

# Zulip chat for SWLT

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## Link to join public groups

You can join SWLT's Zulip with this link, and then search for and join other Public channels, and request access to private channels. <https://swlt.zulipchat.com/join/dbognnoirkm6nfl4mq4c22is/>

The public channels are available for anyone involved in SWLT. We also have private channels for connecting with other subscribers. You can request access to those channels once you're logged in.

## Signup for Zulip

Clicking on that link will take you to the signup page:

1. Enter the email address you use for SWLT and click Sign up
2. You will see a message asking you to confirm your email address
3. In your email you should see a message from Zulip - Click on the Confirm registration button
4. You will return to Zulip to complete your registration - On the Create your Account screen, *enter the username you use in your SWLT profile* as you want to appear in chat channels and a password.

The image displays three sequential screenshots of the Zulip registration process for Senior Women Living Together (SWLT). The first screenshot shows the 'Sign up for Zulip' page with a form for entering an email address, a 'Sign up' button, and social login options (Google, GitHub, GitLab). A red circle with the number '1' highlights the email input field, with a red text annotation: 'Enter the email address you use for SWLT'. The second screenshot shows a 'Confirm your email address' message, indicating that a confirmation email has been sent to 'kath+group@alaka.sam.ca' and providing a 'resend it' link. A red circle with the number '2' is next to the message. The third screenshot shows the 'Create your account' page, where users enter account details to complete registration. A red circle with the number '4' is next to this page. The SWLT logo and website URL are visible in the top left of each screenshot.

You may choose not to receive email about Zulip, but you must accept the Terms of service. Click Sign up and you'll arrive at the SWLT.zulipchat.com to log in.

## Login after signing up

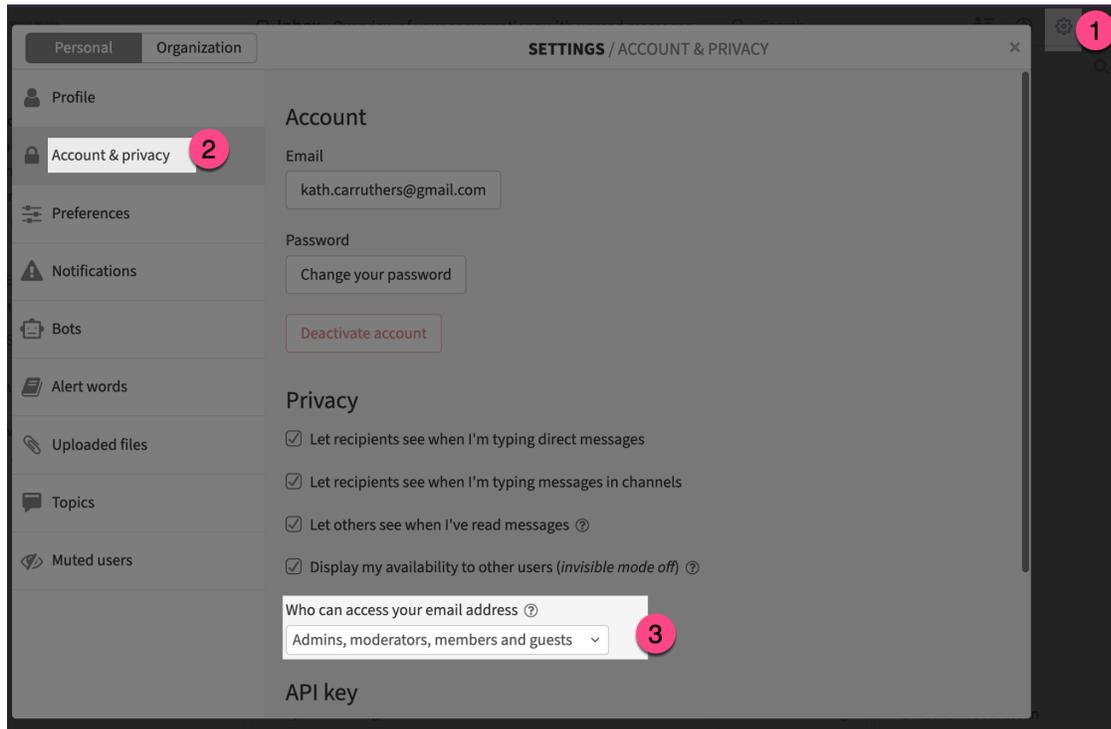
The links provided create a new account. After the account is created you can login using your email and password, or Google login.

The image displays two screenshots of the Zulip login process. The top screenshot shows the Zulip login page for 'Senior Women Living Together' at <https://swlt.zulipchat.com>. The page has a header with the Zulip logo and 'Log in Sign up' links. The main content area is titled 'Log in to Zulip' and features the organization's logo and name. Below this, there are two input fields: 'Email' (containing 'boardchair@swlt.ca') and 'Password' (masked with dots). A 'Log In' button is positioned below the password field. Below the 'Log In' button, there are two options: 'Log in with Google' and 'Log in with GitHub'. A pink circle with the number '1' is placed over the 'Log in with Google' button. A second pink circle with the number '2' is placed over the 'Log In' button. To the right of the login form, there is a text box that reads: 'After setting up your SWLT Zulip account, you can logn using the email and password you created' and 'OR If you have a Google account, you can use that to login to Zulip as well.' The bottom screenshot shows the Google account selection screen, titled 'Choose an account to continue to zulipchat.com'. It lists two accounts: 'Web SWLT' (web@swlt.ca) and 'Kathryn Carruthers' (boardchair@swlt.ca). A pink arrow points from the 'Log in with Google' button in the top screenshot to the 'Web SWLT' account in this screenshot. Below the account list, there is a 'Use another account' option and a note about Google sharing information with zulipchat.com.

## Check your privacy settings:

By default anyone else signed in to the SWLT Zulip can see other users profiles but only Administrators and Moderators can see your email address. To reveal your email address to other subscribers, go to (1) Settings, (2) Account & privacy and then select the roles you would like to have access.

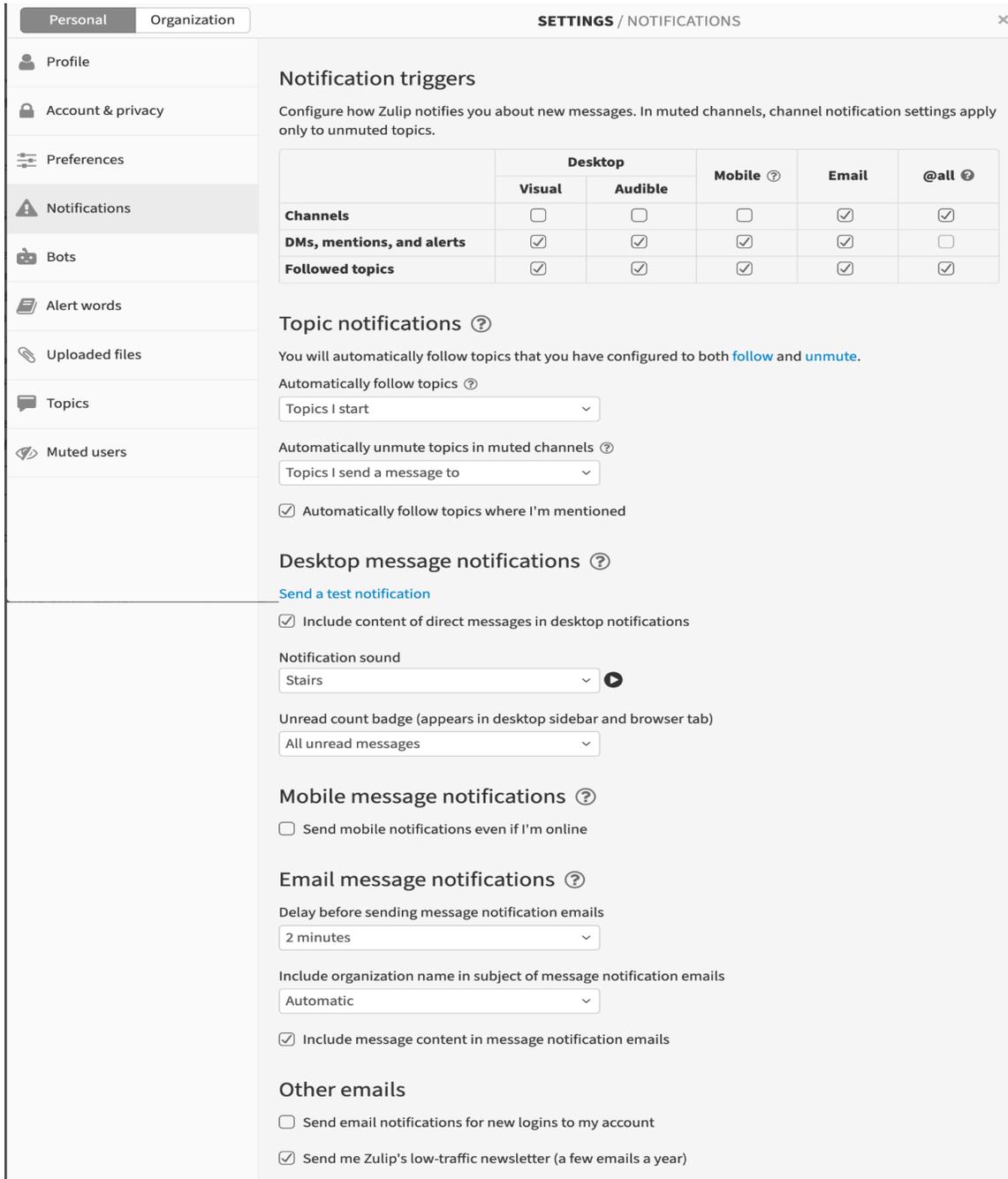
Do not share your personal information with people you don't know!



# Notifications

You can be notified by email or text for different types of messages in Zulip. First select Edit your profile. Then in your profile screen, select the Triggers (what types of messages should send a notification to what messaging platform).

I prefer only email or in app notifications, so my settings are as follows:



The screenshot shows the Zulip notification settings interface. On the left is a sidebar with navigation options: Profile, Account & privacy, Preferences, Notifications (selected), Bots, Alert words, Uploaded files, Topics, and Muted users. The main content area is titled 'SETTINGS / NOTIFICATIONS' and contains several sections:

- Notification triggers**: A table for configuring how Zulip notifies you about new messages. In muted channels, channel notification settings apply only to unmuted topics.
- Topic notifications**: Options for automatically following topics and unmuting topics in muted channels.
- Desktop message notifications**: Includes a checkbox for direct messages, a notification sound selector (set to 'Stairs'), and an unread count badge selector (set to 'All unread messages').
- Mobile message notifications**: A checkbox for sending mobile notifications even if the user is online.
- Email message notifications**: Includes a delay before sending message notification emails (set to '2 minutes'), a checkbox for including organization name in subject, and a checkbox for including message content in message notification emails.
- Other emails**: Includes checkboxes for sending email notifications for new logins and for receiving Zulip's low-traffic newsletter.

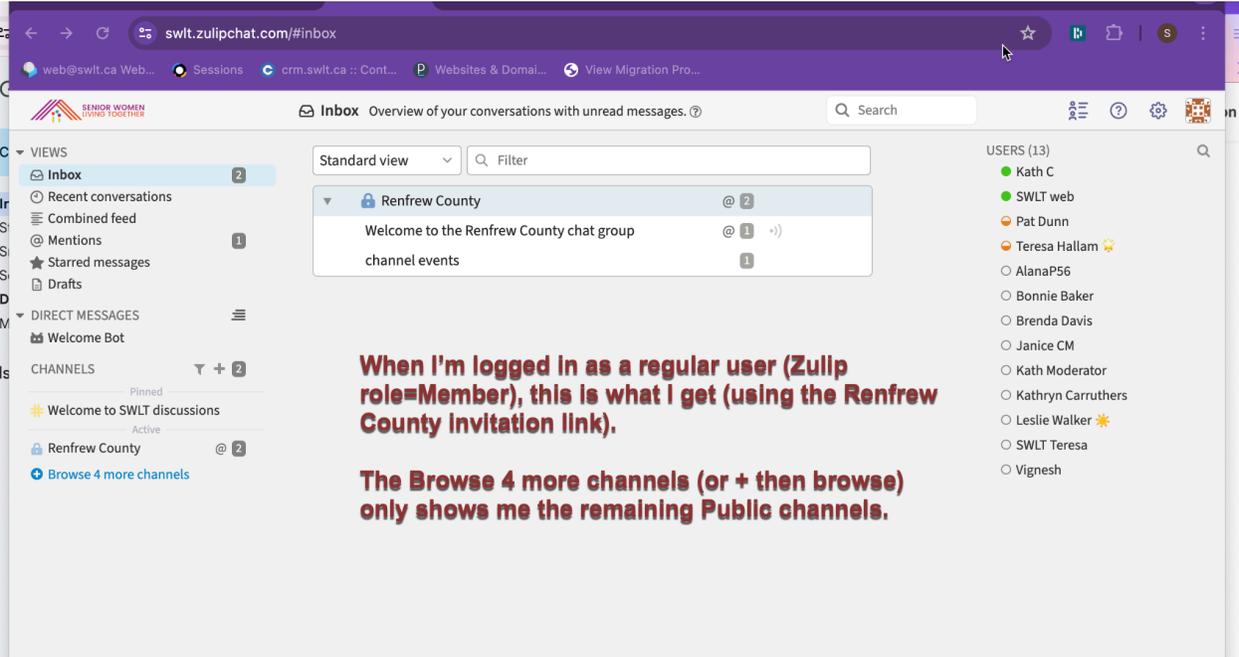
	Desktop		Mobile ?	Email	@all ?
	Visual	Audible			
Channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DMs, mentions, and alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Followed topics	<input checked="" type="checkbox"/>				

You can add more specific notification settings by scrolling down and selecting the options you want to try.

# Getting help

Once you're logged in you'll see the Channels you're subscribed to, as well as the user list and Direct Messages. You can go to the #Technical support channel or Direct Message to SWLT web if you need assistance.

To request access to private channels (the channels where you'll find other subscribers looking for homemates), send a Direct message to SWLT web, or place a message in the New Regions topic of the Technical Support channel (it takes about five seconds to add a channel to a user already on our screen, much longer to find your account from an email).



The screenshot shows the Zulip chat interface for a user logged in as a regular member. The interface is divided into several sections:

- Views:** Includes Inbox (2), Recent conversations, Combined feed, Mentions (1), Starred messages, and Drafts.
- Direct Messages:** Shows a message from Welcome Bot.
- Channels:** Shows a pinned channel "Welcome to SWLT discussions" and an active channel "Renfrew County" (2). A link to "Browse 4 more channels" is visible.
- Users (13):** A list of users including Kath C, SWLT web, Pat Dunn, Teresa Hallam, AlanaP56, Bonnie Baker, Brenda Davis, Janice CM, Kath Moderator, Kathryn Carruthers, Leslie Walker, SWLT Teresa, and Vignesh.

Overlaid on the interface are two text annotations:

- When I'm logged in as a regular user (Zulip role=Member), this is what I get (using the Renfrew County invitation link).**
- The Browse 4 more channels (or + then browse) only shows me the remaining Public channels.**