Chat space guide

Introduction

Mattermost is an open source application for team collaboration. It runs on Astraea's server, so your conversations are securely stored and data protected. Confidentiality is guaranteed as not even system administrators can access your private conversations.

How to connect?

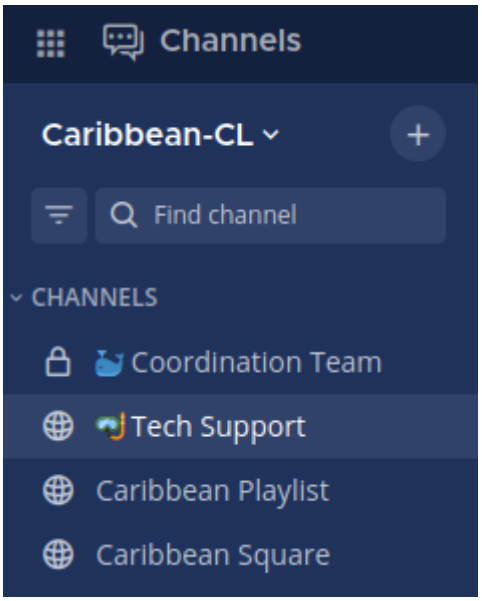
Simply click on **https://chat.commslabs.org** and enter your username and password.

> *If you have forgotten your username and password, you can reset it using your registered email address at files.commslabs.org*

To access Mattermost you can also use apps on your phone or desktop. Check available apps at mattermost.com/download/#mattermostApps and use server name **chat.commslabs.org** and same credentials when logging in.

Channels

Once you login you will see channels (and direct messages) in a sidebar on the left.



Direct messages

sidebar mattermost direct messages

Below the channels, you will see your direct messages. You can send a direct message to any person on the platform. You can send Direct messages to just one person or to multiple people at the same time.

Click on the `+` sign to start a new conversation.

write a direct message option

Select people you would like to contact and click on **Go**.

search usernames

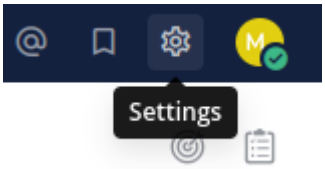
Notify users about the message

When you want to reference someone in a conversation use @ followed by their **username**, ie **@shivi**. That person will receive a notification and be informed about the conversation they are a part of. This feature is useful in cases when you have direct messages with multiple people but you want a certain person to be notified about the conversation.

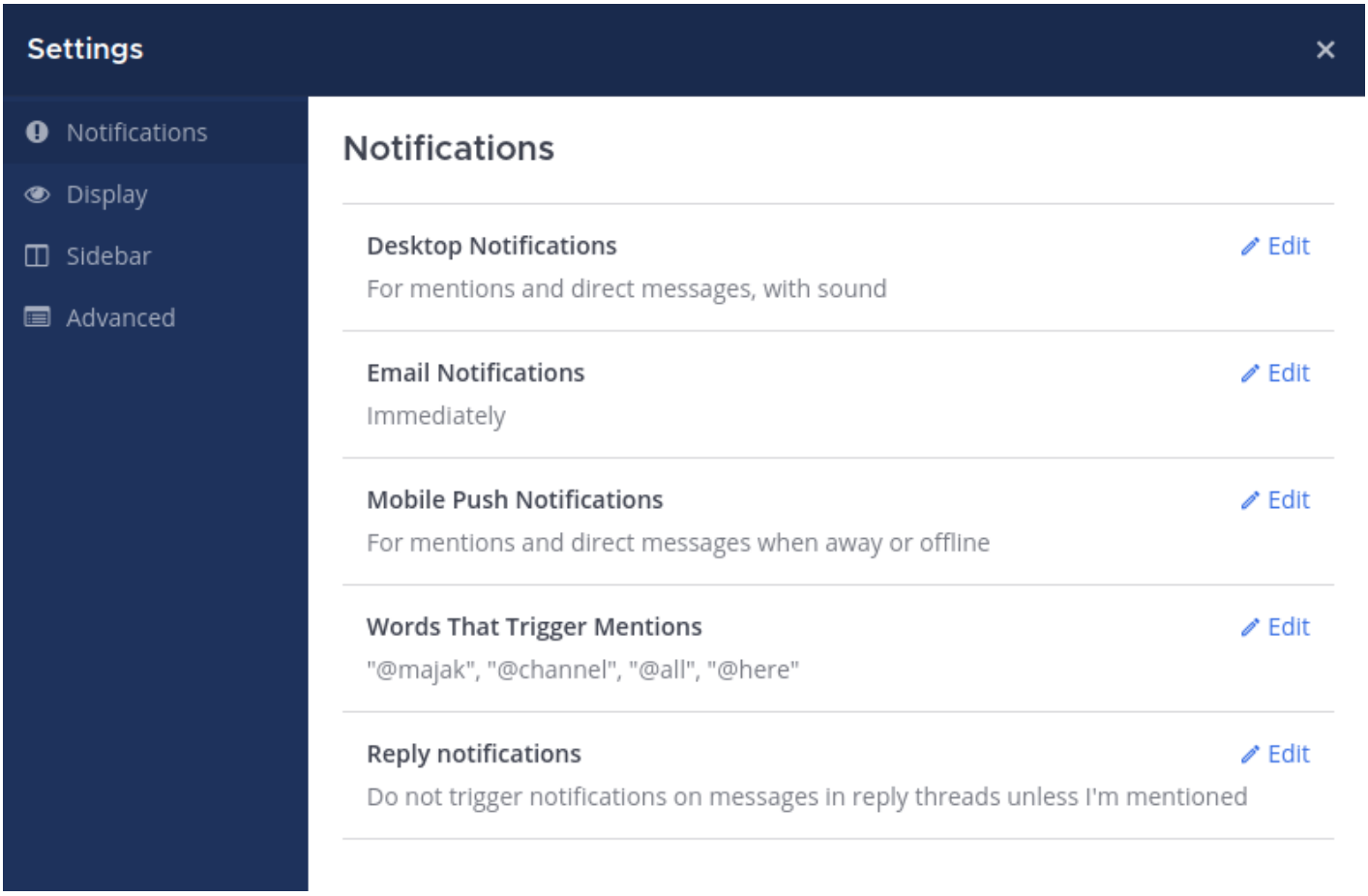
@all and **@channel** notifies everybody in the channel.

Setup notifications

If you would like to be notified about new messages, you can set up your notification preferences (with or without notification sounds). Click on gear icon next to your avatar.



In **Notifications tab** click on Edit next to Desktop Notifications, Email Notifications and Mobile Push Notifications and define your preferences.



Send a file

You can send a file by clicking on the **clip icon** , selecting the file and adding an optional message.



Are you curious about more capabilities of Mattermost? Check out:

- Official Mattermost guide

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