User Guide of the Mattermost Installation
For the European AI Community
available at: https://www.vision4ai.eu/talk/

Welcome to the Mattermost installation for the European AI Community!

Getting started

Based on the invitation link you must have received, please create your account by setting up a username and a password. Usernames have to begin with a lowercase letter and be 3-22 characters long. It is allowed to use lowercase letters, numbers, periods, dashes, and underscores. Mattermost also requires email verification after account creation prior to allowing login (max login attempts = 10).

Note: If you have been using CLAIRE's Zulip platform, please register with the same email address as you used for the Zulip account (the username can be created freely).

Anytime you want to login into the platform, please remember to always use your username, not the email address under which you have registered.

All users shall follow the Mattermost's Code of Conduct for the European AI Community as settled by the VISION ICT-48 CSA team in cooperation with Inria.

Team Membership

When becoming a member of the specific team you have been invited to, you also become a member of the **"VISION4AI" Team, which is an open team shared by the whole European AI Community.**

This team is a common space to share information, communication materials, etc.

All users will automatically be added to the VISION4AI Team. To join any other public team that you don't belong to but that can freely be joined, you can clickon the Hamburger menu next to your username or simply the "+" icon at the bottom of your team sidebar - there you can select "Join another team" (*see image below*). If there is no other public team accessible, this option doesn't appear anymore.
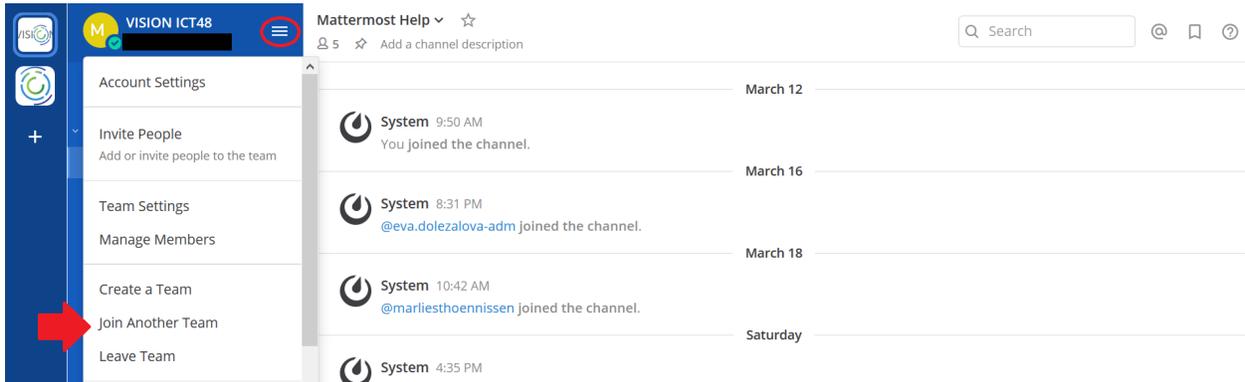
Ultimately, users can decide to leave the VISION4AI common team, while remaining in other teams. This doesn't impact the possibility to send direct (private) messages to other users. There is no permeability between the teams, thus users will need to be added to the different teams they might be interested in.

Channels

All users are allowed to post and share documents and links in public channels. However, the team and system administrators reserve a right to remove content or inappropriate messages in case the [Mattermost Code of Conduct](#) is not respected.

Within the "VISION4AI" team, an initial set of public channels have been established. These channels are accessible to all members of the team. To join them, you will need to go in "Find channel" if you know the name of the channel you are looking for, or you will need to click on the "+" icon to "Browse Channels" and add all the channels that are relevant for you (*see image below*).
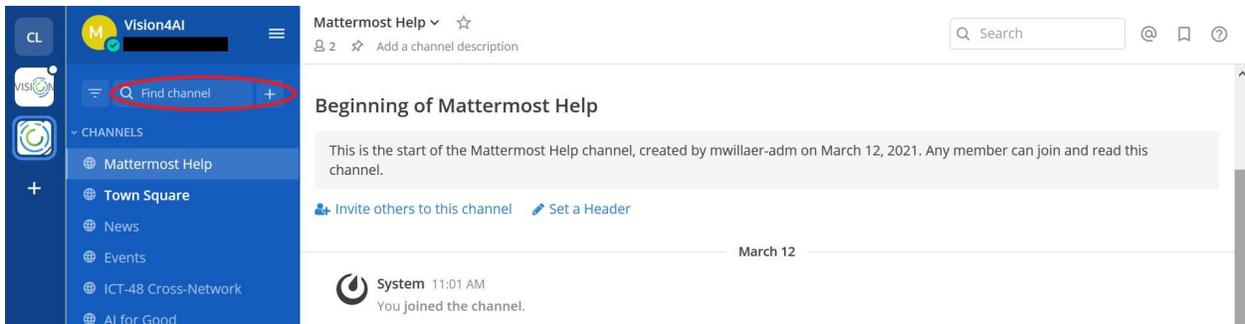
In the VISION4AI team, users will **automatically** have access to the **"Town Square"**,"**Mattermost Help", "Events" and "News" channels**.

Users from ICT48 teams will also be added to the ICT48-Cross Network channel. In the **"Mattermost Help"** channel, users can ask the community for technical help, as well as chat and search for best practice in using the Mattermost communication tool.

The **"Town Square"** channel is a place where users can exchange informally. If you wish to share information or discuss topics that do not belong to any of the existing channels (such as news, events, ethics,...), you may do so by joining and posting in the "Other Topics" channel.

Sorting the Channels

Channels can be ordered alphabetically or manually by clicking on the three dots that appear next to "CHANNELS" and then on "Sort" (*see image below*). Users can also create their personal categories to create sub groups containing specific channels. This can for instance allow a user to deactivate notifications for various channels at the same time (*see image below*).
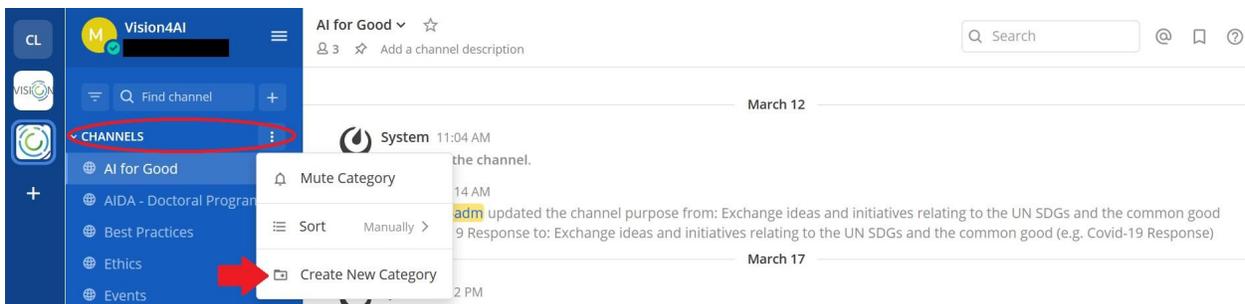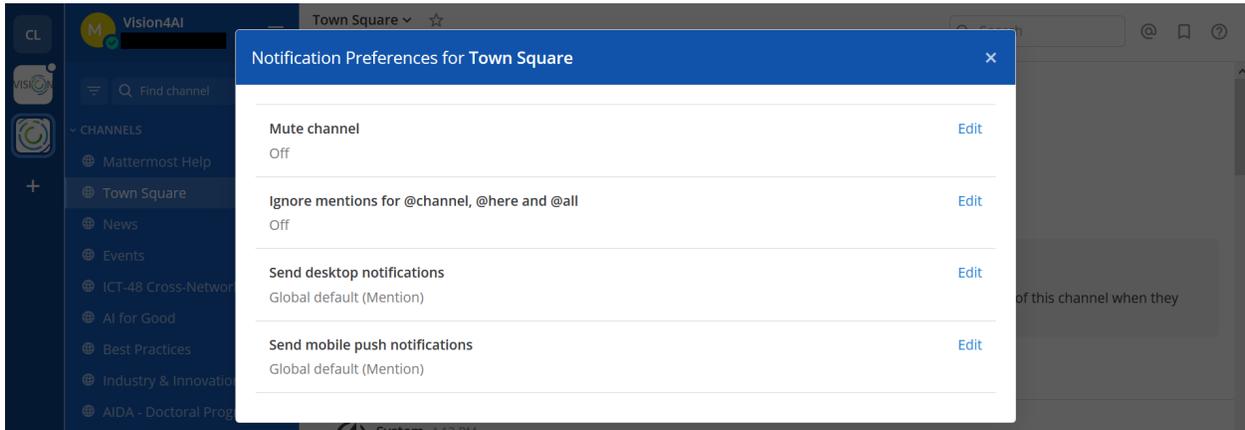

Users may also customise or even deactivate notifications for selected channels by going in a channel and clicking on the name of the channel, then on 'notification preferences' (*see images below*).
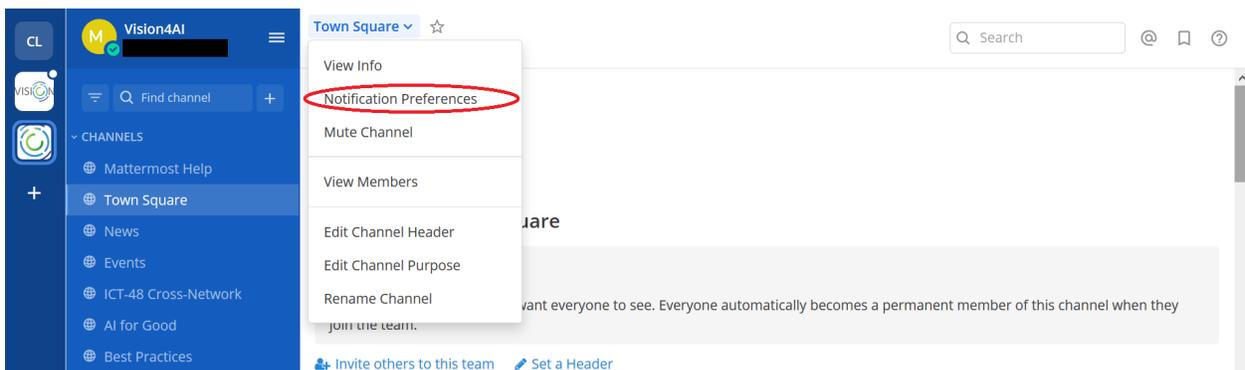
Initial Structure of Teams

Besides the overarching "VISION4AI" team, particular teams for each of the ICT48 Networks of Excellence will be created. Each networks has its own responsibility for its own space (i.e. Team) - the designated representatives of each network, i.e. Team Admins, can create the whole structure of public and private channels within their teams. Any user can create its own channel as well.

AI4Media ICT48   ELISE ICT48   H-AI-Net ICT48 TAILOR ICT48 VISION ICT48

Roles and specifics of User Management

1. Members: Members act at the lowest level of responsibilities. A member can only join a team when he/she is invited to do so. A member is not allowed to create a new team or to exclude any members of the team. However, a member can create new channels (although this should be avoided if he/she does not have the explicit consent from the Team Admins), and see other members of the teams he/she is part of. A member can send private messages to other members. A member can also add existing members of a team to a channel within that team. A member is not allowed to see teams, or other members of those teams, that he/she is not a member of.

2. Team admins: On creation of the team, the person who set it up is usually made a Team Administrator. For ICT48 networks, the teams have been created by System Admins and the role of the Team Admins has been assigned to designated representatives of the ICT48-NoEs. Team admins from the NoEs manage the team space for each ICT48 project. To view the list of users on their team and what their roles are, Team Admins can go to the Main Menu and select 'Manage Members'.

A person can act as a Team Admin for one team and be a Member of another team. Team Admins have access and are able to do the following:
- "Team Settings" menu from the team site main menu

This material reflects only the author's views. The EC is not liable for any use that may be made of the information contained therein.

- Change the name of the team
- "Manage Members" menu, where they can control whether team members are "Members" or "Team Administrators"

The channel structure within particular teams will be up to the Team Admin.

3. System Admins: The System Admins shall implement the factual governance of the Mattermost instance. There are four system administrators, two from Inria and two from CIIRC CTU. The systems admins have limited access to the parameters of the platform and can access all teams and public channels if they are explicitly requested to do so. By default, System Admins cannot access private channels or private messages. They are able to do and access the following:

- System Console from the main menu in any team site
- Change any setting on the Mattermost server available in the System Console that has not been locked by the infrastructure administrator
- Promote and demote other users to and from the System Admin role
- Deactivate user accounts and to reactivate them

Generic Mattermost Documents:
Mattermost User's Guide: https://docs.mattermost.com/guides/user.html
Mattermost Code of Conduct:
https://handbook.mattermost.com/contributors/join-us/mattercon/mattermost-code-of-conduct
Complete Mattermost documentation: https://docs.mattermost.com

www.vision4ai.eu
info@vision4ai.eu