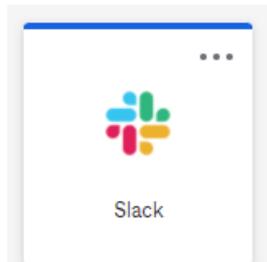
If you haven't requested this email, there's nothing to worry about – you can safely ignore it.

Please join the Western Health workspace

Open a workspace



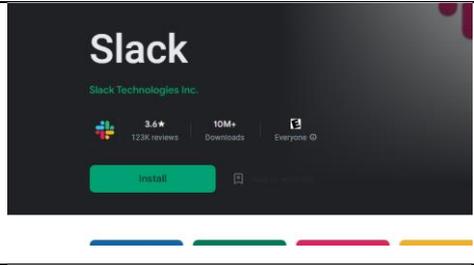
You can now message colleagues and join channels

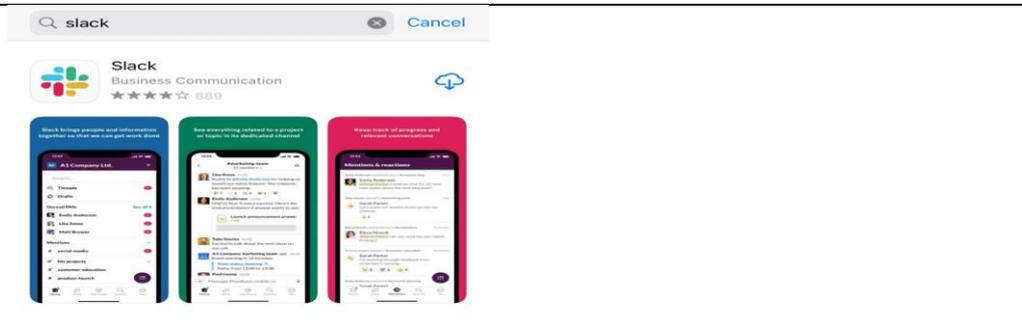
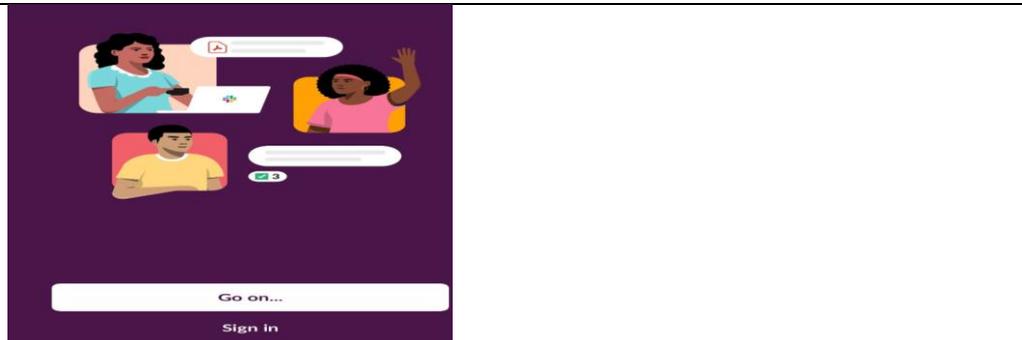
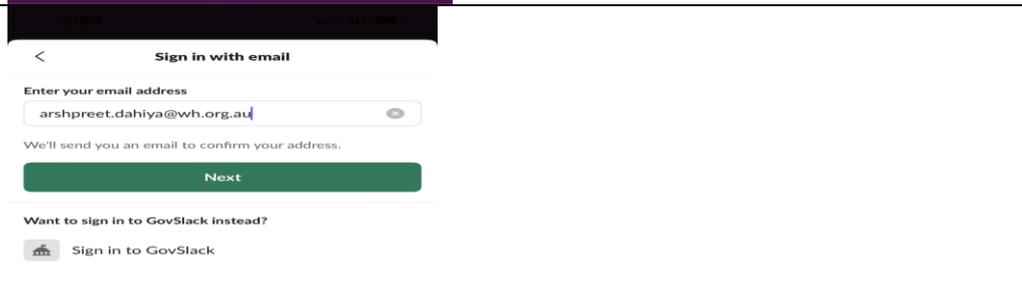


Great Job! You are on Slack now!

Step 3. Consider downloading Slack on your preferred device by following the steps below.

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

<p>iOS (available from AppStore)</p>		
<p>Android (available from PlayStore)</p>		
<p>Windows Phone (available from PlayStore)</p>		

<p>Step 3.1- Search Slack in relevant App store as per your device</p>	
<p>Step 3.2- After downloading it on your device, you will be welcomed with this screen</p>	
<p>Step 3.4- Type in your Western Health email address</p>	

<p>Step 3.5- Check your Western health email address for the sign in link</p>	
<p>Step 3.6- You will be sent an email to WH email address, click on 'Confirm Email address'</p>	
<p>Step 3.7- Sign in Using Okta with your WH password. Once you are logged in, Slack is all ready to go on your device.</p>	