Slack – Setting Up Your Profile

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.
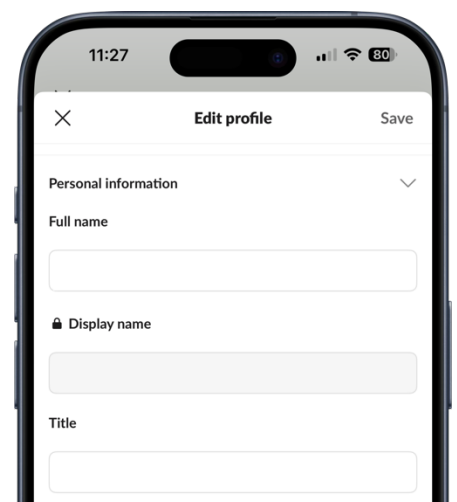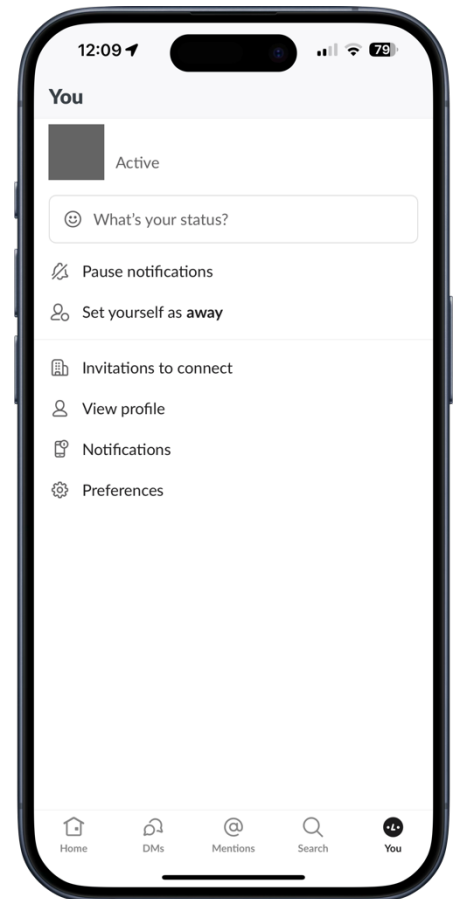2. Choose **View profile**.
3. Select **Edit profile**.
   In the **Name** section, add your corresponding role at Western Health in the format:

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

   For example, "Mary Smith (FH **–** IMSE – HMO)"
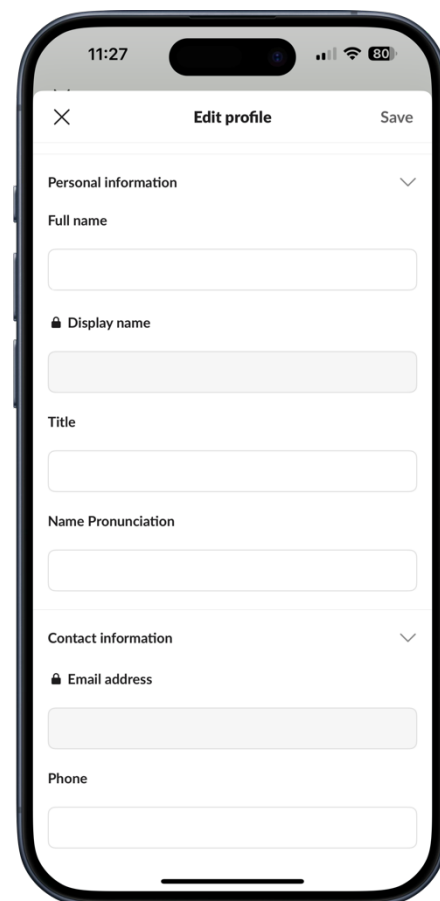
4. Press **Save**.

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**.

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.
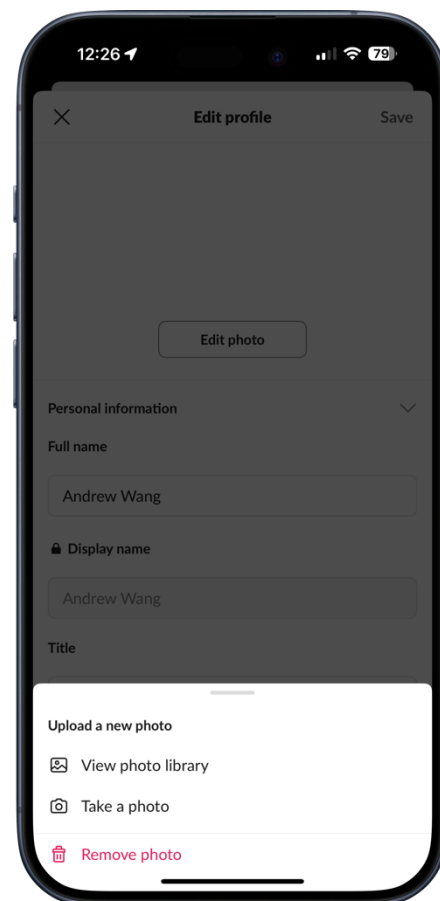
5. Status

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**.
4. 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.
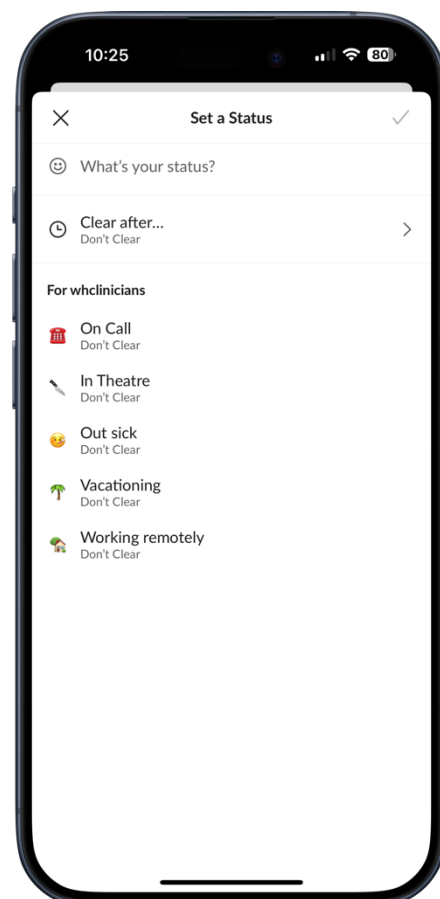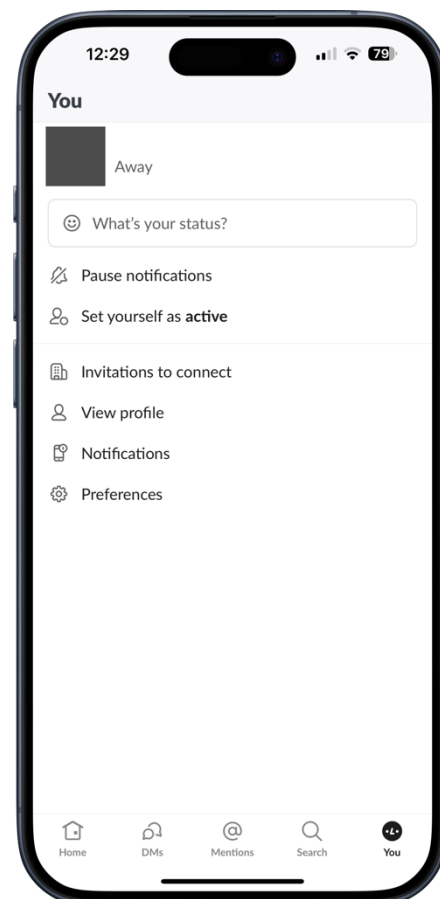
6. Availability

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".

7 Notifications and Preferences

1. Select the **You** at bottom of the screen.
2. You can quick **Pause notifications** for a set period from this page.
3. 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.