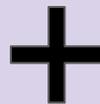
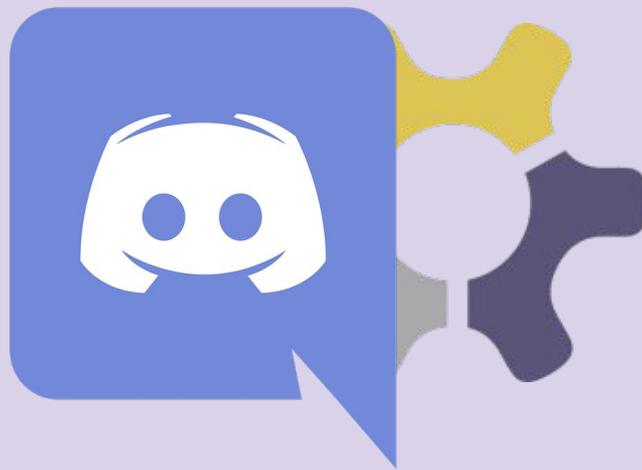


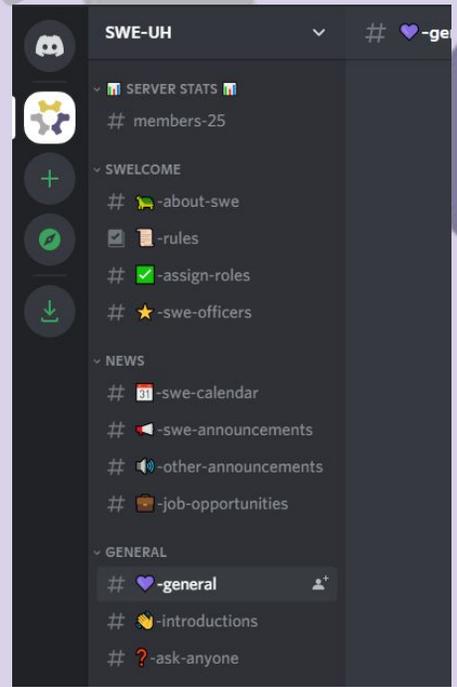
# INTRODUCING the SWE-UH Discord Server!



# DISCORD

# Why are we transitioning?

Our community has grown over the years and the drawbacks of GroupMe are becoming more apparent. Discord offers us better organization and advertisement of our events with no GroupMe clutter, member caps, or glitches.



Click here to join our Discord server! 

Similar to a "home screen." Use this to access your DM's!

## Discord Server Overview

A screenshot of the SWE-UH Discord server interface with several callouts explaining different features. The server name is 'SWE-UH' and the channel is '#-about-swe'. The interface shows a sidebar with server icons, a main chat area with a pinned message, and a members list on the right. Callouts include: 'SWE-UH server icon. Click here to get back to our SWE-UH Server' (pointing to the server icon), 'Channels are separated into categories based on topics' (pointing to the 'GENERAL' category), 'Channels starting with "#" are text channels used for messaging' (pointing to the '#-general' channel), 'Channels starting with speakers are voice channels used for voice calls' (pointing to the 'WE-lounge-1' channel), 'View pinned messages here! Officers will pin important messages! Each channel will have its own pins.' (pointing to the pinned message), 'Members list. See who's online and their roles!' (pointing to the members list), and 'On certain text channels, you'll be able to type messages and converse with fellow SWEsters!' (pointing to the chat area). A red box highlights a permission error at the bottom: 'You do not have permission to send messages in this channel.'

SWE-UH server icon. Click here to get back to our SWE-UH Server

Channels are separated into categories based on topics

Channels starting with "#" are text channels used for messaging

Channels starting with speakers are voice channels used for voice calls

View pinned messages here! Officers will pin important messages! Each channel will have its own pins.

Members list. See who's online and their roles!

On certain text channels, you'll be able to type messages and converse with fellow SWEsters!

You do not have permission to send messages in this channel.

## Contents:

There's a bit of a learning curve so this will be a crash course about discord and our server!

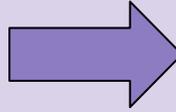
Below are the topics covered in this document. Click on the bullet points if you want to learn about...

- *Making a discord account*
- *Accepting the rules to be able to talk to your fellow SWesters!*
- *First things to do in the server*  
*(Start here if you're familiar with discord)*
- *Our different channels and their purposes*
- *Muting certain channels (Avoid spam)*
- *Joining and Leaving voice calls*
- *Additional miscellaneous information*



# Making a Discord Account

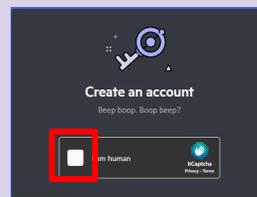
1. Click on the discord icon to accept our server invite



2. Enter what you'd like your discord name to be in username

“SWEster” is used as an example here.

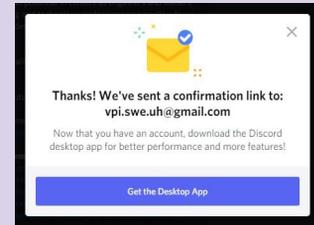
3. Check the Captcha to create an account. Enter your birthday



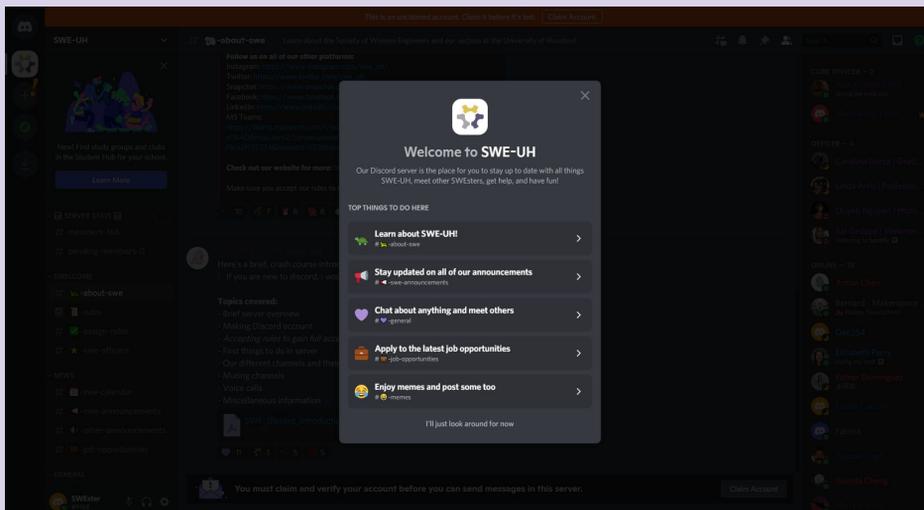
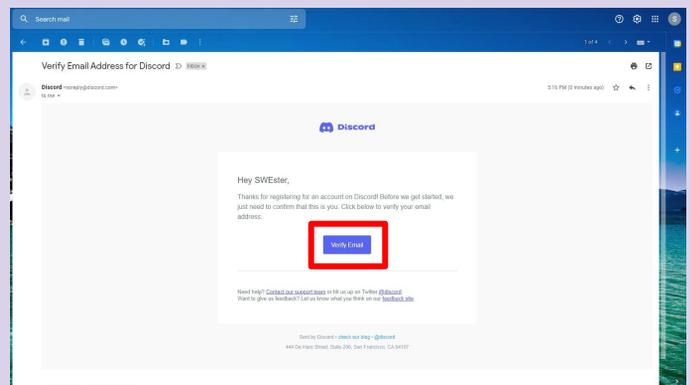
4. Enter in your email and the password you want for your discord account

# Making a Discord Account cont.

5. An email will be sent to your email to verify the account



6. Go to the email and verify your email address by clicking verify

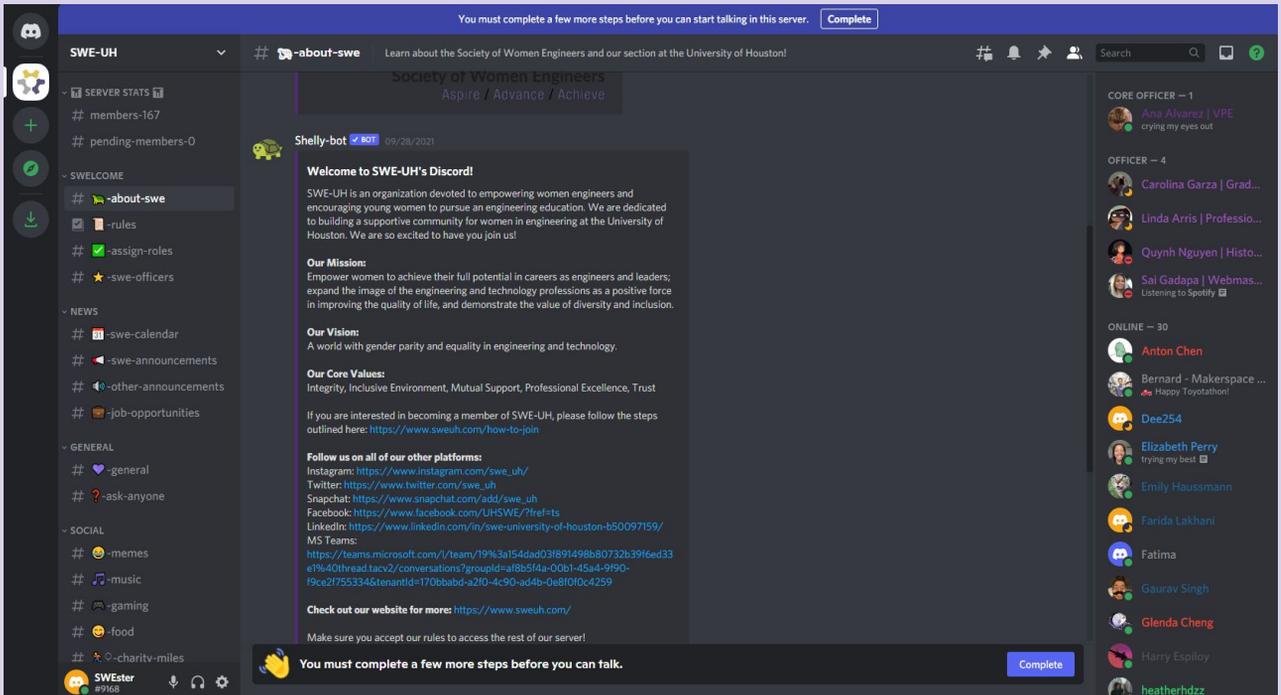


7. Your discord account is ready to go! You should be in our SWE-UH discord and see this welcome message!

For more about Discord, check out this [beginner's guide to discord](#).

# Accept SWE Discord Rules

When you first join our server you won't be able to send messages.



The screenshot shows the Discord interface for the SWE-UH server. The main channel is #rules, where a message from Shelly-bot (a bot) is displayed. The message reads: "Welcome to SWE-UH's Discord! SWE-UH is an organization devoted to empowering women engineers and encouraging young women to pursue an engineering education. We are dedicated to building a supportive community for women in engineering at the University of Houston. We are so excited to have you join us! Our Mission: Empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life, and demonstrate the value of diversity and inclusion. Our Vision: A world with gender parity and equality in engineering and technology. Our Core Values: Integrity, Inclusive Environment, Mutual Support, Professional Excellence, Trust. If you are interested in becoming a member of SWE-UH, please follow the steps outlined here: https://www.sweuh.com/how-to-join. Follow us on all of our other platforms: Instagram: https://www.instagram.com/swe\_uh/ Twitter: https://www.twitter.com/swe\_uh Snapchat: https://www.snapchat.com/add/swe\_uh Facebook: https://www.facebook.com/UHSWE/?fref=ts LinkedIn: https://www.linkedin.com/in/swe-university-of-houston-b50097159/ MS Teams: https://teams.microsoft.com/l/team/19%3a154dad03f891498b80732b3916ead33e19%40thread-tacv2/conversations?groupId=af8b5fd4-00b1-45a4-9f90-f9ce21755346&tenantId=170bbabd-a2f0-4c90-ad4b-0e8f0fc4259. Check out our website for more: https://www.sweuh.com/ Make sure you accept our rules to access the rest of our server!"

Accept the SWE-UH discord server rules in order to chat!

## Welcome to #rules!

This is the start of the #rules channel.

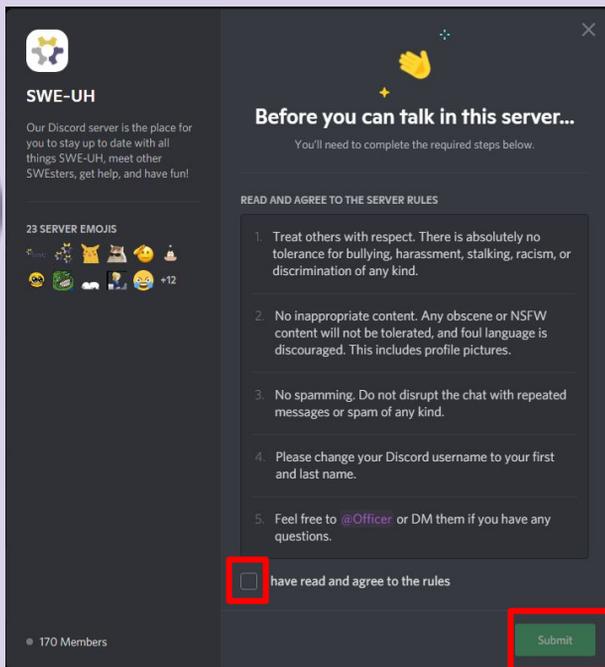
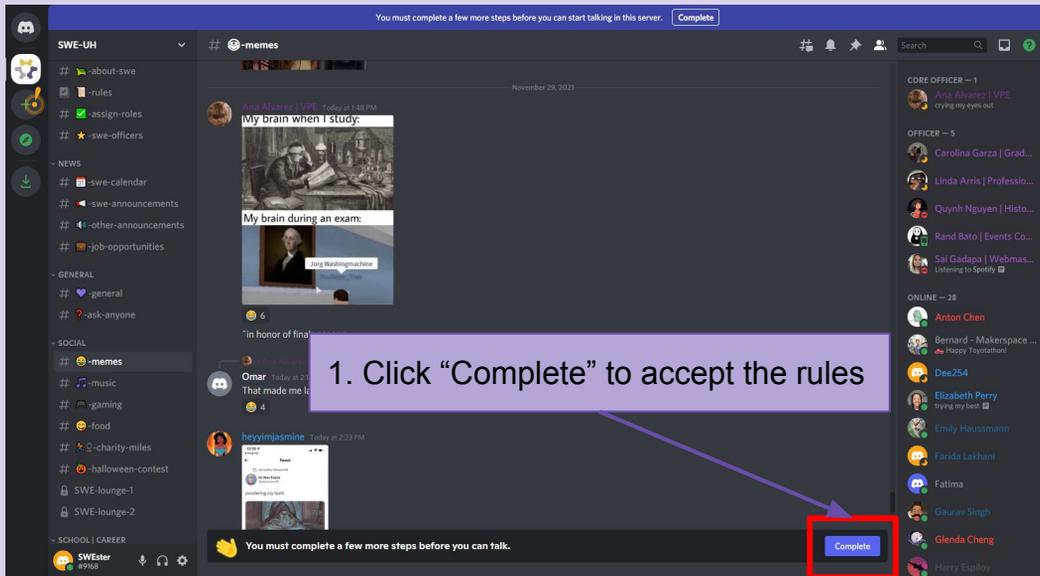
November 29, 2021

Shelly-bot **BOT** Today at 10:34 PM

### SWE-UH Discord Rules

- 1. Treat others with respect.** There is absolutely no tolerance for bullying, harassment, stalking, racism, or discrimination of any kind.
- 2. No inappropriate content.** Any obscene or NSFW content will not be tolerated, and foul language is discouraged. This includes profile pictures.
- 3. No spamming.** Do not disrupt the chat with repeated messages or spam of any kind.
- 4. Please change your Discord username to your first and last name.**
- 5. Feel free to @Officer or DM them if you have any questions.**

# Accept SWE Discord Rules cont.



2. Read through our rules, check the box, and click submit!

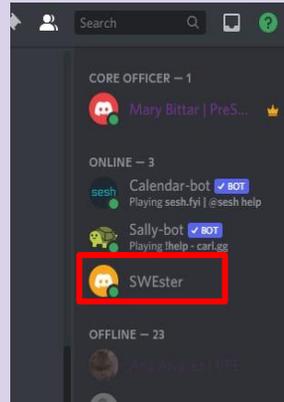
You will now have access to the chat and interact with other members!

# First Things To Do in the Server

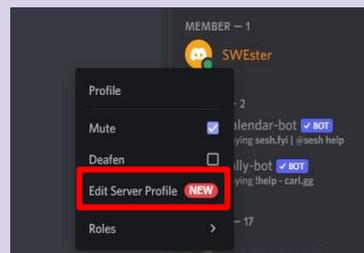
## Change your discord name

Please note that, as stated in the rules, your discord name should be changed to your first and last name. This will make it easier to get to know each other! 😊 We will be removing people who don't follow this rule.

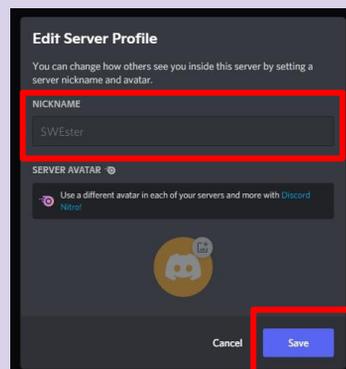
1. Right-click on your discord name on the members list to the right side of the screen



2. Click on “Edit Server Profile”



3. Type in your first and last name as your “Nickname” and click save

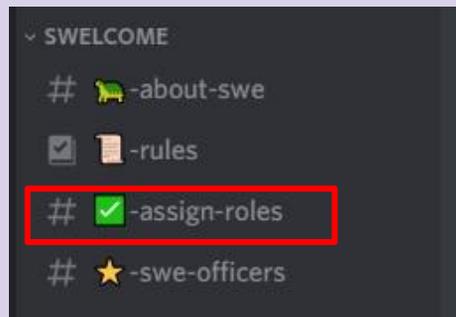


# First Things To Do in the Server cont.

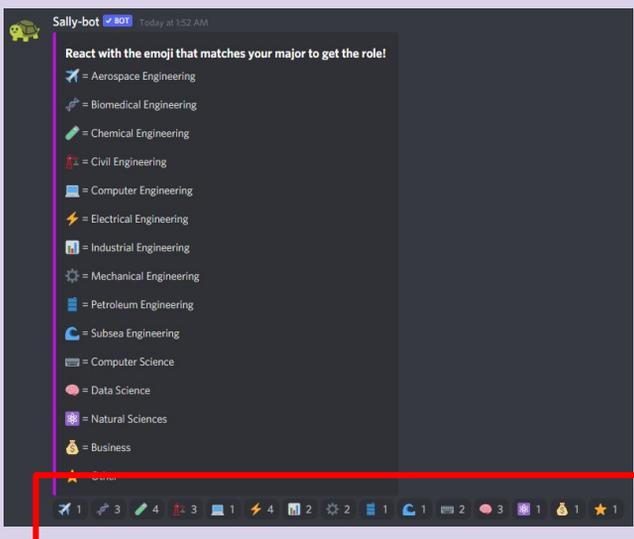
## Select your class and major!

You can let other members know more about yourself by choosing what year you are and what major!

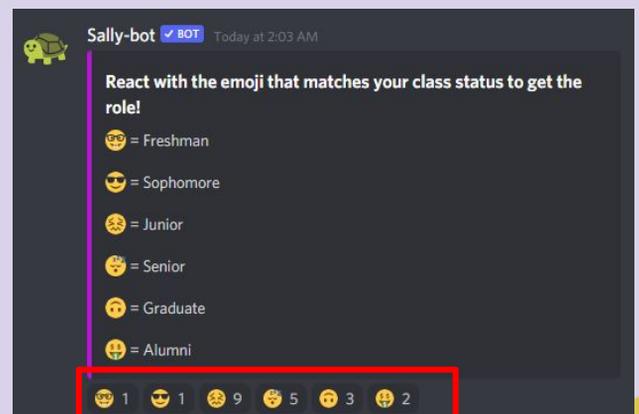
In the “assign-roles” channel, you’ll see a list of options for you to choose from. Just react by clicking on the emoji at the bottom of the message!



## Select your major

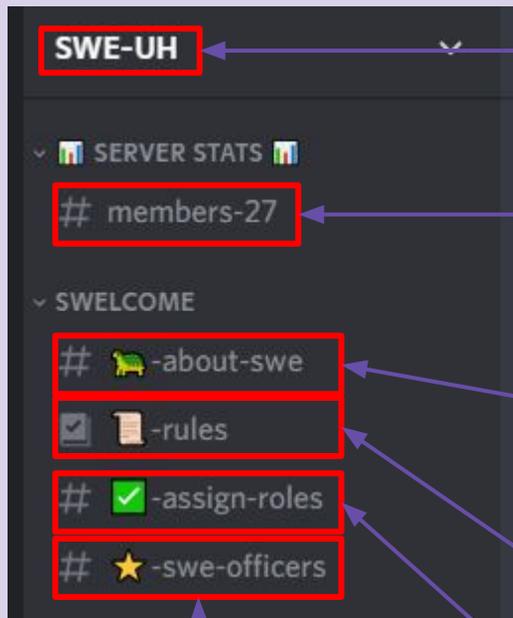


## Select your class



# SWE-UH Discord Channels!

We have so many different categories and channels in our server! This will be a quick overview of the purpose of each channel.



Server name

Number of members in the discord server!

Learn about who we are, our mission, vision and values! Also includes all of SWE-UH's social media links.

Rules of the server. Must read and react to rules before entering the server.

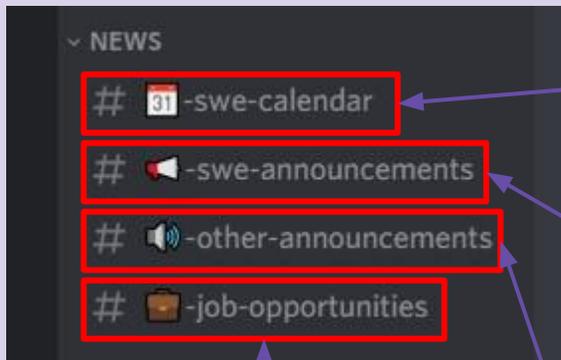
This channel has a list of all your current officers and their roles!

If you ever need help with something specific, just ping the officer by typing "@" and then their name.

Let other members know more about you! Select your major and class to get assigned the role/label.

These channels are purely for information purposes. You will not have permission to send messages in these text channels.

# SWE-UH Discord Channels cont.



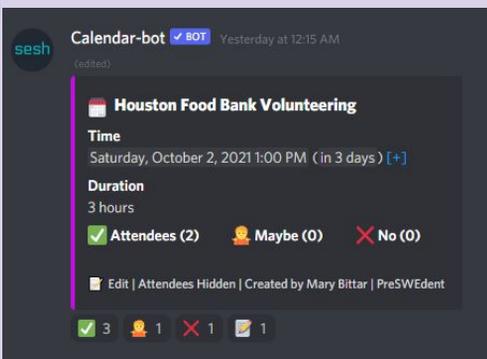
Upcoming SWE events. You can react to get reminders of events!

SWE officers will be posting announcements about SWE-related events and information. Now it won't get buried in the chat!

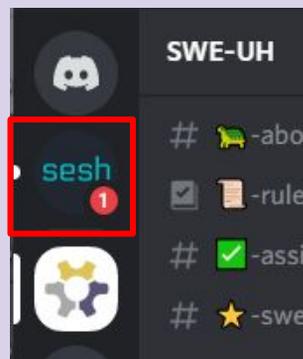
If there are any available job opportunities, please post them here! Anyone can post about job opportunities that they come across. Please remove the posting after their deadline.

Any other announcements. These can range from UH announcements to other org announcements. Anybody can post announcements in here but please keep it strictly for announcements.

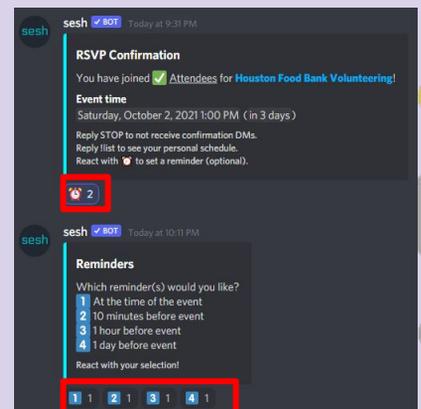
## In “swe-calendar” channel...(a summary)



React with events on server to indicate your interest.

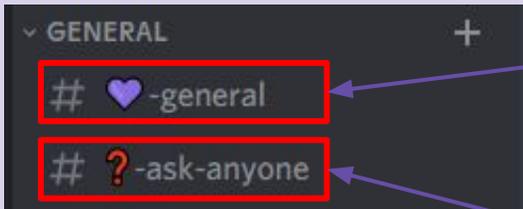


Sesh bot will dm you. Click on its icon.



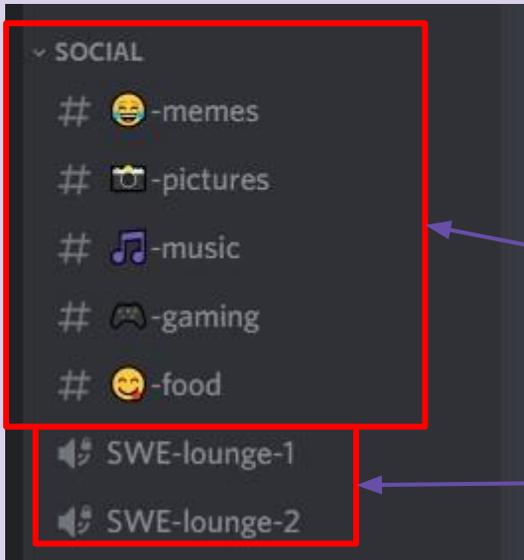
React with the messages to get reminders.

# SWE-UH Discord Channels cont.



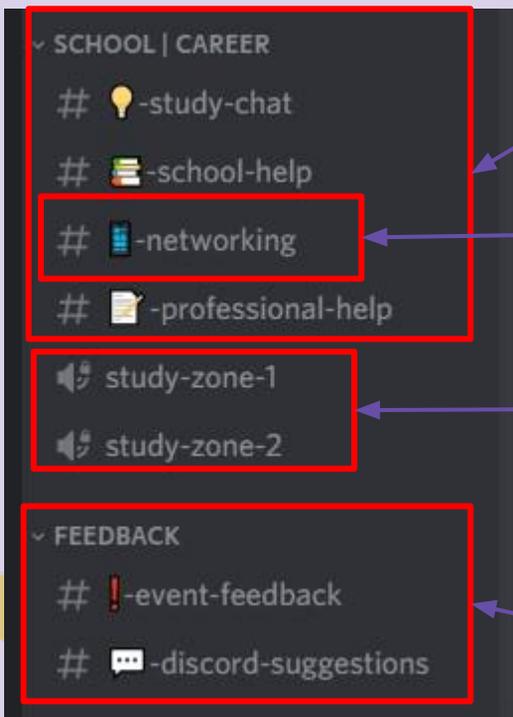
General chat for miscellaneous conversations.

To avoid your question getting lost in the chat, for help, ask your questions here! Helpful SWEsters and our officers will try our best to answer your questions!



Share with us your interests and (of course) funny memes! We have a channel for it all. We hope our SWEsters will have a blast with all these fun channels.

For when chat messages just aren't enough, join your fellow SWEsters in a voice call to continue the conversation.



For our studious SWEsters, there's channels to get help with school and get advice from industry professionals!

Post your LinkedIn here and get more exposure!

If you don't want to study alone, just hit up the "study-chat" channel and have some SWEsters join you in your study sesh. Study-zones are voice channels.

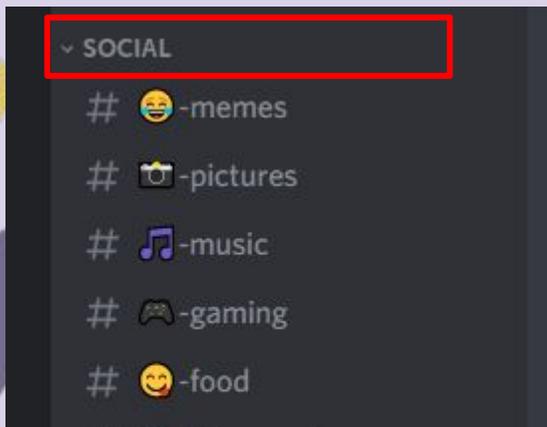
We love to hear back from our members to know what we can improve. Send us any feedback about events or give us some suggestions to improve our discord server here!

# Mute Certain Channels!

## Avoid the spam

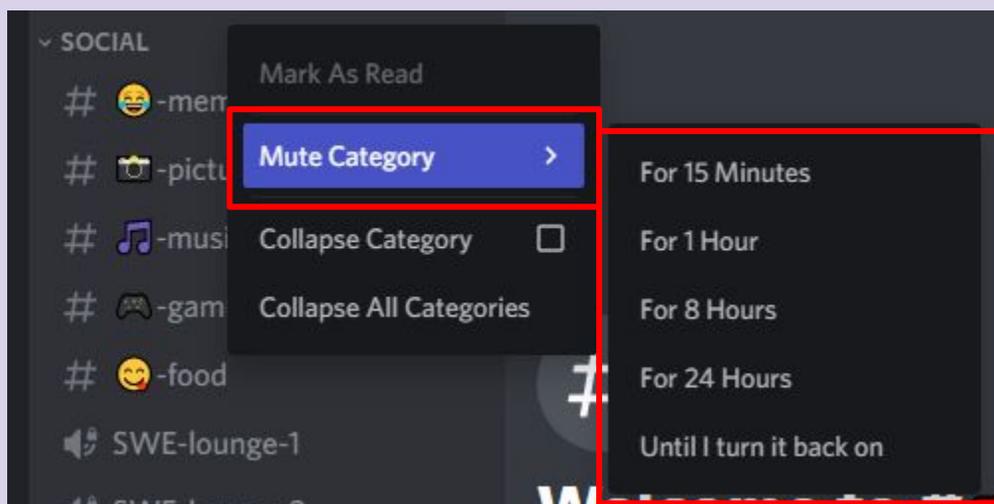
While we love having so many text channels for different topics, we know not everyone will be interested in everything. If you do not want to receive notifications about chats from certain channels, here's what you need to do:

## To mute entire categories:



Ex: You are not interested in the social chats (memes, pictures, music, etc.)

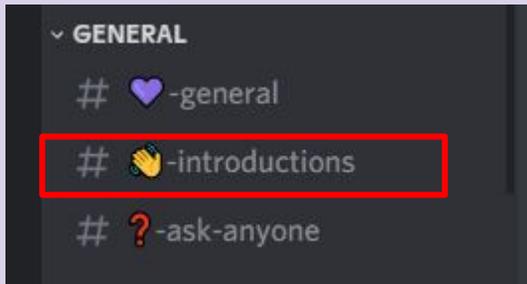
Right-click on the category you want to mute



Click "Mute Category" OR Hover over it to select how long you want the channels to be muted

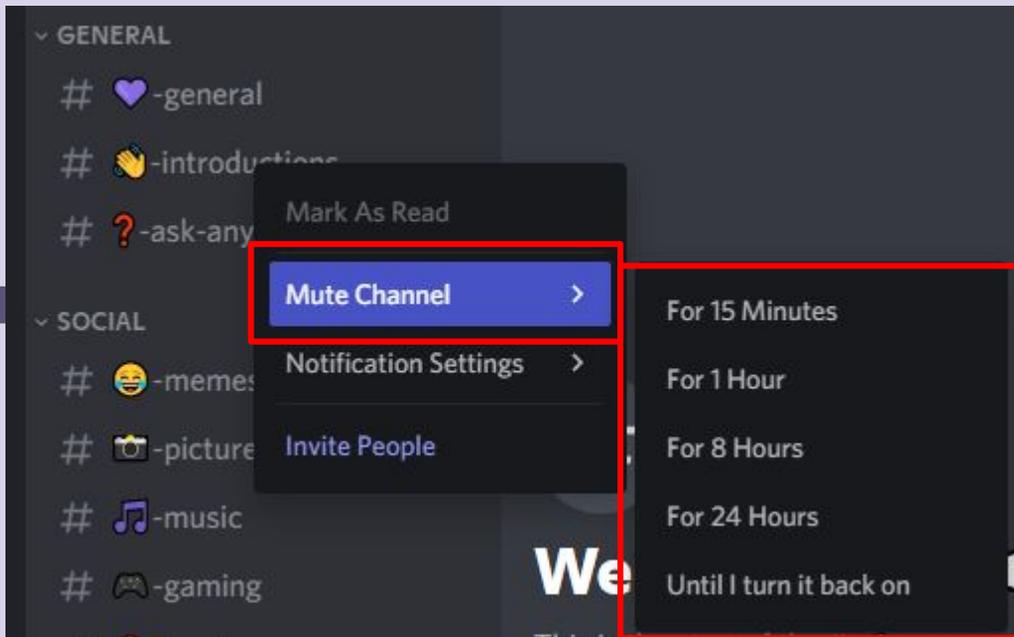
# Mute Certain Channels cont.

To mute a certain channel: (Basically the same thing)



Ex: You are not interested in new members' introductions.

Right-click on the text channel you want to mute



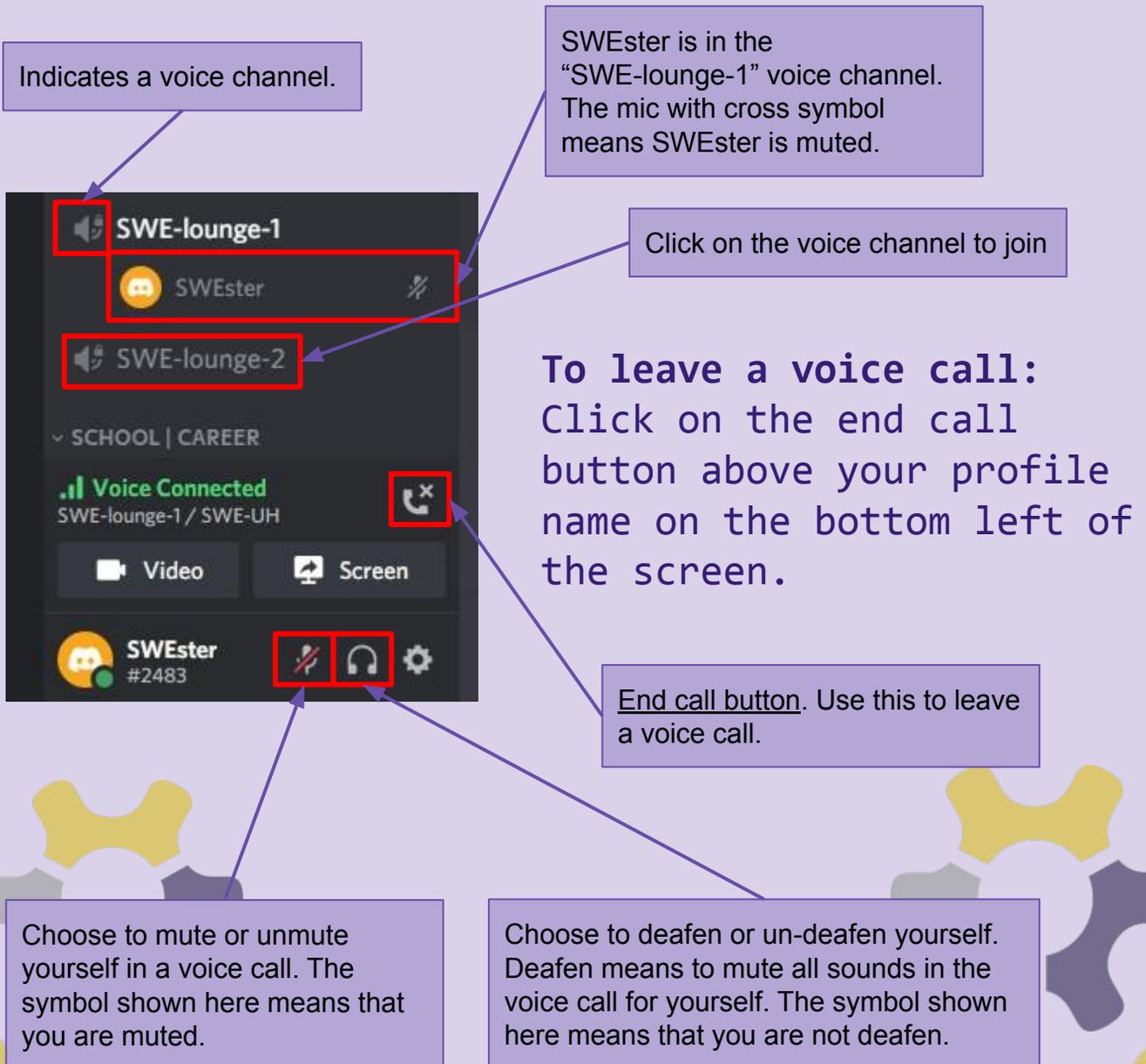
Click "Mute Channel" OR Hover over it to select how long you want the channel to be muted

All done! Now you can mute as many or as few text channels as you want to **ONLY** be notified of the things you are interested in.

# Voice Calls

## To join a voice call:

Simply click on the voice channel you want to join. Voice channels are channels with the speaker icons instead of the “#” icons.



Indicates a voice channel.

SWEster is in the “SWE-lounge-1” voice channel. The mic with cross symbol means SWEster is muted.

Click on the voice channel to join

To leave a voice call:  
Click on the end call button above your profile name on the bottom left of the screen.

End call button. Use this to leave a voice call.

Choose to mute or unmute yourself in a voice call. The symbol shown here means that you are muted.

Choose to deafen or un-deafen yourself. Deafen means to mute all sounds in the voice call for yourself. The symbol shown here means that you are not deafen.

The screenshot shows a Discord interface with a dark theme. At the top, there are two voice channels: 'SWE-lounge-1' and 'SWE-lounge-2'. 'SWE-lounge-1' has a speaker icon and a red box around it. Below it, a user named 'SWEster' is shown with a microphone icon that has a red slash through it, indicating they are muted. Below the channels, there is a section for 'SCHOOL | CAREER' with a 'Voice Connected' indicator for 'SWE-lounge-1 / SWE-UH'. At the bottom, there are buttons for 'Video' and 'Screen', and a user profile for 'SWEster #2483' with icons for mute, deafen, and settings. Red boxes highlight the 'SWE-lounge-1' channel, the muted microphone icon, the 'End Call' button (a telephone handset with an 'x'), and the mute and deafen icons in the user profile.

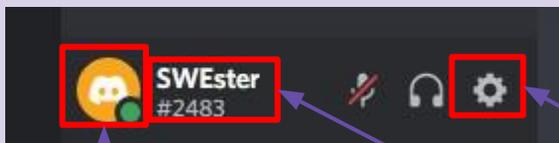
# Additional Misc. Information

## Status usage

Certain status can affect your notification settings for the time being.

## This is your profile “hub”

This is found on the bottom left of the screen.

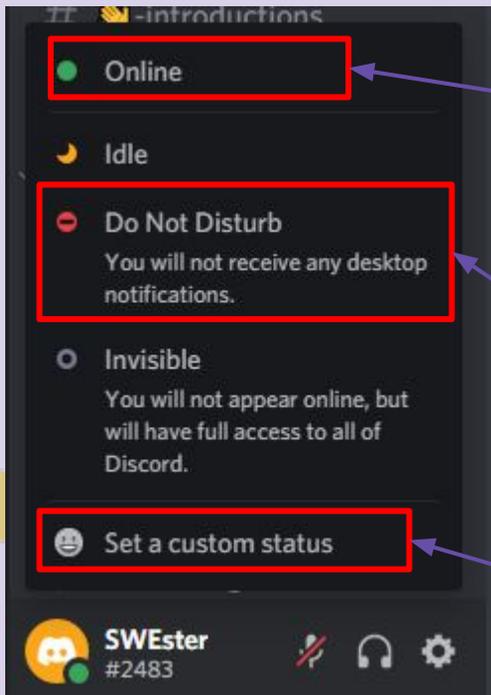


Profile picture

Discord name and tag.  
Used to send friend requests.

Access your discord settings. This allows you to customize your discord even more! Don't forget to click save at the end! For more information, check out [this account customization page](#).

When you left-click on your profile picture, options to change your status appear.



Let everyone know you're online and on discord. Normal notifications.

Mutes all chat notifications. When you're on this mode, you will not receive any notifications regardless of notification settings.

A custom status will appear under your name on the server!

# Additional Misc. Information

## Direct message server members

Similar to GroupMe, you will have the option to direct message members by clicking on their name/profile picture.

*This setting can be turned off by members and will not allow dm's to be sent to them.*

The screenshot shows a Discord server interface. On the left is a list of members with their names and profile pictures. A red circle with the number '1' is placed over the name 'Mary Bittar | PreSWEdent'. On the right is the profile view for 'Mary Bittar | PreSWEdent' with the user ID 'marebear#8534'. Below the name is a 'ROLES' section containing buttons for 'Core Officer', 'Member', 'Data Science', and 'Graduate', along with a plus sign. A purple callout box with an arrow points to this section, containing the text 'Server roles can also be viewed here'. At the bottom of the profile view is a text input field with the placeholder text 'Message @marebear'. A red circle with the number '2' is placed over this input field.

1. Left-click on the person's name.
2. Type your message in the "Message @\_\_\_\_" box and hit enter. Your dm should be sent.

# Additional Misc. Information

## Discord App

While the browser can be quick and convenient, downloading the app to use, both on desktop and mobile, is highly recommended. There will be far fewer glitches and less lag.

The mobile app is recommended to have SWE on the go! 😊

**Get Discord for any device**

An adventure awaits. Hang out with your friends on our desktop app and keep the conversation going on mobile.

Download for Mac macOS 10.10 (Yosemite) or higher

**iOS**  
Download

**Android**  
Download

**Linux**  
Download

**Windows**  
Download

**Feeling experimental?**  
Try our Public Test Build and test new features before they launch.  
Download Public Test Build

For more information and to download the discord app, click [here](#).

# Finished

That's it! No more bombarding you with information.

We think that Discord is a great platform for our SWE-UH community in the long term and we hope you all agree!

With the transition from GroupMe to Discord, we hope to see an increase in organization and our ability to communicate important information with everyone while still allowing all you SWEsters to interact and get to know each other.

We hope to see you all bring the server to life!

