



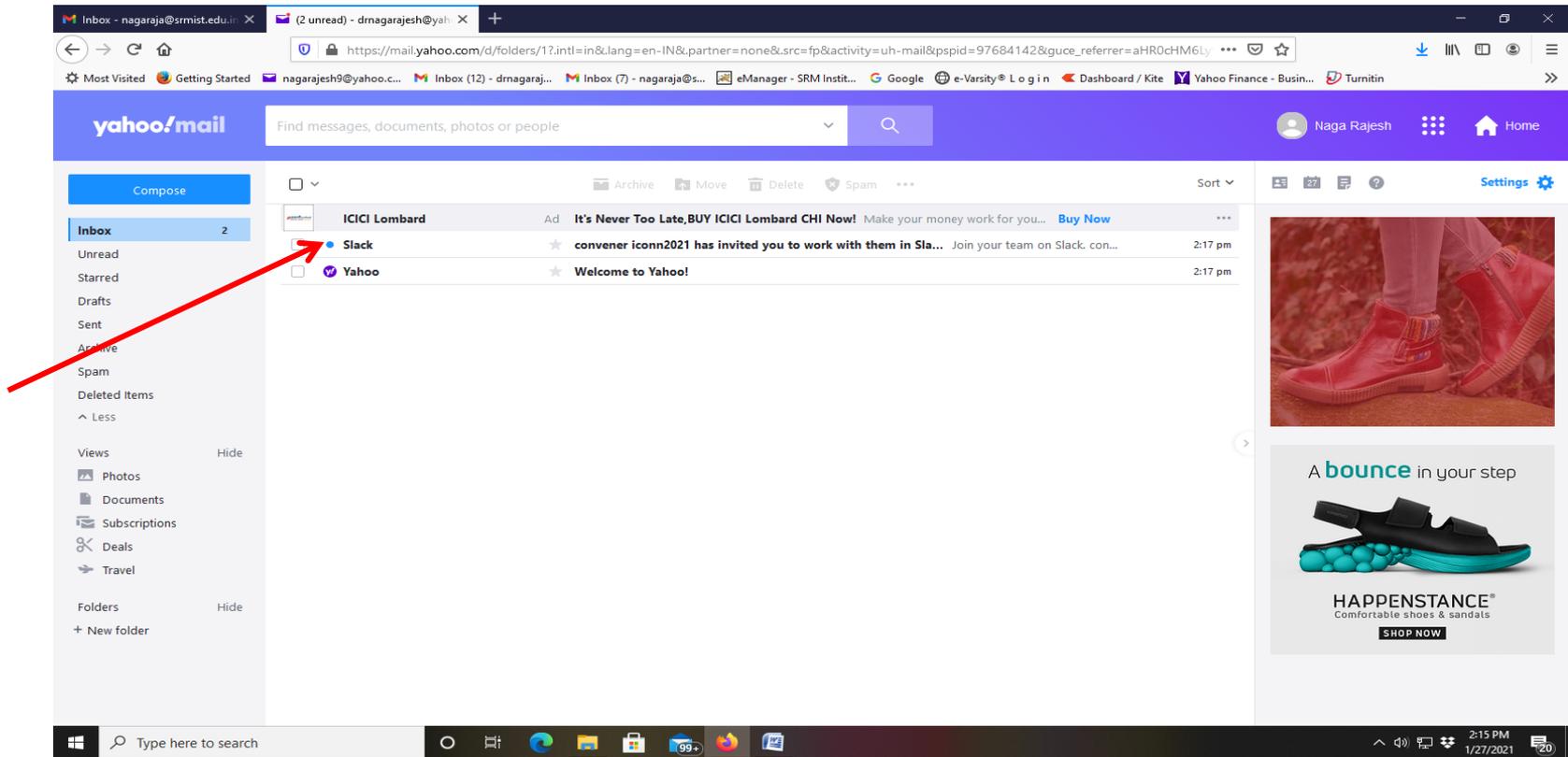
SRM
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act, 1956)



**ICONN-2021-Poster Presentation
Navigation guidelines for uploading
poster and sharing google meet link on
“Slack” platform**

How to join your slack channel through slack invitation email?

1. Check your inbox of the registered email id for the invitation from “convener iconn2021” to join your channel on slack workspace (**ex:postertrack1-iconn21**)



2. Click “Join now” button to continue...

The screenshot shows a web browser window displaying a Yahoo Mail inbox. The active email is an invitation to join a Slack workspace. The email content includes:

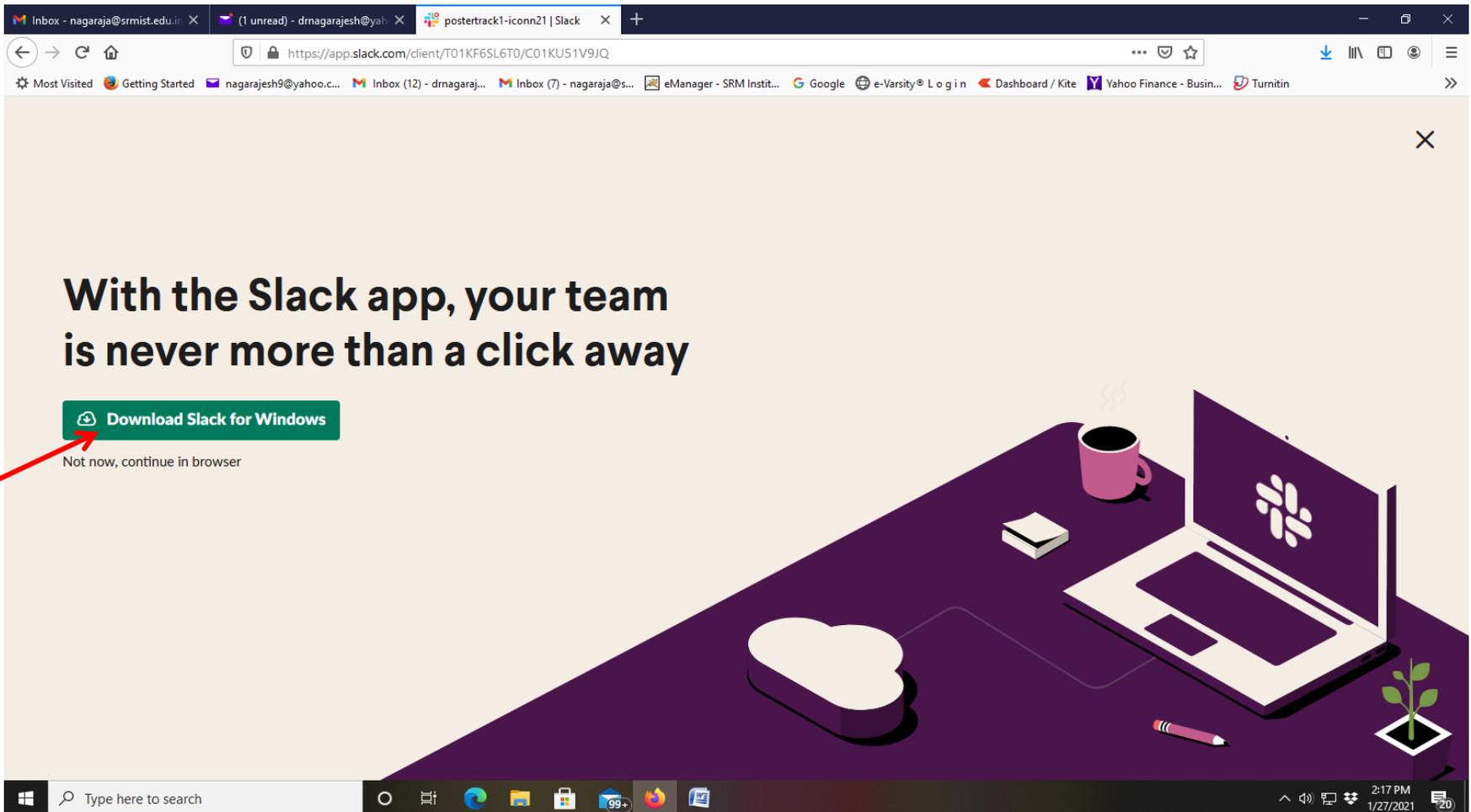
- Join your team on Slack**
- convener iconn2021 (postertrack1.iconn2021@gmail.com) has invited you to use Slack with them, in a workspace called postertrack1-iconn21.
- A central card for the workspace **postertrack1-iconn21** (postertrack1-iconn21.slack.com) with a purple **Join Now** button. A red arrow points to this button.
- Text below the card: **convener iconn2021 and 15 others have already joined**, followed by profile icons for C, R, A, A, M, K, and H.
- What is Slack?** Slack is a messaging app for teams, a place you can collaborate on projects and organize conversations — so you can work together, no matter where you are. [Learn more about Slack](#)

The interface also shows a left sidebar with folders (Inbox, Unread, Starred, Drafts, Sent, Archive, Spam, Deleted Items, Less, Views, Photos, Documents, Subscriptions, Deals, Travel, Folders, New folder) and a right sidebar with a Slack advertisement and a VAYA GoMask advertisement. The Windows taskbar at the bottom shows the search bar, system tray, and the date/time (2:16 PM, 1/27/2021).

3. You will be taken to webpage to join slack workspace (example here “**postertrack1-iconn21**”). Enter your Full name and password and click on “Create Account” button to create slack account.

The screenshot shows a web browser window with the URL <https://postertrack1-iconn21.slack.com/join/invite/enQtMTY4MDUwOTAwNDlyNy04Y2UxN2I3YjhmY2UwMTA4MDQwYjQ0OGVknzU2M2UzZjlk...>. The page features the Slack logo at the top, followed by the heading "Join postertrack1-iconn21 on Slack". Below the heading is a workspace icon with the letters 'C', 'N', and 'H' in purple, orange, and blue squares respectively. A message states "convener iconn2021 and 14 others have already joined". There are two main options: "Continue with Google" and a "Full name" input field containing "ANR". Below that is a "Password" input field with masked characters and a "Great" strength indicator. A prominent purple "Create Account" button is at the bottom, with a red arrow pointing to it from the bottom-left. At the very bottom, there is a checkbox for "It's okay to send me emails about Slack." and a link for "User Terms of Service - Privacy Policy".

4. After creation of slack account, you will be taken to webpage containing download link of the “slack”. Download slack by clicking on “Download Slack for Windows” button.



5. Save and run the “SlackSetup.exe” file

The screenshot shows a web browser window with the URL <https://app.slack.com/client/T01KF6SL6T0/C01KU51V9JQ>. The page content includes the heading "Done downloading? Next..." and three numbered instructions:

- 1 Open the file, by double-clicking it in your downloads folder.
- 2 Follow the instructions to install Slack to your computer.
- 3 After the app is installed: Connect your account by clicking the button below.

A green button labeled "Connect Account" is visible. Below it, the text "Problems downloading? Try again" is present. An "Opening SlackSetup.exe" dialog box is overlaid on the page, containing the following text:

Opening SlackSetup.exe

You have chosen to open:

- SlackSetup.exe
- which is: exe File (81.0 MB)
- from: <https://downloads.slack-edge.com>

Would you like to save this file?

The dialog box has two buttons: "Save File" and "Cancel". A red arrow points from the "Save File" button in the dialog box to the "Connect Account" button on the page.

The browser's address bar shows the URL <https://postertrack1-iconn21.slack.com/ssb/download-win64>. The Windows taskbar at the bottom shows the time as 2:17 PM on 1/27/2021.

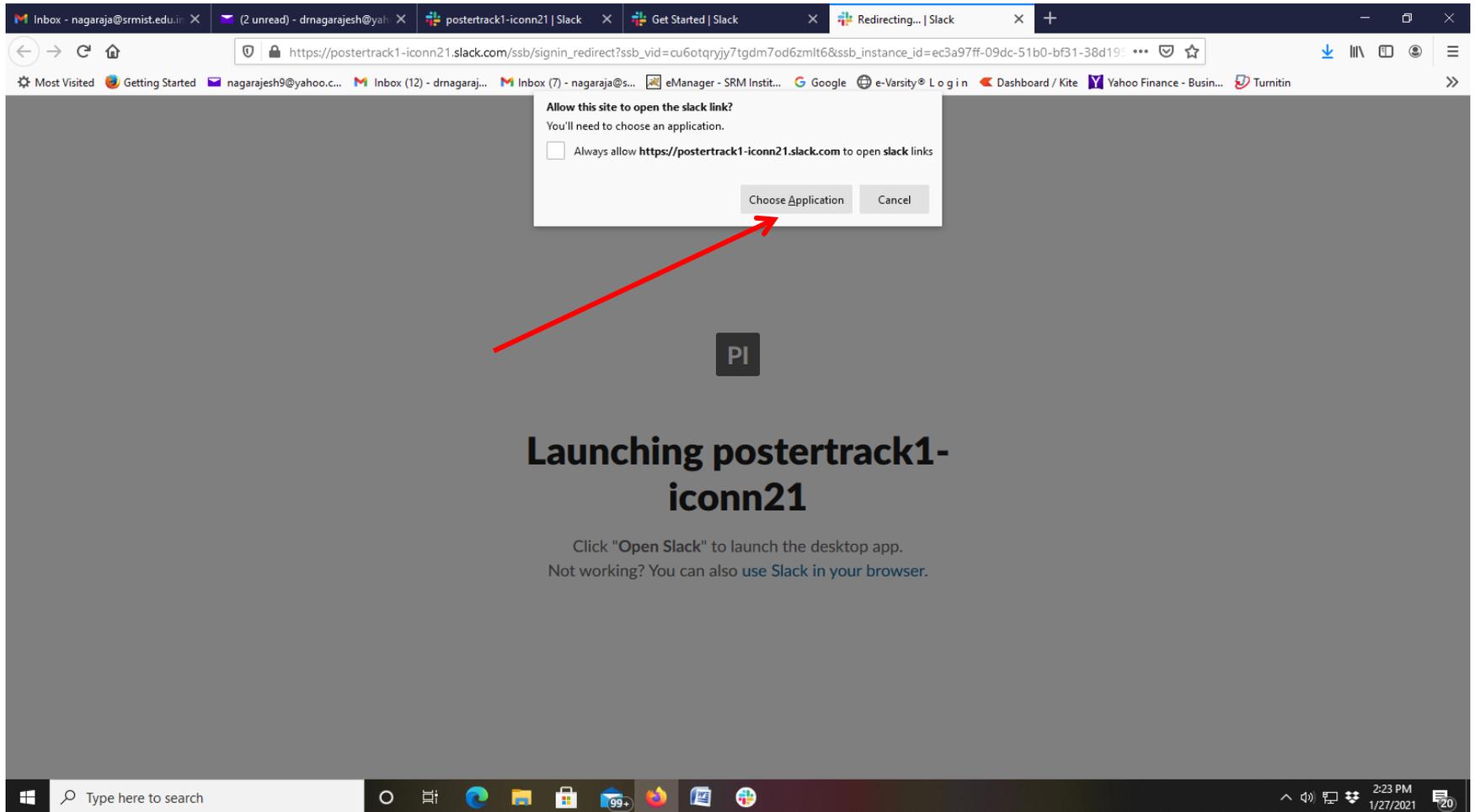
6. Slack Application window will be opened. Click on “Sign In to Slack”

The image shows a Windows desktop environment. On the left, a File Explorer window is open to the 'Downloads' folder, displaying a list of files and folders. Overlaid on top of this is a 'Sign in | Slack' window. The Slack window has a dark purple background with the Slack logo at the top left. The main text reads 'Slack brings the team together wherever you are' in white. Below this text is a prominent green button with the text 'Sign In to Slack' in white. A red arrow points from the bottom left towards this button. Underneath the main text, there is a smaller line of text: 'We'll take you to your web browser to sign in and then bring you back here.' At the bottom of the Slack window, it asks 'Is your team new to Slack? [Create a new workspace](#)'. The Windows taskbar is visible at the bottom, showing the search bar, task view button, and several application icons. The system tray on the right shows the time as 2:19 PM on 1/27/2021.

7. You will be taken to “Sign in to Slack” webpage. At the bottom of the webpage, you will find workspace name which you have already joined (**ex:postertrack1-iconn21**). Click “open” button on the workspace title.

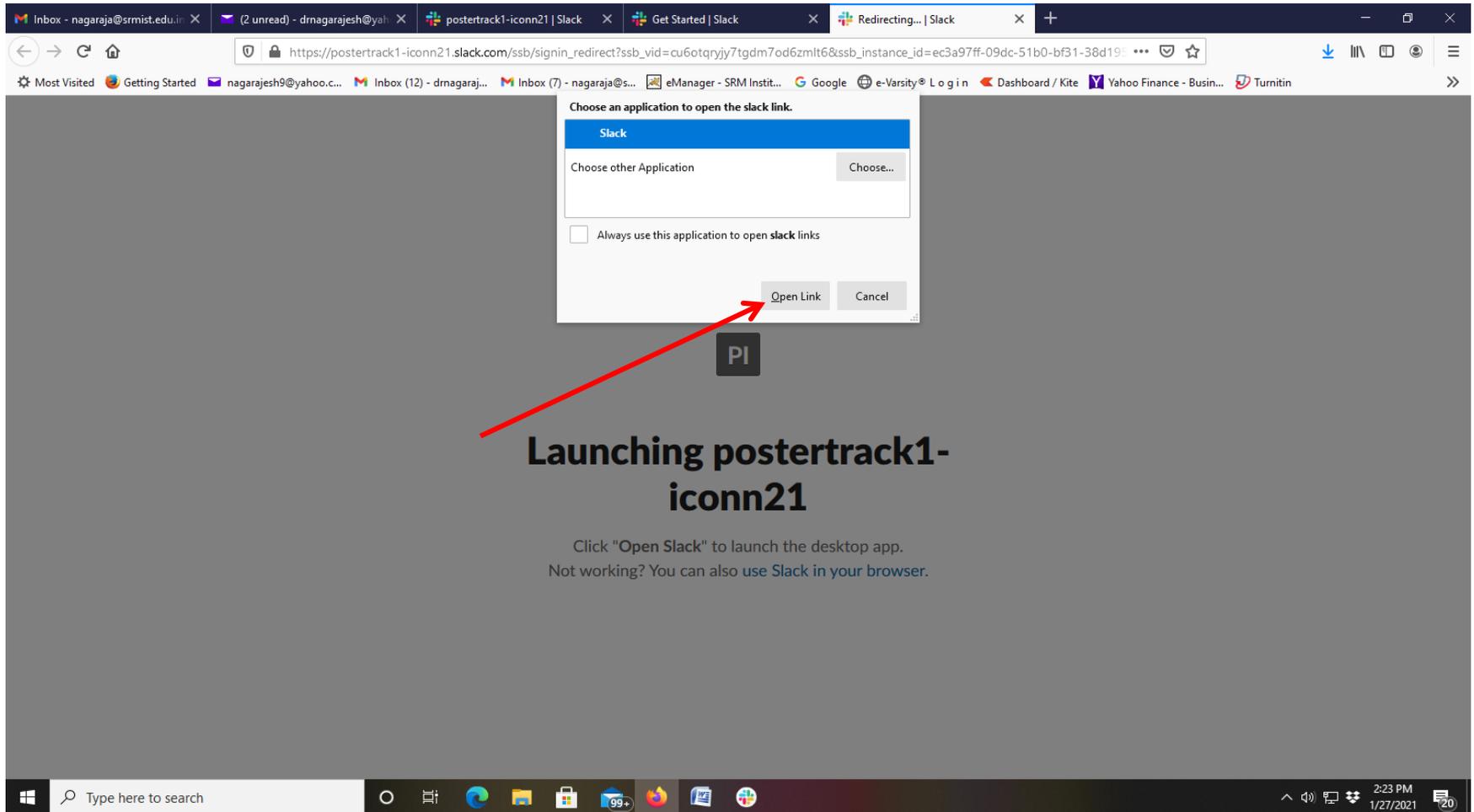
The screenshot shows a web browser window with the URL https://app.slack.com/ssb/signin?ssb_vid=cu6otqryjy7tgd7od6zmlt6&ssb_instance_id=ec3a97ff-09dc-51b0-bf31-38d1959f6755&v=4.12.2#/signin. The page title is "Sign in to Slack". Below the title, it says "Continue with the Google account or email address you use to sign in." There are two main options: "Continue with Google" and "Sign In with Email". The "Sign In with Email" option is selected, and a text box contains "name@work-email.com". Below this, there is a note: "We'll email you a magic code for a password-free sign in. Or you can [sign in manually instead](#)." At the bottom, under "You're already signed in to...", there is a list of workspaces. The first workspace is "postertrack1-iconn21" with the domain "postertrack1-iconn21.slack.com". To the right of this workspace name is an "Open" button, which is highlighted by a red arrow. The browser's taskbar at the bottom shows the Windows logo, a search bar, and several application icons. The system tray in the bottom right corner shows the time as 2:19 PM on 1/27/2021.

8. You will be directed to choose the application. Click on “Choose Application”



The screenshot shows a web browser window with the URL `https://postertrack1-iconn21.slack.com/ssb/signin_redirect?ssb_vid=cu6otqryjy7tgd6zmlt6&ssb_instance_id=ec3a97ff-09dc-51b0-bf31-38d19`. A dialog box is displayed in the center of the page, asking for permission to open a Slack link. The dialog text reads: "Allow this site to open the slack link? You'll need to choose an application." Below this text is a checkbox labeled "Always allow https://postertrack1-iconn21.slack.com to open slack links", which is currently unchecked. At the bottom of the dialog are two buttons: "Choose Application" and "Cancel". A red arrow points from the bottom-left towards the "Choose Application" button. The background of the page is a dark gray with a large "PI" logo in the center. Below the logo, the text reads "Launching postertrack1-iconn21". Further down, it says "Click 'Open Slack' to launch the desktop app. Not working? You can also use Slack in your browser." The browser's address bar and tabs are visible at the top, and the Windows taskbar is at the bottom.

9. Select “Slack” and click on “Open Link”



The screenshot shows a web browser window with several tabs. The active tab is titled "Redirecting... | Slack" and displays a URL: https://postertrack1-icomm21.slack.com/ssb/signin_redirect?ssb_vid=cu6otqryjy7tgd7od6zmlt6&ssb_instance_id=ec3a97ff-09dc-51b0-bf31-38d195. A dialog box is open in the center of the browser, titled "Choose an application to open the slack link." The dialog box has a blue header with the word "Slack" and a "Choose other Application" button with a "Choose..." dropdown. Below this, there is a checkbox labeled "Always use this application to open slack links" which is currently unchecked. At the bottom of the dialog box, there are two buttons: "Open Link" and "Cancel". A red arrow points from the "Open Link" button to the text "Launching postertrack1-icomm21" below the dialog box. The text "Launching postertrack1-icomm21" is in a large, bold, black font. Below this text, there is a smaller line of text: "Click 'Open Slack' to launch the desktop app. Not working? You can also use Slack in your browser." The Windows taskbar is visible at the bottom of the screen, showing the search bar and several application icons.

Launching postertrack1-icomm21

Click "Open Slack" to launch the desktop app.
Not working? You can also use Slack in your browser.

10. Your installed slack application will be opened”

The screenshot displays the Slack desktop application interface. The top navigation bar includes a search bar with the text "Search postertrack1-iconn21" and a user profile icon. The left sidebar shows the workspace "postertrack1-iconn21" with a list of channels: "announcements" and "cp-1-rajesh" (the active channel). Below the channels are "Direct messages" including "ANR you" and an "Add teammates" button.

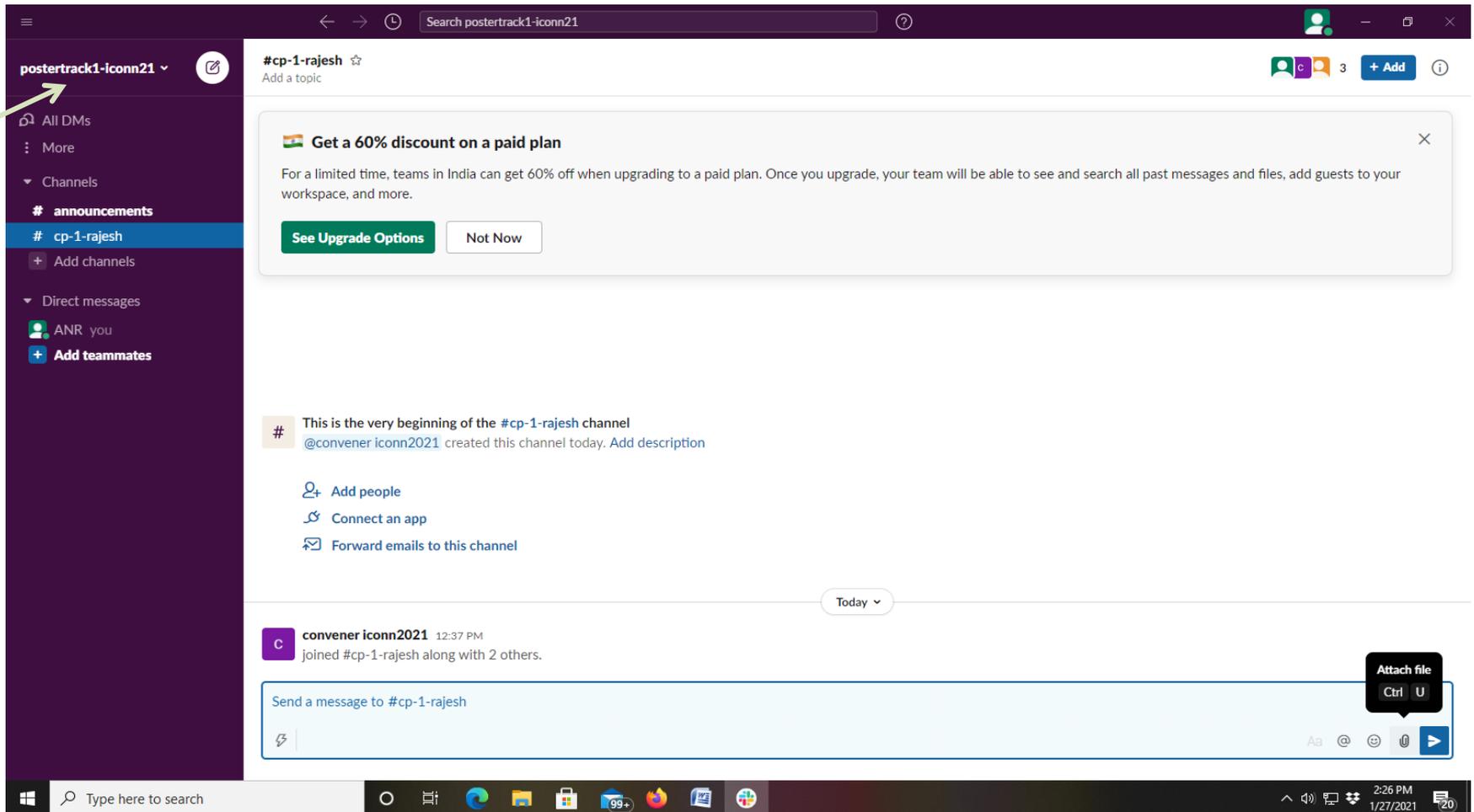
The main content area shows the channel "#cp-1-rajesh" with a "Add a topic" prompt. A promotional banner for a 60% discount on a paid plan is visible, with "See Upgrade Options" and "Not Now" buttons. Below the banner, a system message states: "This is the very beginning of the #cp-1-rajesh channel @convener iconn2021 created this channel today. Add description". Actionable links include "Add people", "Connect an app", and "Forward emails to this channel". A "Today" separator is present.

A message from "convener iconn2021" at 12:37 PM says "joined #cp-1-rajesh along with 2 others." Below the message is a text input field with the placeholder "Send a message to #cp-1-rajesh" and a send button.

The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and the system tray with the date "1/27/2021" and time "2:23 PM".

How to upload your one page poster in your assigned Slack Channel

1. After logging in your Slack application , please confirm yourself that you are in assigned workspace (**ex:postertrack1-iconn21**), as pointed with arrow in the below figure



2. After logging in your respective workspace (ex:postertrack1-iconn21), click on “More” on the left pane

The screenshot displays the Microsoft Teams interface for a workspace named 'postertrack1-iconn21'. The left-hand navigation pane is visible, with the 'More' option highlighted by a green arrow. The main content area shows a channel named '#cp-1-rajesh'. At the top of the channel, there is a promotional banner for a 60% discount on a paid plan. Below the banner, a message from the channel creator, '@convener iconn2021', states: 'This is the very beginning of the #cp-1-rajesh channel'. Below this message are options to 'Add people', 'Connect an app', and 'Forward emails to this channel'. A 'Today' separator is visible. At the bottom, a message from 'convener iconn2021' indicates they joined the channel at 12:37 PM. The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

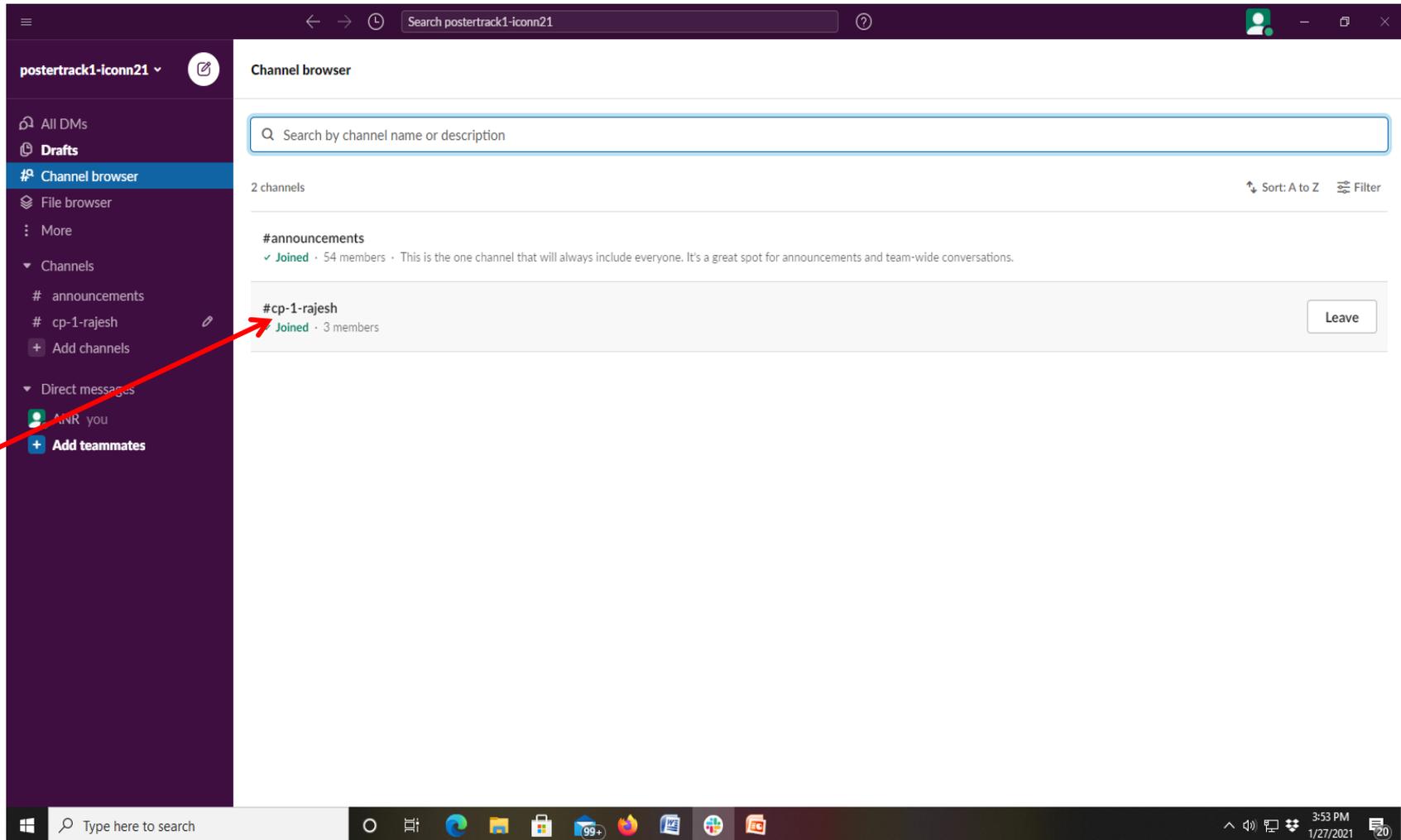
3. Then, click on “Channel browser”

The screenshot displays a Slack workspace interface. The top navigation bar shows the workspace name "postertrack1-iconn21" and a search bar containing "postertrack1-iconn21". The main content area is the "#announcements" channel, which includes a notification for a 60% discount on a paid plan and a message from "convener iconn2021" at 9:02 AM. The message content is "Please upload any sample poster and paste your self scheduled google meet link at 12.30 PM" and includes a PDF attachment titled "36x48_Vertical_Templatev12.pdf" (10 kB). The PDF preview shows a research study template with fields for "Logo", "Title of the Research Study", "PEOPLE WHO DID THE STUDY", "AFFILIATION", "Introduction", and "Results".

A context menu is open over the left sidebar, listing navigation options: "All unreads" (Ctrl+Shift+A), "Mentions & reactions" (Ctrl+Shift+M), "Saved items" (Ctrl+Shift+S), "Channel browser" (Ctrl+Shift+L), "People & user groups" (Ctrl+Shift+E), and "Apps". A red arrow points to the "Channel browser" option. The "Channel browser" option is highlighted in blue in the sidebar.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the time "3:52 PM" and date "1/27/2021".

4. Click your assigned channel (ex:cp-1-rajesh) to enter the channel



5. To upload the poster in the channel, click on “Attach file” icon and upload

The screenshot displays the Microsoft Teams interface for a channel named "#cp-1-rajesh". The left sidebar shows the channel list with "#cp-1-rajesh" selected. The main content area features a promotional banner for a 60% discount on a paid plan, followed by a system message: "# This is the very beginning of the #cp-1-rajesh channel @convener iconn2021 created this channel today. Add description". Below this, there are options to "Add people", "Connect an app", and "Forward emails to this channel". A "Today" separator is visible. At the bottom, a message input area contains the text "Send a message to #cp-1-rajesh". The input area includes icons for attachments, voice, video, and emojis. A red arrow points to the attachment icon, which has a tooltip that reads "Attach file" and "Ctrl U". The Windows taskbar at the bottom shows the time as 2:26 PM on 1/27/2021.

6. After attaching the file, click “Send message” button

The screenshot displays a Microsoft Teams interface. On the left is a dark purple sidebar with navigation options: 'All DMs', 'More', 'Channels' (including '# announcements' and '# cp-1-rajesh'), and 'Direct messages' (including 'ANR you' and 'Add teammates'). The main area shows the '# cp-1-rajesh' channel. At the top, there's a search bar and a 'Search postertrack1-iconn21' query. Below the channel name, there's a promotional banner for a 60% discount on a paid plan, with buttons for 'See Upgrade Options' and 'Not Now'. A system message states: '# This is the very beginning of the #cp-1-rajesh channel @convener iconn2021 created this channel today. Add description'. Below this are options to 'Add people', 'Connect an app', and 'Forward emails to this channel'. A 'Today' separator is visible. A message from 'convener iconn2021' at 12:37 PM says 'joined #cp-1-rajesh along with 2 others.' At the bottom, there's a text input field with the placeholder 'Send a message to #cp-1-rajesh'. To the right of the input field is a 'Send message' button, which is highlighted by a red arrow. The Windows taskbar is visible at the bottom, showing the search bar and various application icons.

7. Your uploaded file preview will be available in your channel as shown below

The screenshot displays a Microsoft Teams interface. On the left is a dark purple sidebar with navigation options: 'All DMs', 'More', 'Channels' (with sub-items '# announcements', '# cp-1-rajesh', and '+ Add channels'), and 'Direct messages' (with sub-items 'ANR you' and '+ Add teammates'). The main area shows a channel named '#cp-1-rajesh' with a search bar at the top containing 'postertrack1-iconn21'. A promotional banner at the top offers a '60% discount on a paid plan' for teams in India, with buttons for 'See Upgrade Options' and 'Not Now'. Below this, a message from 'convener iconn2021' at 12:37 PM states they joined the channel. A subsequent message from 'ANR' at 2:30 PM is a PDF file named '36x48_Vertical_Templatev12.pdf' (10 kB). The preview shows a research study template with a title 'Title of the Research Study', subtitle 'PEOPLE WHO DID THE STUDY', and sections for 'Introduction' and 'Results'. A red arrow points from the left sidebar to the PDF preview. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

How to upload google meet link in your channel to have interaction with audience and evaluators

1. Click on “New meeting” in your gmail inbox

The screenshot shows a Gmail inbox interface. On the left sidebar, the 'Meet' section is expanded, showing a 'New meeting' button with a plus icon, which is highlighted by a yellow arrow. Below it is a 'Join a meeting' button. The main inbox area displays a list of emails, including promotional offers from Dell India, Quora Digest, and Flipkart, as well as official communications from Zerodha Broking Ltd and MPPSC. The top of the page shows the Gmail search bar and navigation icons. The browser's address bar shows the URL 'https://mail.google.com/mail/u/0/#inbox'. The Windows taskbar at the bottom indicates the time is 4:06 PM on 1/27/2021.

2. A window will pop-up containing the meeting link details (ex: meet.google.com/att-khsf-mbz). Copy the link

The screenshot shows a Gmail inbox interface. A pop-up window titled "Share your new meeting" is displayed over the inbox. The pop-up contains the following text:

Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

meet.google.com/att-khsf-mbz

Buttons: Send invite, Start now

A red arrow points to the copy icon next to the meeting link. The background shows a Gmail inbox with various emails, including one from Dell India and another from Quora Digest. The Windows taskbar is visible at the bottom of the screen.

3. Paste the google meet link in the chat box and click on “Send message” button

The screenshot shows a Microsoft Teams chat window for the channel "#cp-1-rajesh". At the top, there is a search bar with the text "Search postertrack1-iconn21". Below the search bar, there is a notification banner for a 60% discount on a paid plan. The chat history shows a message from "convener iconn2021" stating they joined the channel, followed by a message from "ANR" at 2:30 PM attaching a PDF file named "36x48_Vertical_Template12.pdf". The PDF preview shows a research study template with fields for "Logo", "Title of the Research Study", "PEOPLE WHO DID THE STUDY", "AFFILIATION", "Introduction", and "Results". In the chat input box at the bottom, the URL "meet.google.com/mxi-ymwz-dfl" is being typed. A red arrow points to the "Send" button (a green arrow icon) on the right side of the input box. The Windows taskbar is visible at the bottom of the screen.