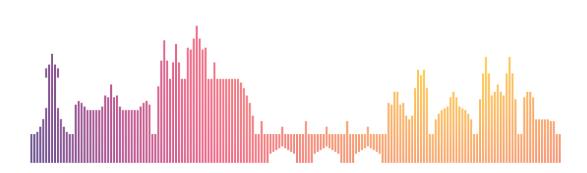
#### ICHEP 2020 | PRAGU F

40<sup>th</sup> INTERNATIONAL CONFERENCE **VIRTUAL** ON HIGH ENERGY PHYSICS **VIRTUAL** 

28 JULY - 6 AUGUST 2020

# Mattermost instructions

ICHEP2020 LOC



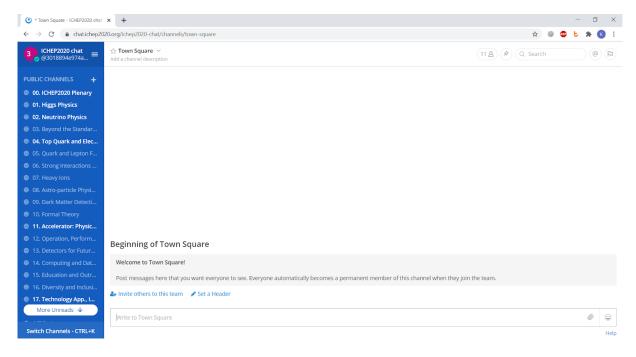
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#### 1 Joining the ICHEP2020 conference Mattermost chat

You can join the conference Mattermost team ICHEP2020 chat only using an invitation link.

- Please click on the invitation link you receive by e-mail.
- Please log in using CERN SSO, i.e., using the same CERN account you used for registration.
- You should be now member of **ICHEP2020 chat**. On the left you should now see a list of channels that you can scroll down.



### 2 Setting up your name

In case you have not set your full name during the CERN account registration, please make sure you set it in the Menu  $(\equiv) \rightarrow$  Account Settings.

🕑 * Town	Square - ICHEP2020 chat × +			
$\leftarrow \rightarrow$ (	C hat.ichep2020.org/ichep2020-chat/channels/town-squar			
3 ICH	IEP2020 chat O18894e974a ≡ ☆ Town Square ∨ Add a channel description			
PUBLIC	Account Settings			
⊕ 00. IC ⊕ 01. H	Invite People Add or invite people to the team			
<ul><li>● 02. N</li><li>● 03. B</li></ul>	View Members			
⊕ <b>04. T</b> ⊕ 05. C	Integrations Custom Emoji			
⊕ 06. S ⊕ 07. H ⊕ 08. A	Help Keyboard Shortcuts			
⊕ 09. D ⊕ 10. F	Report a Problem Download Apps About ICHEP2020 Chat			
● <b>11. A</b> ● 12. C	Log Out			
@ 13. Det	ng of Town Square			

Here you can also set how Mattermost should notify you in case of Mentions and Direct messages.

## **3** Joining channels

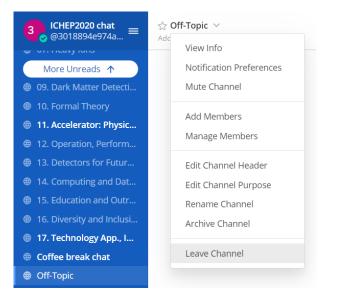
You are not a member of all available channels by default.

• Joining additional channels can be done using a direct link to these channels on Indico or by scrolling down the list of channels and clicking on 'More...'.

<b>3</b> ICHEP2020 chat @3018894e974a ≡	☆ <b>Town Square</b> ~ Add a channel description			
• • • • • • • • • • • • • • • • • • •		More Channels	Create Channel 🗙	
More Unreads 🔨				
09. Dark Matter Detecti		Search channels		
			[	
① 11. Accelerator: Physic		Posters 01. Higgs Physics	Join	
		Posters 02. Neutrino Physics	Join	
		Posters 03. Beyond the Standard Model	Join	
			_	
17. Technology App., I		Posters 04. Top Quark and Electroweak Physics	Join	
Coffee break chat				
		Posters 05. Quark and Lepton Flavour Physics	Join	
Posters - general discu			_	
	Beginning of Town Squa	Posters 06. Strong Interactions and Hadron Physics	Join	
	beginning of roundquu			
	Welcome to Town Square!	Posters 07. Heavy lons	Join	
	Post messages here that you wan			
	🛃 Invite others to this team 🛛 🖋 Se	Posters 08. Astro-particle Physics and Cosmology	Join	
	Write to Town Square			
Switch Channels - CTRL+K				

## 4 Leaving channels

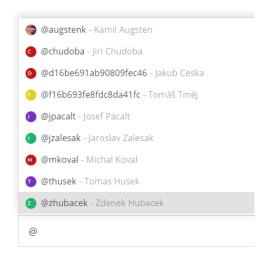
In case you are interested in some of the channels, you can leave them by going to that channel and using Menu (clicking on the 'v-shaped' arrow at the channel name) of that particular channel.



### 5 Mentions and Direct messages

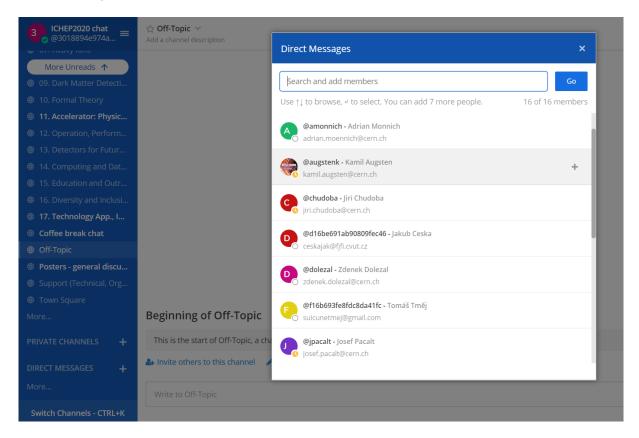
These features are used in case your post is meant for someone particular.

• For instance, if you have a question about a specific poster, you should address it to the right person (i.e., to the poster presenter) by typing @ and a few letters of the person's name.



• Please do not abuse special mentions unless really needed.

Note that 'Mentions' are visible to everyone in the channel. For more private discussion you can use 'Direct messages' located under the list of channels.



## 6 Support

In case you have problems accessing the ICHEP2020 Mattermost chat, you can contact us by e-mail: sci@ichep2020.org

• Please keep in mind to check your e-mail first and to use the invitation link together with your CERN SSO login information.

Inside Mattermost, there is a Support channel that you can use for any sort of technical problem or question about organization. For faster reply, you can make use of mention @moderators.

## 7 More information

For further details, please refer to Mattermost user guide or, for instance, see Mattermost Basics Demo or Getting Started with Mattermost.

### 8 Note

Please follow rules and behave accordingly to ICHEP2020 (and CERN's) Code of Conduct.