

# Get started with Science Tokyo Slack/Box!



- An institute-wide communication platform
- Chat and emoji reactions enable you to connect with anyone on campus anytime, anywhere
- Automate tasks using custom workflows

- An institute-wide, cloud-based online storage service
- Secure access to diverse content and seamless information sharing and utilization, regardless of location or device.
- Access files anytime, anywhere via the mobile app.
- Leverage generative AI through conversational interactions using Box AI.

## How to use Slack and Box ?



Slack and Box are available to **students, faculty, and staff in Science Tokyo!**

- As a general rule, institute operations are conducted via Slack and Box.
  - Receive institute news and event updates through Slack and Box.
- You are welcome to use Slack for other activities, including the following:
- Activities and exchanges within schools, graduate schools, and faculties; activities within research groups
  - Chat, personal information dissemination

Please note that Science Tokyo LMS is the official system for notifications, communications, and materials related to lectures.



## Why do we use Slack and Box instead of email?

Email can come from both inside and outside the institute, and it is often used in cyberattacks. To reduce this risk, internal communication and information sharing are handled through Slack and Box, while email is mainly used for communication with people outside the institute. By using different tools for different purposes, the institute can improve overall cybersecurity.

## Steps to start using your account

### 1 Configure initial settings for the authentication system



Initial Setup Manual

### 2 Open Slack / Box

How to sign in



How to sign in



#st-slackbox-guidance 虎の巻-情報基盤課  
Your go-to source for detailed information. 🔥



## Science Tokyo Slack/Box Officer

Contact Slack channel : #help-学生slack-情報基盤課 / #help-学生box-情報基盤課

- Faculty and staff members please use #help-教職員slack-情報基盤課 / #help-教職員box-情報基盤課.

- If you have trouble logging into Slack : [help-slackbox@cii.isct.ac.jp](mailto:help-slackbox@cii.isct.ac.jp)