Signup

 You can go to: <u>https://chat.archaeo.social/#/welcome</u> to create an account, <u>h</u> make sure the server is set to 'archaeo.social' (URL: https://matrix.archaeo.social) and NOT just the default 'matrix.org'

Welcome to Element! Decentralised, encrypted chat & collaboration powered by [matrix] Sign In Create Account
Create account Matrix archaeo.social Username Username Confirm password Enail Confirm password Enail Are mail to be able to reset your password. Use email to cholary be discoverable by existing contracts.

- 2. Confirm your account via the email sent to your email address (might take up to 10m!)
- 3. Confirm your password
- 4. Skip the onboarding survey at this point

You're in				
Who will you chat to the most? We'll help you get connected.				
Friends and family	Coworkers and teams	Online community members		

5. You should then see the initial chat page, feel free to go through the onboarding steps (e.g. turn on notifications)

Home ~		We have a flow and the second se	
Welcome		Welcome to Element.	
		With free end-to-end encrypted messaging, and unlimited voice and video calls, Element is a great way to stay in	
		touch.	
		Start your first chat	
		Only 3 steps to ap Complete these to get the most out of Element	
		Create account You made II	
		2 Find and invite your friends It's what you're here for, so lets get to it	
		Owmload Element Don't miss a thing by taking Element with you Download apps	
		4 Set up your profile Make sure people know it's really you Your profile	
		5 Turn on notifications Don't miss a reply or important message Enable notifications	

6. In the search bar at the top, search #laard:archaeo.social (if this does not work, go to the following link: <u>https://matrix.to/#/#laard:archaeo.social</u>) Then, click the option "Join #laard:archaeo.social"

	isba-webmaster 🔇	Q Search) Ø
	Home	Home ~	+
AK	archaeo.social	Welcome	\otimes
+	Create a space	∽ People	+

	Use 🧔 🍙 to scroll
#laard:archaeo.social	
Spaces you're in	
😸 LAARD #laard:archaeo.social	
(#) Join #laard:archaeo.social	
Use "#laard:archaeo.social " to search	
Public roomsPeople	
Other searches	
To search messages, look for this icon	at the top of a room Q
e	
hi: oc	
LAARD Invite to just this room	

7. Once you're into the LAARD space, you should see several public 'rooms' (a.k.a. channels). Please send a message in the Wellcome channel.



- 8. We also recommend you join the ISBA space. To join, you can again go to the search bar at the top, search #isba:archaeo.social
 (if this does not work, go to the following link: <u>https://matrix.to/#/#isba:archaeo.social</u>)
- 9. Members of the LAARD steering committee will later receive an invitation to join the separate steering committee space.

Verification

You may at this point have a message saying that your 'session is not verified'.

Element is a highly security-focused messaging system. You may need to set up *two* things with your account after sign up to remove the verification warning, and also to be able to access your messages if you log in in a different location.

Encryption

To allow you to access your old messages, you will need to set up encryption. In case you get logged out of all your sessions, you can retrieve your old messages using a security key.

1. To set this up, to open the general menu (click on your face/profile picture in the top left) and press 'Security and Privacy'



2. In the menu, under Encryption, and Secury Backup, press 'Set up'



3. Select either generate a security key (similar to Two-factor authentication backup OTP codes), or enter a security phrase (like a second password)



4. Even if you use a security phrase, you will get a security key (in case you forget your phrase)



- 5. You'll then be asked to confirm your *password* (not phrase or key!)
- 6. And then you'll have successfully set up the key backup



Cross-sign

To verify this, you need to log into an independent client, whether that is the

- chat.archaeo.social webpage,
- the element desktop app
- the element android app

Perform a procedure to check it's indeed you on both sessions, and no-one is trying to hack into your account

This general procedure goes as follows:

- 1. Log into the first session (e.g., at the end of the procedure for 'sign up')
- 2. Log into the second session with a different source (see the options above)
- 3. Cross-compare an emoji combination displayed on both sessions, or scan a QR code
- 4. Press verify

You will then be able to access your old messages.

Screenshot tutorial is as follows

 On the first session/device, check you have encryption set up and crosssigning is available by going: Profile picture > Security and Privacy > Scroll down to Cross-signing, and make sure it says 'Cross-signing is ready for use'



2. On the second device, log-in. You should then get a 'verify this device' message, e.g. in one of the examples below



- 3. Press 'verify with another device' (or with the security phase)
- 4. Once you press this, go to the other session (the one you first logged into), and you should have a notification to 'verify session'



5. It will ask you to pick a method of verification (I recommend the emoji matching)

Hom		community ownership.	testing to finance
A Fa	bioconda/l obby		
•		Find your people	
∽ Pe			
6			
		Varify attact daylog	
9		Verify other device	
w		Compare unique emoji	
en e		Compare a unique set of emoji if you don't	
@		have a camera on either device	
D.		Start	
∼ Ro			

6. If emoji matching, both sessions will display a series of emojis. Make sure the emojis are the same on both, and press 'they match' on both sessions.



7. You will then get a 'You've successfully verified' on both devices, and you can continue to use element as normal (and see your old messages)

Hom Y Fav	e v vourites		Community ownership	
0.	bioco			
	bioc	Verify other device		1
Y Pec		You've successfully verified ch	at.archaeo.social: Firefox on Ubuntu (TXFKUDOBDQ)!	
6	Sam			
	Bjorr			
	This			
w	wari		Gotin	
H.	Hanı			f Element
	Joe Roe			
@	esteroras		Create account	
D.	drianbarnes			
\sim			Find and invite your	

Note that for every new log-in you will be asked to verify the device either with your security key/phrase, or the cross-device verification to be able to access your old messages!