

Hello. I see you've been invited to *Mattermost*, the collaboration tool for [members](#) of the Collective. Let me step you through a few things to get you started...



Mattermost

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Signing up for the first time

Mattermost

All team communication in one place, searchable and accessible anywhere

Let's create your account

Already have an account? [Click here to sign in.](#)

Your email address is joachim@sceenius.com. You'll use this address to sign in to Mattermost.

Choose your username

Username must begin with a letter, and contain between 3 to 22 lowercase characters made up of numbers, letters, and the symbols '.', '-' and '_'

Choose your password

[Create Account](#)

By proceeding to create your account and use Mattermost, you agree to our [Terms of Service](#) and [Privacy Policy](#). If you do not agree, you cannot use Mattermost.

When you've been invited to Mattermost, you'll go to a sign-up web page.

Here, you'll set up a "username"; we show you how to switch to your full name further down this guide, which is our preferred way.

Should you have any problems signing into Mattermost, please contact mattermost@diglife.com

Finding Your Way Around

We suggest you become familiar with two key concepts - domains (Mattermost calls them “Teams” but we call them Domains) and channels (learn about three types of channels).

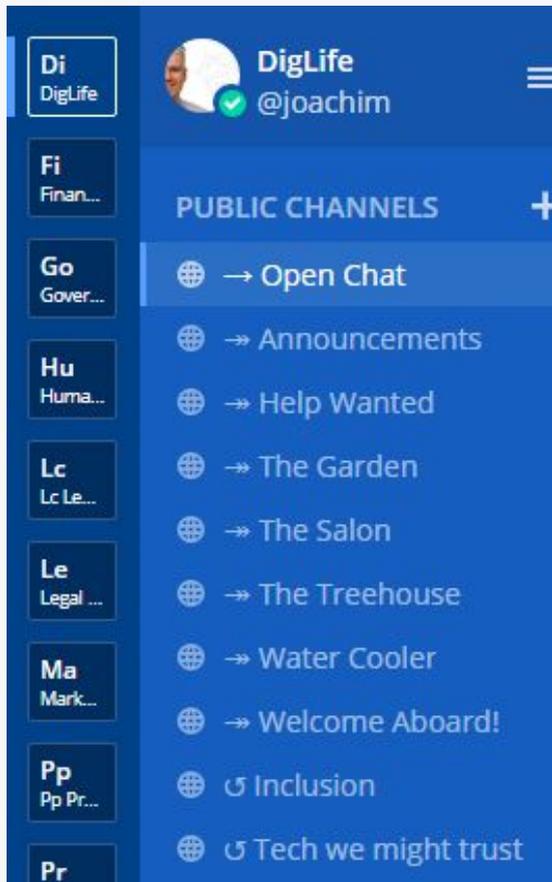
Understanding Domains



Domains are a core organizing element of the Collective - think of it as top-level buckets (holons) that contain other buckets (holons-in-holons). Once signed in to Mattermost, you’ll see these domains as *stacked squares on the left edge of the screen* (see screenshot on the left, click on the plus box at the bottom add them all). Click through them to see what kind of conversations are happening there.

As always, this is an evolving organic structure and you are part of a co-creation process to make it real!

Understanding Channels

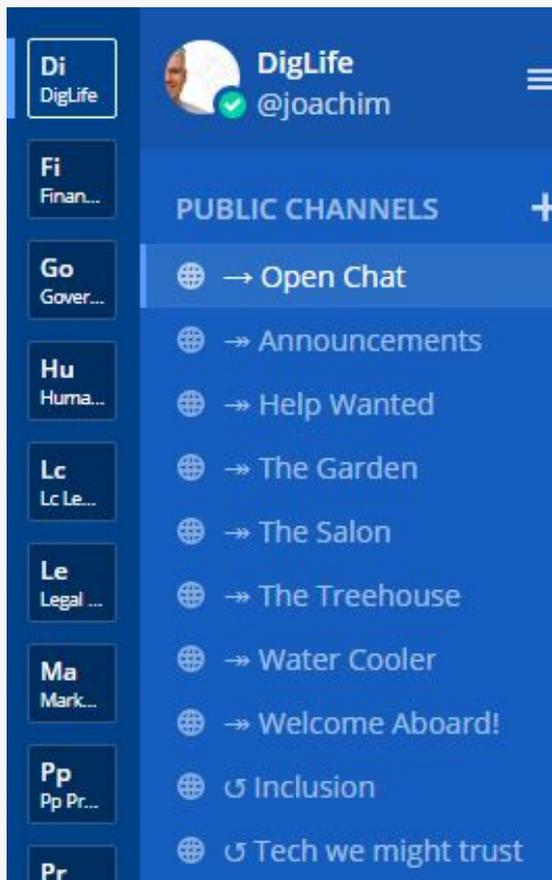


The second organizing element of the Collective are channels (the buckets within a given top-level bucket). Once you click on a domain square, you'll see the default channel, which is called "Open Chat" - good for asking questions or engaging as a non-team member of the space.

You are welcome to join any channel you are interested in (click on *More...* at the bottom of the list of channels see or add more). Mattermost adds you to the channel so you can see the conversations - this doesn't mean you become a dedicated team (or circle) member! For this, we have another process in the Collective that we'll describe in a separate message (called the Social Ledger). For now, just keep exploring the channels that peak your interest!

As always, this is an evolving organic structure and you are part of a co-creation process to make it real!

Types of Channels



If you look closely at the channels on the left, you will notice three small markers (prefix) in front of the channel name.

These are:

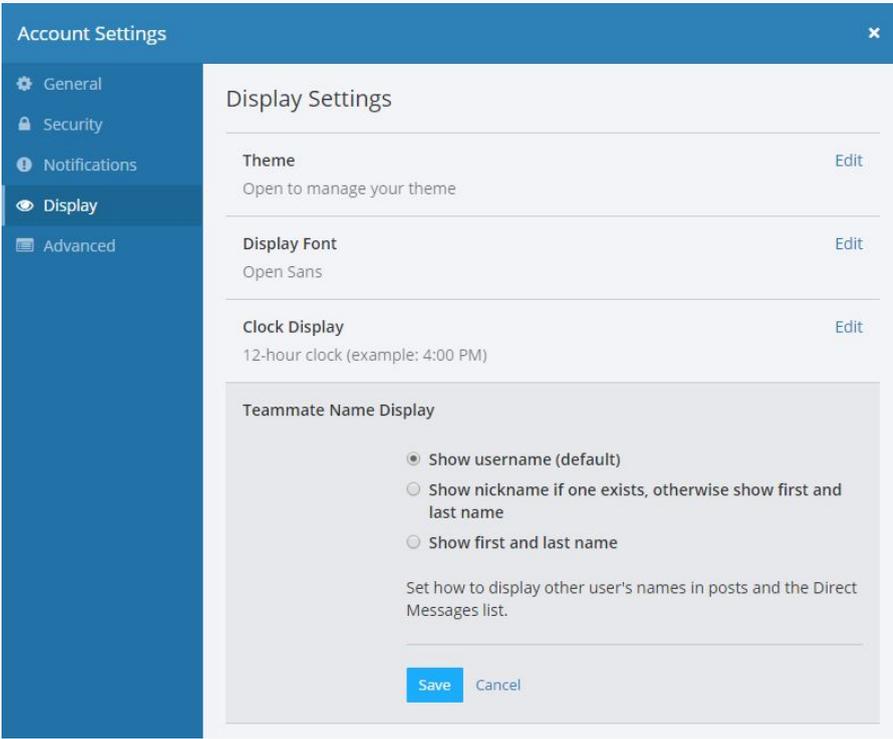
1. Single arrow for the default channel
2. Double arrow for secondary open channels
3. Circular arrows for circles

You will always see the default channel when you enter a domain. We suggest you add ALL secondary channels to your list as well. The circles are part of our holonic structure and will be introduced later. In a nutshell, anyone can join or create a circle in the Collective, given s/he has a guide, a scribe and a goal for the circle. *More on this later.*

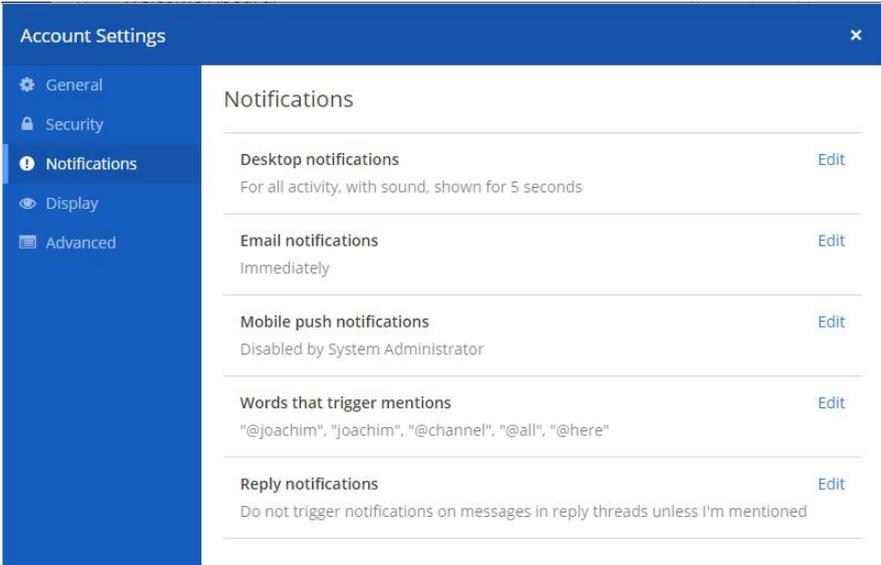
We suggest to go on reading through the next chapter and then read through Using Mattermost at another time. You might want to skip ahead to the end of the document to download mobile apps for Mattermost.

Your Personal Settings

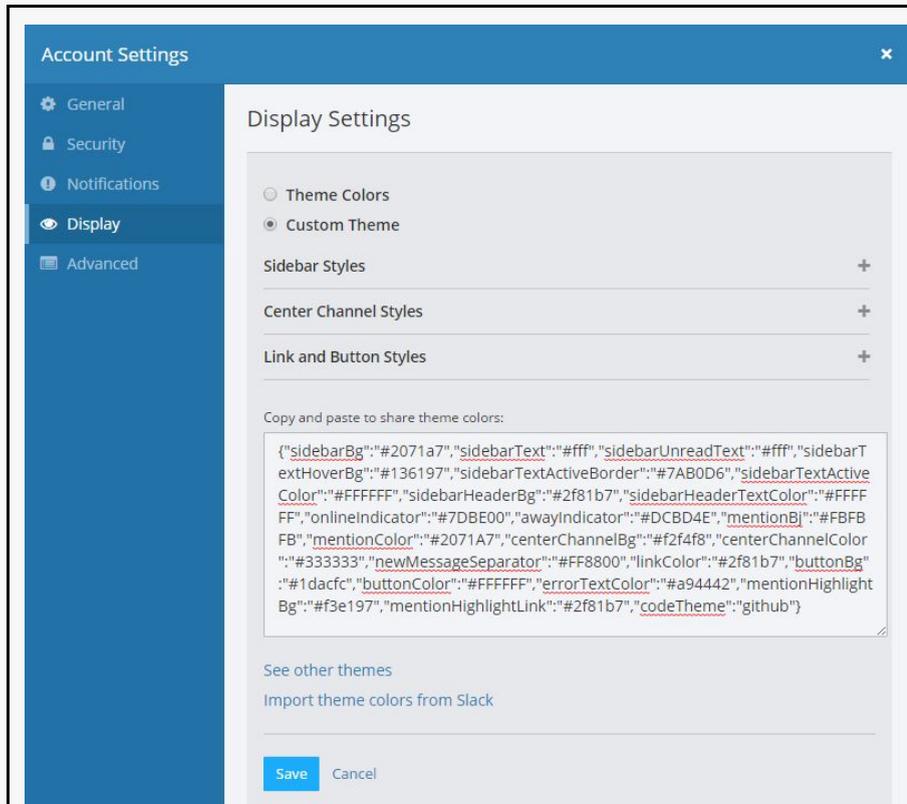
Display Settings

 <p>The screenshot shows the 'Account Settings' window with the 'Display' tab selected. The 'Display Settings' section includes:</p> <ul style="list-style-type: none">Theme: Open to manage your theme (Edit)Display Font: Open Sans (Edit)Clock Display: 12-hour clock (example: 4:00 PM) (Edit)Teammate Name Display: A section with three radio button options:<ul style="list-style-type: none"><input checked="" type="radio"/> Show username (default)<input type="radio"/> Show nickname if one exists, otherwise show first and last name<input type="radio"/> Show first and last nameBelow the options is a text box with the instruction: 'Set how to display other user's names in posts and the Direct Messages list.' At the bottom are 'Save' and 'Cancel' buttons.	<p>In <i>Account Settings</i> > <i>Display</i> you can set how “teammate Name display” works. Setting this to “show first and last names” means you can see everyone’s names, rather than their usernames, which might be easier if you are trying to keep track of people across different platforms :)</p> <p>While you are here, also click on <i>Profile Picture</i> to update your profile picture. We want to “see” you!</p>
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Notifications

 <p>The screenshot shows the 'Account Settings' window with the 'Notifications' section selected in the left sidebar. The main content area is titled 'Notifications' and contains five settings, each with an 'Edit' link:</p> <ul style="list-style-type: none">Desktop notifications: For all activity, with sound, shown for 5 secondsEmail notifications: ImmediatelyMobile push notifications: Disabled by System AdministratorWords that trigger mentions: "@joachim", "joachim", "@channel", "@all", "@here"Reply notifications: Do not trigger notifications on messages in reply threads unless I'm mentioned	<p>Then, go to <i>Account Settings > Notifications</i></p> <p>And customize your notification preferences. We recommend to stay with the default and adjust if you find that you are getting too many (or too few) notifications.</p> <p>NOTE: Mobile push notifications are NOT enabled for the current plan. But, you can set up a push notification tied to any email with "Mattermost" in its contents or from sender "mattermost@diglife.com" (h/t Robert Best).</p>
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Display Settings



Lastly, if you'd like your Mattermost to show up in the colors of the Digital Life Collective website, here's how to update the color scheme:

Copy/paste the text on the left under *Account Settings > Display > Theme > Custom Theme*

COPY THIS TEXT:

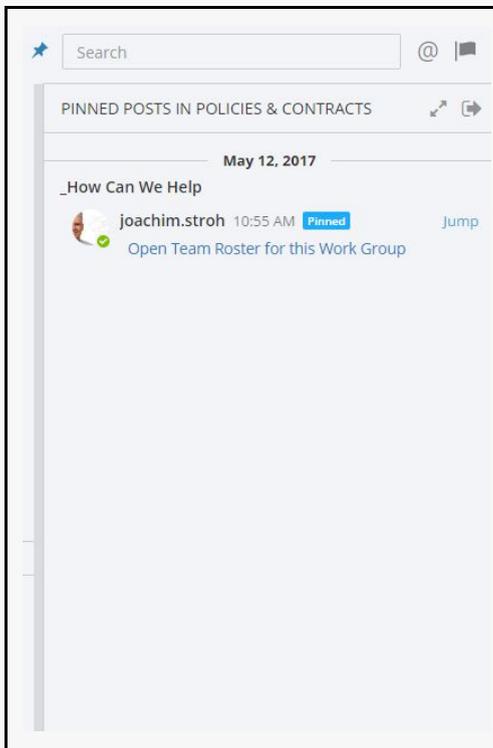
```
{
  "sidebarBg": "#00B0A0",
  "sidebarText": "#fff",
  "sidebarUnreadText": "#fff",
  "sidebarTextHoverBg": "#00e3ce",
  "sidebarTextActiveBorder": "#FEC019",
  "sidebarTextActiveColor": "#FFFFFF",
  "sidebarHeaderBg": "#404040",
  "sidebarHeaderTextColor": "#FFFFFF",
  "onlineIndicator": "#7DBE00",
  "awayIndicator": "#DCBD4E",
  "mentionBj": "#f2f4f8",
  "mentionColor": "#2071A7",
  "centerChannelBg": "#f2f4f8",
  "centerChannelColor": "#333333",
  "newMessageSeparator": "#FF8800",
  "linkColor": "#2f81b7",
  "buttonBg": "#fec019",
  "buttonColor": "#FFFFFF",
  "errorTextColor": "#a94442",
  "mentionHighlightBg": "#f3e197",
  "mentionHighlightLink": "#2f81b7",
  "codeTheme": "github"
}
```

Using Mattermost



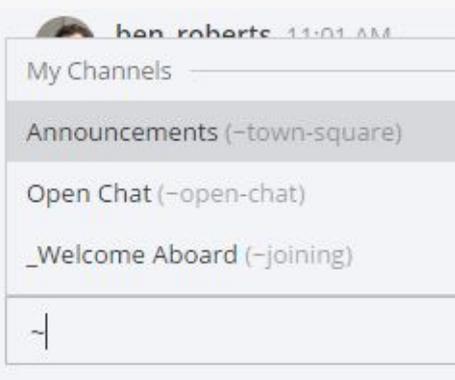
Something that's different to Slack - you can only [@mention](#) to alert someone or everyone **within a channel space** (i.e. you can reach only members of that space). So, find the right domain or channel first, or just ask in the "Collective" space for help. This is actually a feature of Mattermost, not a bug. This way we avoid pinging people across circles and keep the flow a bit more contained.

Pinned Posts

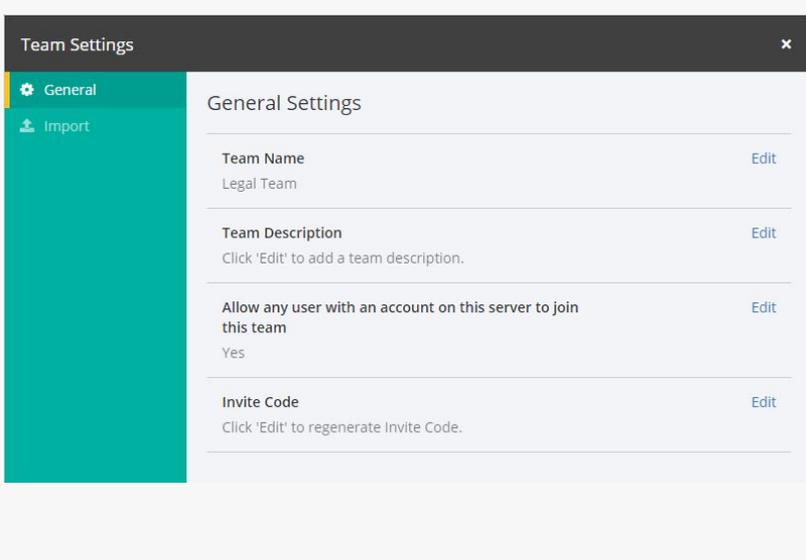


Another important feature is **pinning posts** to a channel. Click on the little “pin” icon on the top of the screen (towards the right) to see a list of currently pinned posts. These are usually key document or comments that need to be seen by all team members. You can close the panel by clicking on the right arrow icon.

#Hashtags and ~Tilde

	<p>To reference another channel within your team, use the ~tilde symbol on your keyboard. #Hashtags are reserved for ..hashtags and are used to search tagged posts within a given team space.</p>
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Restrict Team Access

	<p>To limit access to your team, change Team Settings > <i>Allow any user with an account on this server to join this team</i> to No.</p> <p>IMPORTANT: Doing so will remove your team from the teams listed on the left sidebar.</p>
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Notify @here, @all or @channel

You can @mention members in a specific channel by using @all or @channel. In addition, @here notifies only members of that channel who are also currently online. Please be respectful of the fact you can potentially send an email to a large group of people.

See Who's Online

If you add your team members (or any member) to your Direct Messages sidebar (click on More..at the bottom and select ONE person at a time), you can see who is currently online. As soon as the person is online, you will see a small green icon with the check mark appearing next to the name. If the person is inactive, the icon will turn yellow.

More Help

Useful tips on how to send and format messages

<https://docs.mattermost.com/help/getting-started/messaging-basics.html>

There's a bunch of different kinds of notification you can set up

<https://docs.mattermost.com/help/getting-started/configuring-notifications.html>

Conversations within Mattermost are organised into different *Channels* within each Team. More on different types of channel here -

<https://docs.mattermost.com/help/getting-started/organizing-conversations.html>

Using Mattermost apps



There's a bunch of Mobile and Desktop apps available on the website at <https://about.mattermost.com/download/#mattermostApps>

When you start the app for the first time, you need to enter the “Server Display Name” which is what you want it to be called in the app, and the Server URL, which is <https://chat.diglife.com>

Note on Mac Apps:

If you install the Mac app, it arrives as a .tar.gz file. Just double click this to extract the Mattermost.app file.

Note on Mobile Apps:

There is a nice third party app called Matternative, which you can download here:

<https://play.google.com/store/apps/details?id=com.kilogramm.mattermost&hl=en> (Android)

<https://itunes.apple.com/fr/app/matternative/id1198489183?mt=8> (iOS)