Using Slack

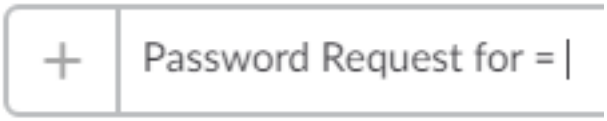
How to request a password or pin from SlackBot, to access secured areas owned and operated Iconic?

Iconic Servers, Folders, Secured Areas, locations, and special Areas that are secured can be accessed by staff who have granted permissions to them.

To obtain a Slackbot Password to access some of the folders you are to request a password from SlackBot. Here are the steps.

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1. Select a channel by clicking on the best appropriate channel (do not request it as a Direct Message - for security reasons password requests in Direct messages will be ignored). Example select #General or #Random or #support then enter the complete text in blue **Password Request for =**
   Example:



2. Then enter the actual name of the folder or server you need the password for. Example:



3. Then enter the reason but make sure you put the word **because** before your reason.
   Example:



4. The SLACKBOT will check, confirm and verify with the appropriate departments, supervisors and folder/server permissions. If your name is listed or you are temporarily approved, SLACKBOT will approve it and you will receive the password in the DIRECT MESSAGE box. Passwords do change periodically and the password you were given be no longer be valid.

Attached files:

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