Slack – Setting Up Your Profile



Digital Health Quick Reference Guide

1. Add your role to Full Name

Updating your "Full Name" with your role at Western Health will help other clinicians find you on Slack.

Your updated Name, including your role, will be visible to all clinicians on Slack.

- 1. Select the You tab in the bottom navigation bar.
- 2. Choose View profile.
- 3. Select Edit profile.

In the **Name** section, add your corresponding role at Western Health in the format:

"Site – Specialty – Team – Role" (where applicable)

For example, "Mary Smith (FH – IMSE – HMO)"

4. Press Save.

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2. Title

Updating your "Title" allows other clinicians to find out more about your position at Western Health.

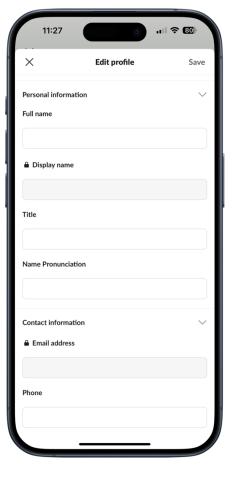
E.g., Head of Unit, Senior Medical Registrar, Advanced Trainee.

- 1. Select the You tab in the bottom navigation bar.
- 2. Choose View profile.
- 3. Select Edit profile.
- 4. In the Title section, enter your title.
- 5. Press Save.

3. Phone Coming soon

Updating your "Phone" number allows other clinicians to contact you via your preferred number. This can be your work number, pager, a shared "unit number", or your personal mobile number.

- 1. Select the You tab in the bottom navigation bar.
- 2. Choose View profile.
- 3. Select Edit profile.
- 4. Scroll down and expand the Contact information section.
- 5. Enter your preferred number in Phone.
- 6. Press Save.



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4. Profile Picture

To add or update your profile picture:

- 1. Select the You tab in the bottom navigation bar.
- 2. Choose View profile.
- 3. Select Edit profile.
- 4. Select Edit photo.
- 5. Follow the on-screen steps to upload a photo.

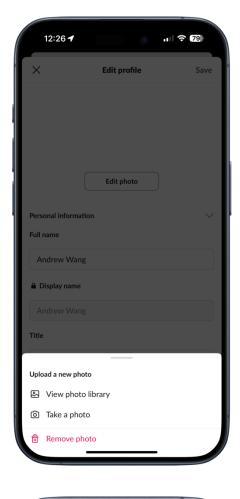
5. Status

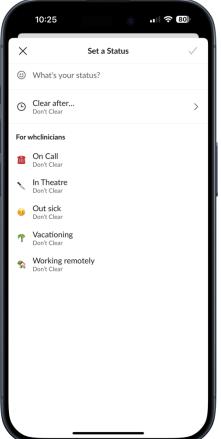
Updating your Slack "Status" is a way to convey your availability, whether you're On-Call, on leave, or available for communication.

It is important to note that the Western Health's rostering system is the source of truth for On-Call status. Slack serves as a supplementary tool.

To set your status:

- 1. Select the You at bottom of the screen.
- 2. Choose View profile.
- 3. Select Set a status.
- Choose a status from the available options (e.g., "On Call", "On Sick Leave") or create a custom status.
- 5. You can also set an expiration time for your status. Update it regularly to allow clinicians to contact you at the appropriate time.







6. Availability

Slack automatically marks you as "Active" when the app is open on your desktop or mobile device. If there's no activity on your desktop for ten minutes or if you navigate away or close the app on your mobile device, Slack will set you to "Away".

You also have the option to manually set yourself as "Away".

Away Image: What's your status? Image: Pause notifications Image: Pause notifications Image: Set yourself as active Image: Invitations to connect Image: View profile Image: Notifications Image: Notifications Image: Preferences

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You

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All new me	essages	~
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Nothing		
Notify Me	e on Mobile As soon as I'm	n inactive >
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7 Notifications and Preferences

- 1. Select the You at bottom of the screen.
- You can quick **Pause notifications** for a set period from this page.
- To further customise the notification preferences, choose Notifications.
- 4. Adjust your notification preferences for messages, mentions, and other activities.
- 5. Customise notification sounds and schedules as needed.

