GETTING STARTED WITH

⬤ Mattermost®

INSTRUCTIONS FOR KPU FACULTY

AN OPEN-SOURCE CHAT TOOL THAT FACILITATES COLLABORATION BY SUPPORTING

TEXT CHAT | GROUP MESSAGING | COLLABORATION
FILE SHARING | ADVANCED SEARCH CAPABILITY

1. REQUEST A TEAM

To get started, you will need an account on OpenETC and a team name.
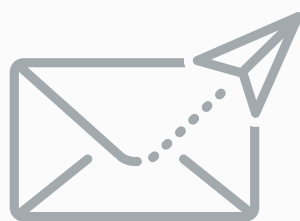Request via T&L/IT Support Portal with
❶ name of team (15 characters max) and ❷ name & email of the team owner.

2. JOIN TEAM VIA EMAIL NOTIFICATION

Once your account and team has been created, you will receive an email
notification to access your account and join your team.
Click on "Join Team" in the email to access your team for the first time.

3. INVITE YOUR STUDENTS TO YOUR TEAM

Once you are in your team, you will need to invite your learners to create an
account and join your team. Follow step-by-step instructions here.

4. DONE. CUSTOMIZE YOUR TEAM!

Once your students have joined your team, you can start customizing your
team to your needs. Read the User guide to learn more.