

# Install the Slack app

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This article explains how to access and use Slack for Harvard-Westlake employees. Slack is used across departments for quick communication and collaboration.

## Introduction

Slack is available both on the web and as a desktop or mobile app. By signing in through the Harvard-Westlake portal, users can easily join their departmental workspace or create a new one.

## Prerequisites

- A valid Harvard-Westlake email address
- Access to <https://login.hw.com>
- Optional: Windows or macOS computer, iPhone, or Android device

## Steps

1. Open a browser and go to <https://login.hw.com>.
2. Click the **Slack** tile to open Slack in your web browser.
3. To use the desktop or mobile app:
  - Download **Slack** from the **Windows Store** , **Apple App Store**, or **Google Play Store**.
  - Launch the app and sign in using your **Harvard-Westlake email address**.
4. Once signed in, you can:
  - Join an existing workspace for your department.
  - Create a new workspace if one does not yet exist.

For assistance with Slack access or workspace setup, contact [ithelp@hw.com](mailto:ithelp@hw.com).

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