

# Zulip Reference Sheet

Billy DeFrank Organizing Committee

## Logging In

Go to: <https://bdf.zulipchat.com/>

## Channels and Topics

**Channels** are categories of conversations. They include General (for general discussion) and a channel for each subcommittee.

**Topics** are the individual conversation “threads” happening in a channel. Start a new topic when you’re starting a new conversation.

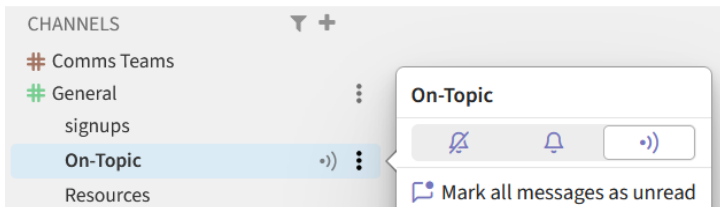
### Following a Topic

When you **follow** a topic, you get notifications when it updates. You automatically follow topics you create.

A followed topic is indicated by the **speaker icon** in your sidebar.



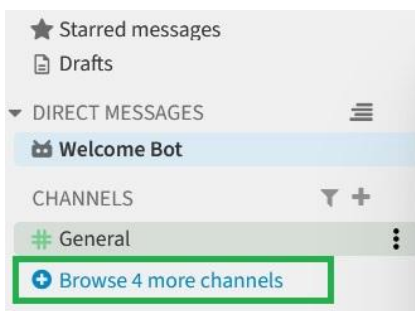
1. Click the ellipses (⋮) next to the topic.
2. To **follow** the topic, select the speaker icon.
3. To **unfollow** the topic and return it to its default notification status, click the central bell icon.



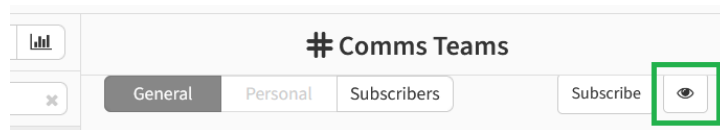
### Subscribing to Channels

When you **subscribe** to a channel, it shows up in your sidebar. When you start out, you will only be subscribed to the General channel.

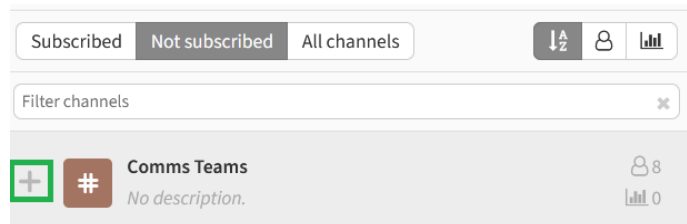
1. To see other channels, click “Browse more channels.” A menu pops up with the list of channels.



2. Select the channel you are interested in.
3. To **preview** that channel, click the **eye icon** on the right side of the menu.



4. To **subscribe** to that channel, click the **plus icon** to the left of the channel name.

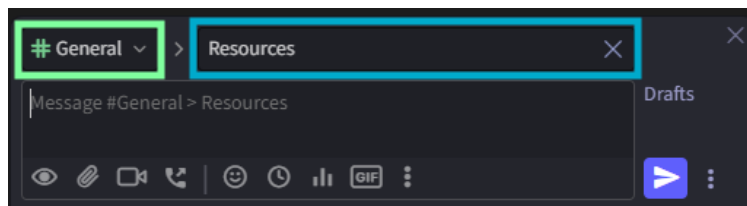


5. To **unsubscribe** from a channel:
  - Go to channel settings. Unclick the check mark next to the channel name.
  - Or, click the ellipses (⋮) next to the channel name in your sidebar. Use the Unsubscribe menu option.

## Writing Messages

The **composition box** is the pop-up at the bottom of the Zulip window we use to write messages.

To start writing a message, click the bar at the bottom of your Zulip window. The composition box will pop up:



### Replying to or Starting a Topic

1. Select the channel you want to message.
2. Select the topic you want to discuss or create a new topic.
  - To reply to an existing topic, select one from the drop-down menu.
  - To create a new topic, type a new name in the topic field
3. Click the purple arrow to send your message.


## Mentioning a User or Group

1. Type `@` followed by the username of the person or group you want to mention.
2. As you type, a list of matching usernames will appear. Select the correct user from the list.
3. The user will be notified once you send your message.

Typing ` \_@ ` will mention that user without notifying them.

## Starting a New Direct Message

If you want to start a direct message with someone new, you can find them in the user list.

1. Click the user list  icon in the top right-hand corner of your Zulip window.
2. Select the person's name from the user list.
3. A new message addressed to that person will pop up in the composition box.

## Message Options

- To **attach a file** to your message, click the paper clip icon in the lower left-hand corner of the composition box.
- To **save a draft**, click the ellipses (⋮) next to the purple arrow and click the “Save draft and start a new message” option.
  - The “Save draft...” option will not appear if the composition box is empty.
- You can also **schedule your message** by clicking the ellipses (⋮) next to the purple arrow.

## Fun Message Features

`/todo``: Create collaborative to-do lists

`/poll``: Start a poll to gather opinions

- To use these commands, type them in the composition box followed by your desired input.

The `/todo` command uses the following format:

```
/todo Today's tasks
Task 1: This is the first task.
Task 2: This is the 2nd task.
Last task
```

The `/poll` command uses the following format:

```
/poll What did you drink this morning?
Milk
Tea
Coffee
```

## Notifications

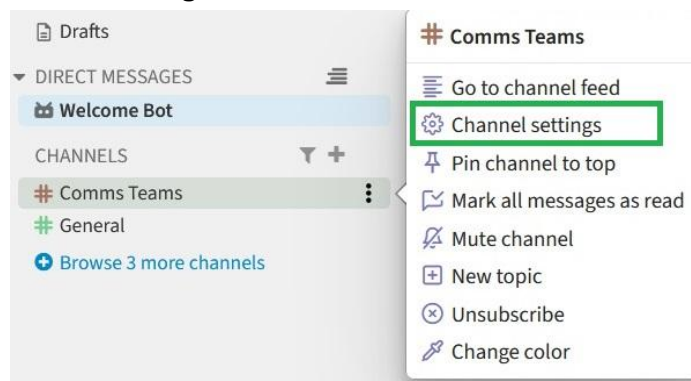
### Notification Triggers

Control how Zulip notifies you about new messages or activity. Click your icon in the upper right-hand corner. Click **Settings > Notifications**.

### Channel Notifications

You can control your notifications for a specific channel.

1. Click the ellipses (⋮) next to the channel name in your sidebar to access the **Channel settings**.



2. Go to the **Personal** tab for that channel.
3. Customize your notification settings.

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## Still need help?

Zulip Help Center: <https://zulip.com/help/>

Comms Committee:

- Simone <[simone.love.ab@gmail.com](mailto:simone.love.ab@gmail.com)>
- Tristan <[tristanae.f@gmail.com](mailto:tristanae.f@gmail.com)>
- Chris <[cmlino@protonmail.com](mailto:cmlino@protonmail.com)>