

Zulip - How To

Zulip is an easy-to-use messaging platform that allows you to organize each discussion with **topics** so you can find important information exactly when you need it.

The urgency of **real-time chat** is combined with the productivity of the **email threading model**, helping users to process hundreds of messages daily and focus only on essential conversations.

This makes Zulip an excellent collaboration tool for in-office work, remote teams, or even those spread across multiple time zones.

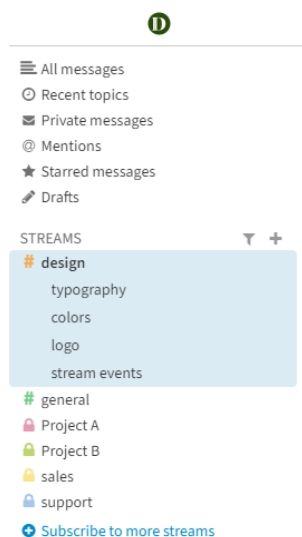
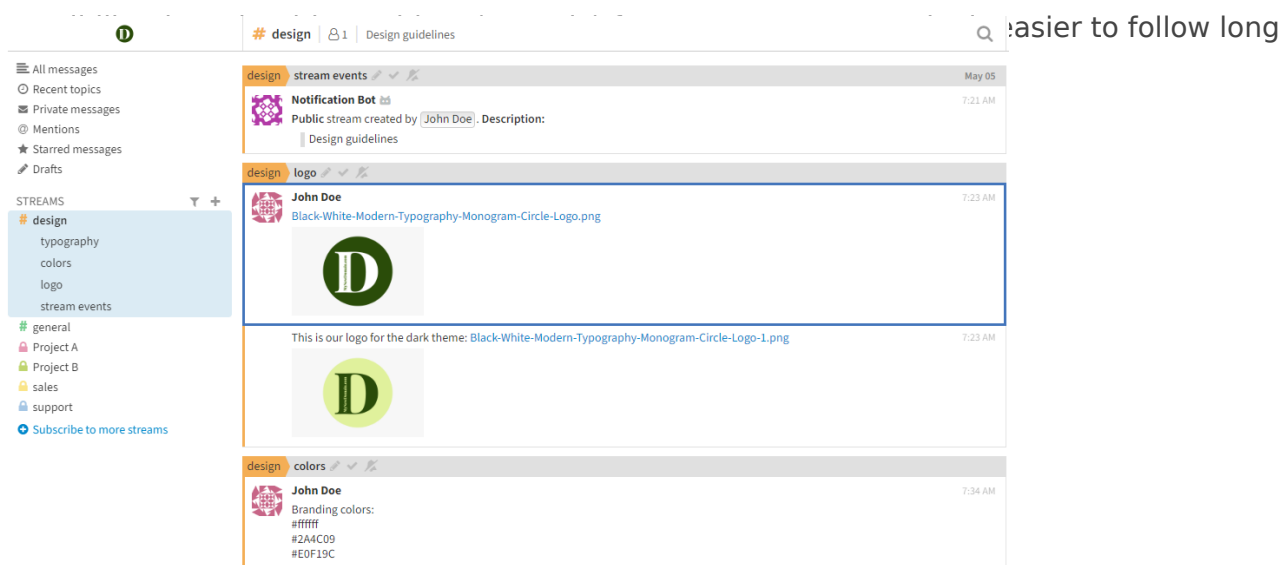
- [Zulip Preview](#)
- [Add users to Zulip](#)
- [Zulip Login](#)

Zulip Preview

Fully integrated with the Webmail

Log in directly from your Webmail and jump straight into productive conversations.

Organize your communications into streams and topics



Customize stream permissions

STREAMS

Subscribed All streams

Project A

General Personal Subscribers

Unsubscribe

Project A

Stream permissions

- This is a **private stream**. Only people who have been invited can access its content, but any subscriber can invite others.
- New subscribers can view complete message history.
- All stream subscribers can post.

design Design guidelines

general Everyone is added to this stream ...

Project A Project A

Project B Project B

sales Sales

support Support

Change stream permissions for #Project A

Who can access the stream?

Public: Organization members can join (guests must be invited by a subscriber); organization members can view complete message history without joining

Private, shared history: Must be invited by a subscriber; new subscribers can view complete message history; hidden from non-administrator users

Private, protected history: Must be invited by a subscriber; new subscribers can only see messages sent after they join; hidden from non-administrator users

Who can post to the stream?

Everyone

Message retention for stream

Message retention period

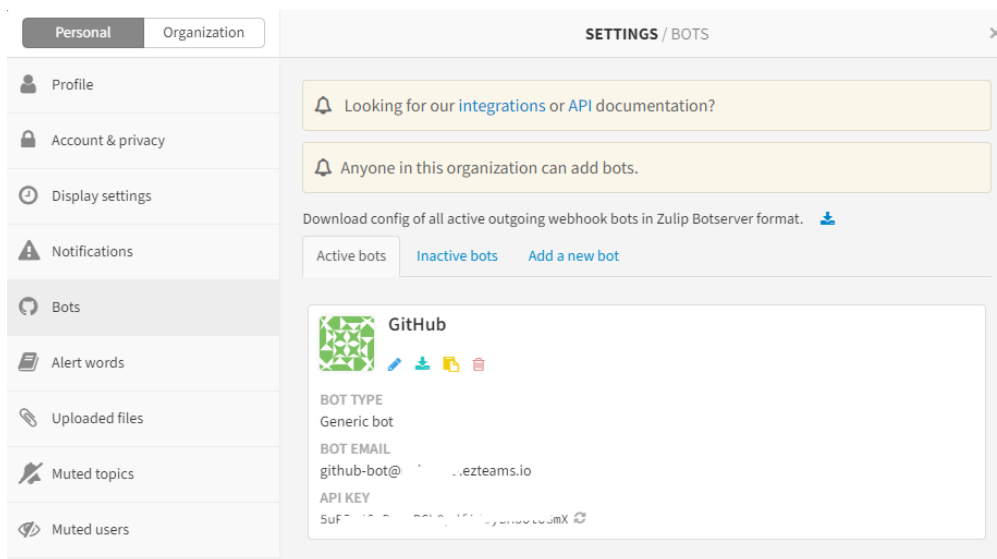
Use organization level settings (forever)

Cancel Save changes

Advanced search options

Operator	Effect
stream: stream	Narrow to messages on stream stream .
topic: topic	Narrow to messages with topic topic .
pm-with: email	Narrow to private messages with email .
group-pm-with: email	Narrow to group private messages with email .
sender: email	Narrow to messages sent by email .
sender:me	Narrow to messages sent by you.
near: id	Center the view around message ID id .
id: id	Narrow to just message ID id .
streams:public	Search all public streams in the organization.
is:alerted	Narrow to messages with alert words.
is:mentioned	Narrow to messages that mention you.
is:private	Narrow to private messages.
is:starred	Narrow to starred messages.
is:unread	Narrow to unread messages.
is:resolved	Narrow to messages in resolved topics.
has:link	Narrow to messages containing links.





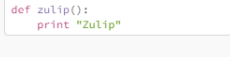

API integration - with Git Hub for example



Message formatting

Make your message easier to read with markups such as bulleted lists, bold, italics, and much more.

Discuss code with Markdown code blocks and syntax highlighting or blocks of text with block quotes.

(or Ctrl + I)	<i>italic</i>	@_**Joe Smith** (autocompletes from @_joe)	 (links to profile but doesn't notify Joe Smith)
bold (or Ctrl + B)	bold	@**all**	 (notifies all recipients)
--strikethrough--	strikethrough	##**streamName**	#streamName (links to a stream)
[Zulip website](https://zulip.org) (or Ctrl + Shift + L)	Zulip website	/me is busy working (send a status message as user Iago)	Iago is busy working
* Milk * Tea * Green tea * Black tea * Oolong tea * Coffee	<ul style="list-style-type: none"> • Milk • Tea <ul style="list-style-type: none"> ◦ Green tea ◦ Black tea ◦ Oolong tea • Coffee 	Some inline `code`	Some inline <code>code</code>
1. Milk 1. Tea 1. Coffee	<ol style="list-style-type: none"> 1. Milk 2. Tea 3. Coffee 	def zulip(): print "Zulip" ...	
:heart: (and many others , from the Noto Project)		```python def zulip(): print "Zulip" ...	
@**Joe Smith**		To add syntax highlighting to a multi-line code block, add the language's first Pygments short name after the first set of back-ticks. You can also make a code block by indenting each line with 4 spaces.	

Keyboard shortcuts
Message formatting
Search operators
✕

<pre>```python def zulip(): print "Zulip" ```</pre>	
<p>To add syntax highlighting to a multi-line code block, add the language's first Pygments short name after the first set of back-ticks. You can also make a code block by indenting each line with 4 spaces.</p>	
<p>> Quoted</p> <pre>```quote Quoted block ```</pre>	<p>Quoted block</p>
<pre>```spoiler Always visible heading This text won't be visible until the user clicks. ```</pre>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Always visible heading </p> <p>This text won't be visible until the user clicks.</p> </div>
<p>Some inline math $e^{i\pi} + 1 = 0$</p>	<p>Some inline math $e^{i\pi} + 1 = 0$</p>
<pre>```math \int_0^1 f(x) dx ```</pre>	$\int_0^1 f(x) dx$
<p>You can also make tables with this Markdown-ish table syntax.</p>	

Enterprise-grade security

Zulip is used by some of the most security-conscious organizations in the world.

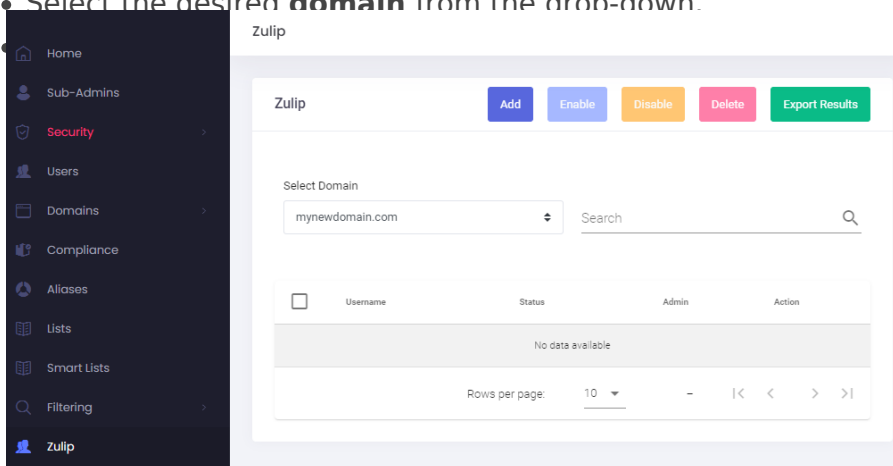
Add users to Zulip

Each mailbox can be added to the Zulip ecosystem, and only same-domain users can collaborate in our Zulip integration.

Adding external collaborators to Zulip is possible only if you create an e-mail address for them.

Adding a new user to Zulip

- Go to the [Admin Panel](#).
- Log in using your Admin username and password.
- Click on **Zulip** in the menu bar.
- Select the desired **domain** from the drop-down.



- A new window with a list of users from the domain will show.
- Select the users you wish to activate Zulip for.
- Click on the **Allow** button. Allow up to 5 minutes for the system to add the users to the Zulip ecosystem.

Search 🔍

<input type="checkbox"/>	Username
<input checked="" type="checkbox"/>	john
<input checked="" type="checkbox"/>	anne
<input checked="" type="checkbox"/>	deedee
<input type="checkbox"/>	ui

Rows per page: 10 | 1-4 of 4 | << < > >>

Allow

- Home
- Sub-Admins
- Security
- Users
- Domains
- Compliance
- Aliases
- Lists
- Smart Lists
- Filtering
- Zulip
- Branding
- Settings

Zulip

Zulip

Add
Enable
Disable
Delete
Export Results

Select Domain

↕

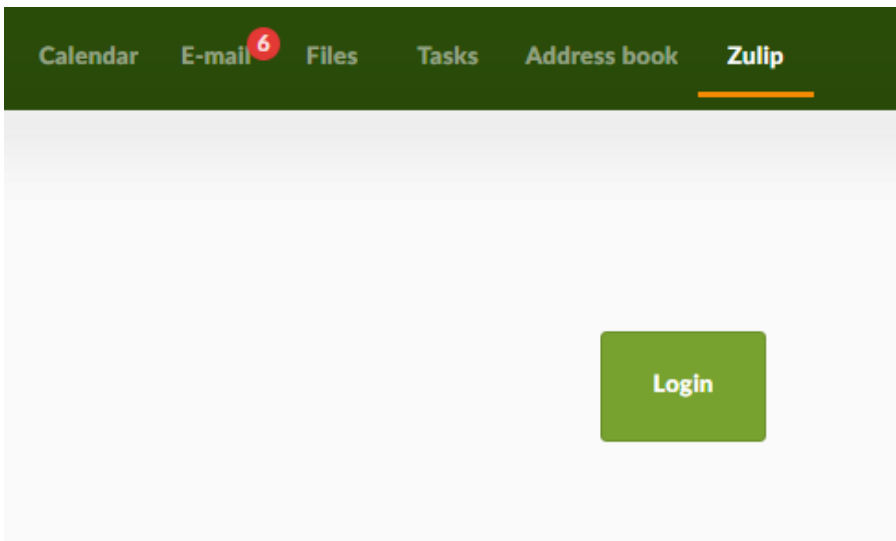
🔍

<input type="checkbox"/>	Username	Status	Admin	Action
<input type="checkbox"/>	john	Allowed	-	
<input type="checkbox"/>	anne	Allowed	-	
<input type="checkbox"/>	deedee	Allowed	-	

Rows per page: 10 | 1-3 of 3 | << < > >>

Zulip Login

- Go to the [Webmail](#)
- Log in using your full **e-mail address** and your **current e-mail password** (one time passwords / OTP or "Login as..." feature will not work).
- Click on the **Zulip** tab from the top of the page
- Click on the **Login** button. The first login will set up the necessary account details and it might take a few moments.



If you would like to use the Zulip Desktop app, the URL will be in the following format, where *mydomain--com* would be replaced by your domain name: <https://mydomain--com.ezteams.io> .