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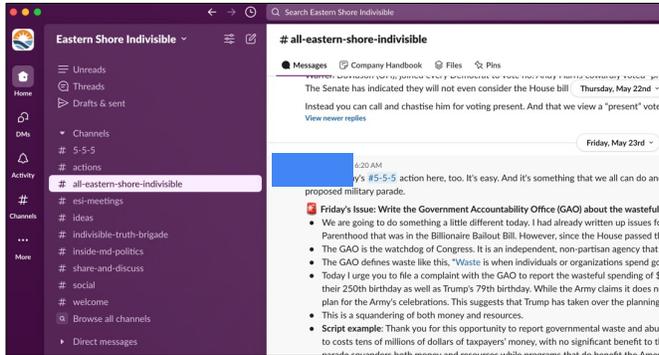
Use this to review specific topics. You can come back to the contents anytime by clicking "Back to Contents."

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Slack is a **S**earchable **L**og of **A**ll **C**onversations and **K**nowledge



Platform that allows users to meet in virtual workspaces to communicate, and collaborate.

Features include:

- The “Channels” which can be based on projects, teams, or topics
- DMs or Direct Messages
- It is NOT FaceBook, X (Twitter), or other typical social media

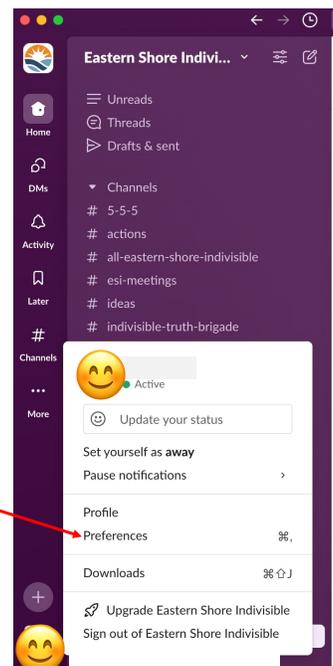
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Setting your profile and preferences

- Click on your avatar 😊
- You can
 - Set your status to active or away
 - Manage notifications
- To update your profile, choose profile
- To update your preferences, click on preferences for a list of options.



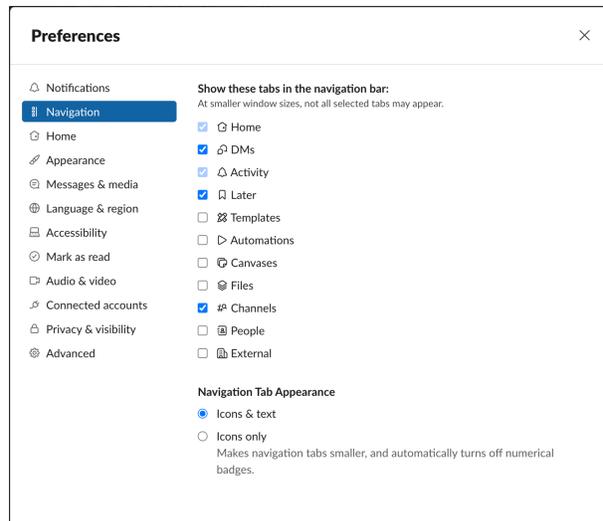
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The Preferences Panel

- You control how SLACK works here
- The Navigation panel is shown which allows you to choose the links on the side navigation bar



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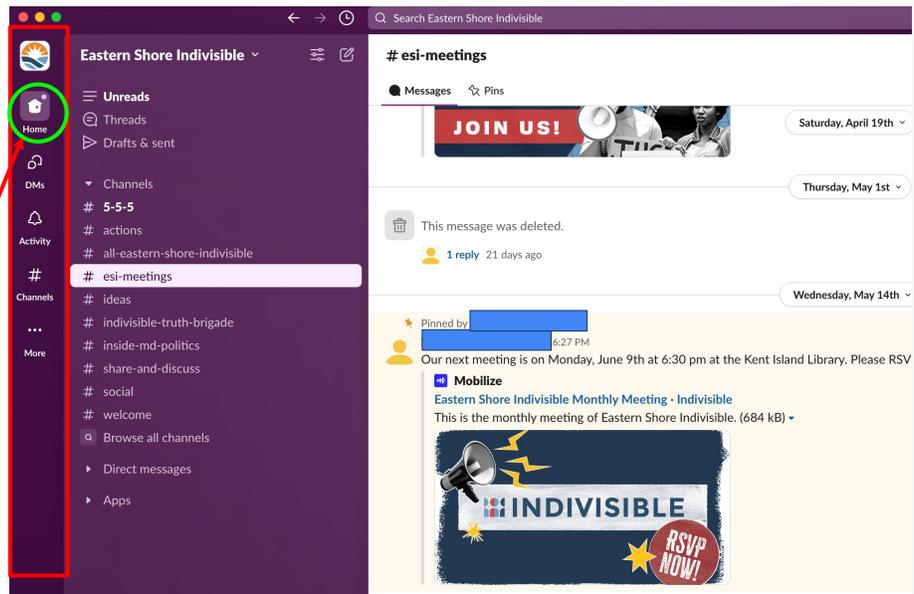
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Slack Navigation

Side navigation bar manages the different “tabs” you use to find messages.

“Home” is where you will spend the most time

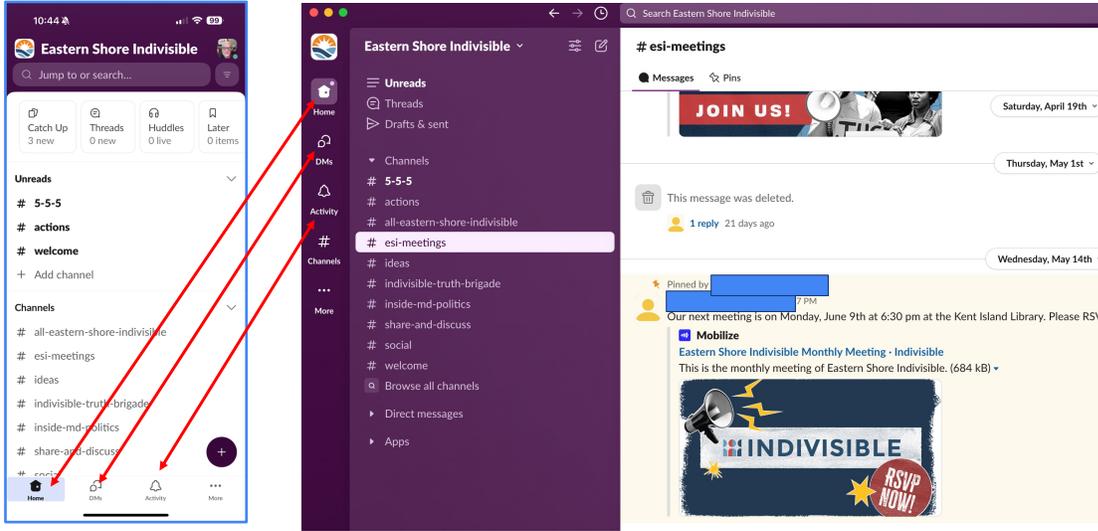


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There are Phone and Desktop Apps



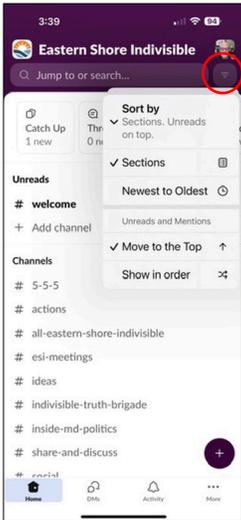
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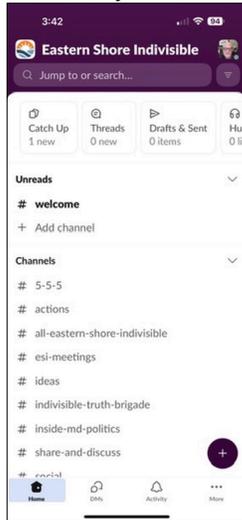


Phone layouts can be customized.

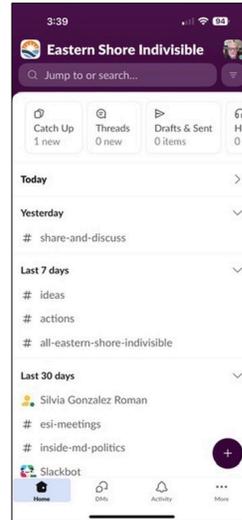
Click on Drop-down Menu



Sorted by Sections



Sorted by Newest to Oldest



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Home Menu

- Access all your conversations from the home menu.
- Channels are where the main conversations occur.
- Collapse and expand lists by clicking on the triangles.
- Channels that are bolded contain unread messages.

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Channels

- Channels are “virtual rooms” for conversations about a specific topic
- Click on a channel to highlight it
- Posts are arranged oldest to newest
- Click on the date button to navigate
- You can view attached files by clicking “Files” at top

Type a message here to start a new post to the channel

You can also reply directly to a post – THREADING (next!)

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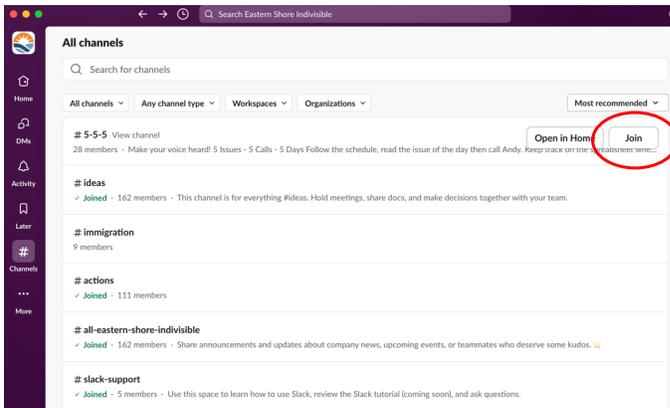
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Finding and Joining Channels

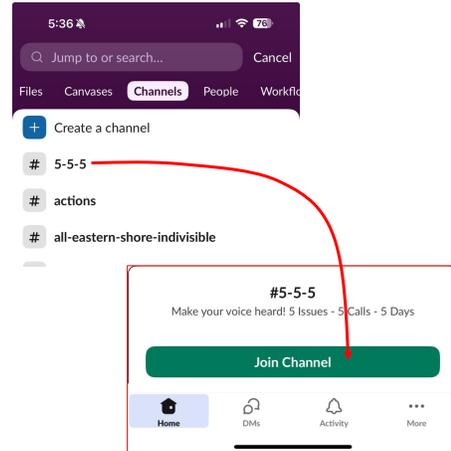
Desktop

Click on "Channels". If you don't see it, click "More"
Move cursor over channel of interest and click "Join" to be part of that conversation.



Phone

Click on "Jump to or search" bar
Click on "Channels"
Click on channel of interest.
Click on "Join Channel"

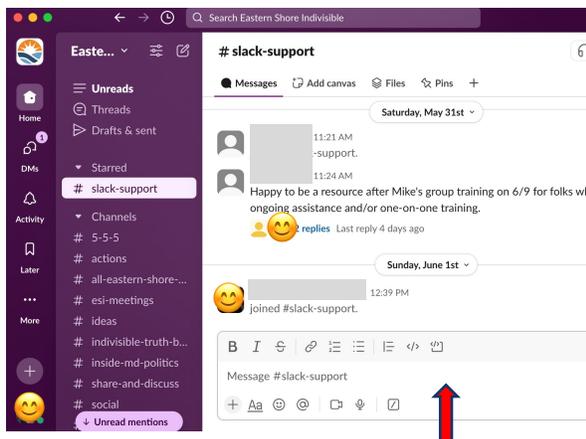


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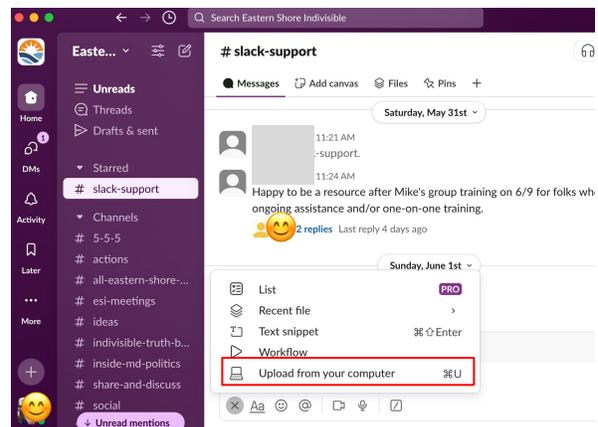
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Posting to a channel



To post a message, just type in the message box



You can also upload files. Click on the + in the message box. Choose "Upload from your computer."

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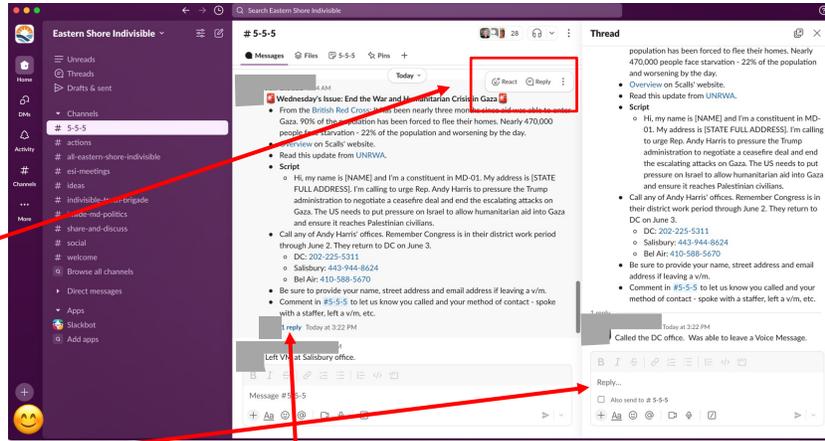


Threading Messages – Important!

Threading keeps replies connected to the original message within the channel.

When you want to reply to a message:

- Hover over the message and a menu of commands appears
- Click on Reply
- Write your reply in the “Thread” window that appears to the right side



Click on “reply” to open the thread window and read all the replies

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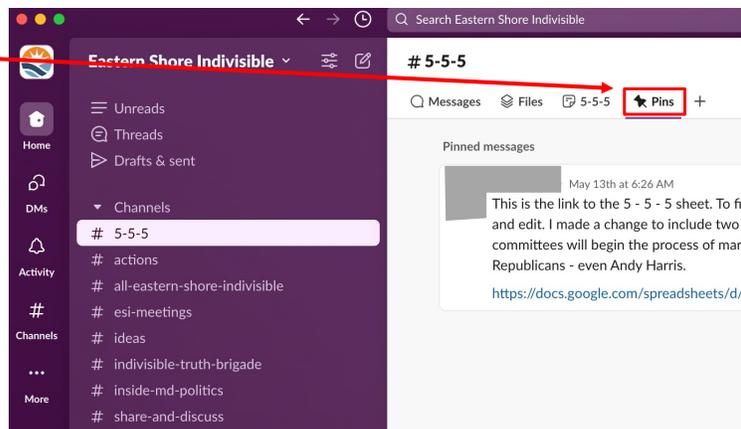
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Pinned Messages

Pinned messages contain important information

- Makes information easy to find
- Check these each time you enter a channel
- Access them by clicking the push-pin icon.



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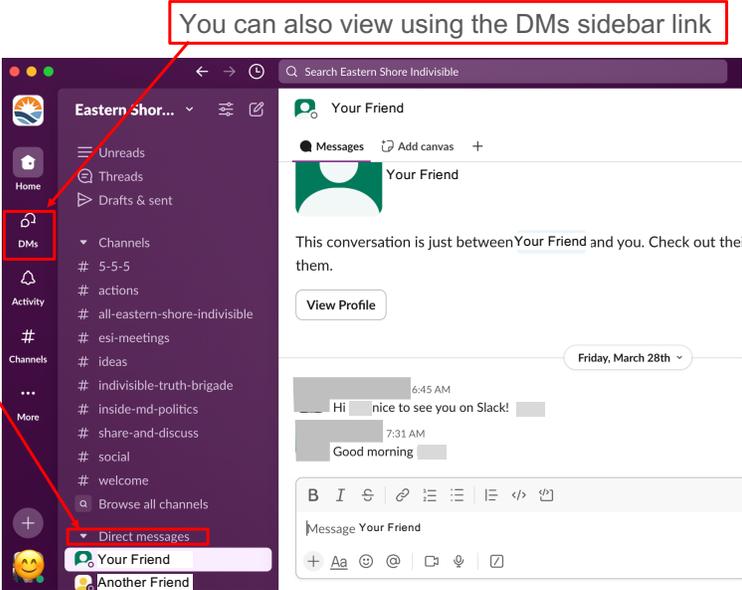
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Direct Messages

- Direct Messages are private conversations between you and one or more others.
- Conversations will be listed below the “Direct messages” heading as new conversations are created

You can also view using the DMs sidebar link



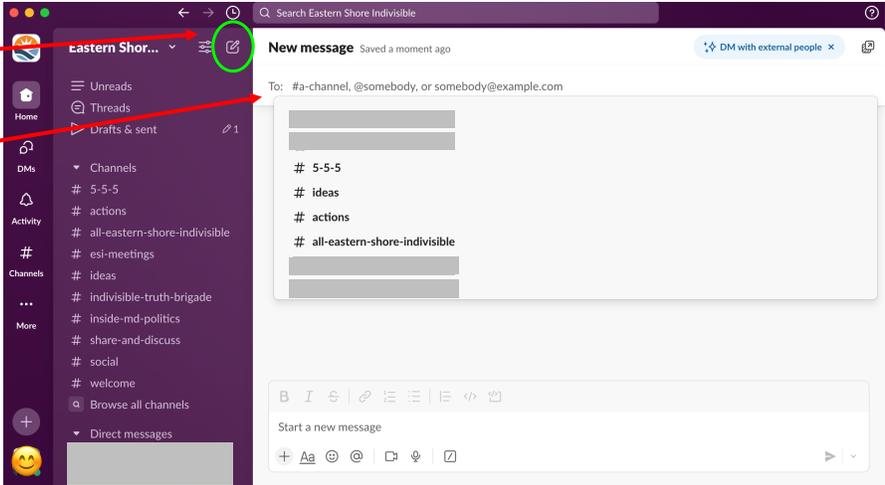
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Composing Direct Messages

- Create a direct message by selecting the compose icon
- A dialogue box will pop up and you can choose the recipient(s)
- You can click on one name
- To choose more than one person, start typing their name on the **To:** field.



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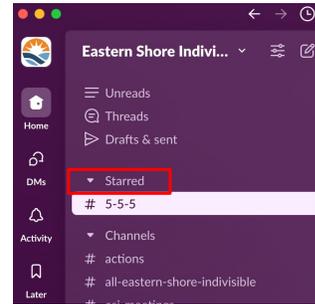
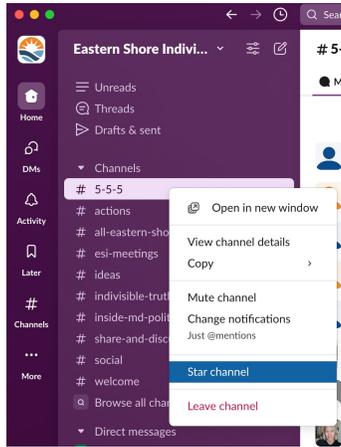
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“Star” your Favorite Items

You can “Star” conversations or channels that you interact with most by right-clicking the Channel or DM conversation and choosing “Star channel” or “Star Conversation”

Items that you star will appear at the top under “Starred”



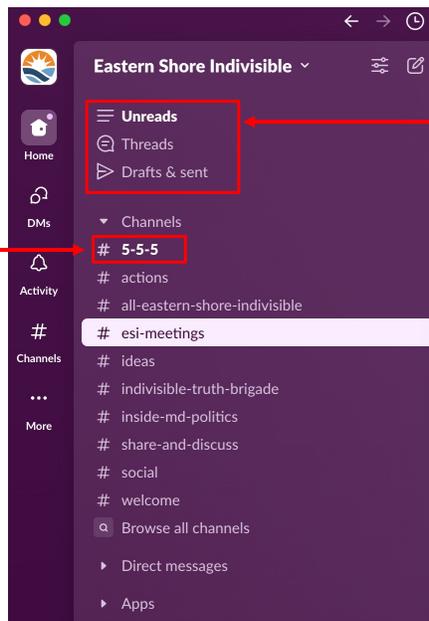
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New Messages

When a new message is posted in a channel, or a new Direct Message (DM) is received the Channel or Direct Message will turn **BOLD**



If the Unreads alert is **Bold**, there are posts you have not seen

If the THREADS alert is **BOLD**, there is new activity in a thread involving you

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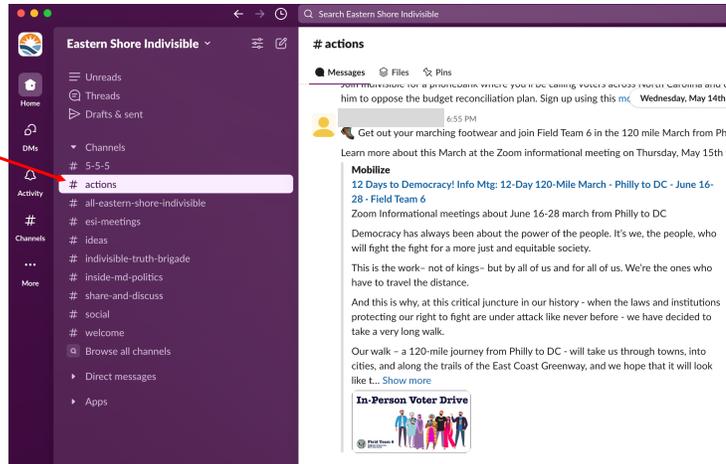


The # actions Channel

ESI is about taking action to protect our democracy.

The **# actions** channel provides information about actions we can take, for example

- Marches, protests, events
- Calls for volunteers to assist in programs and projects.
- Some become their own channel, e.g., 5-5-5
- Check here when it is bolded!



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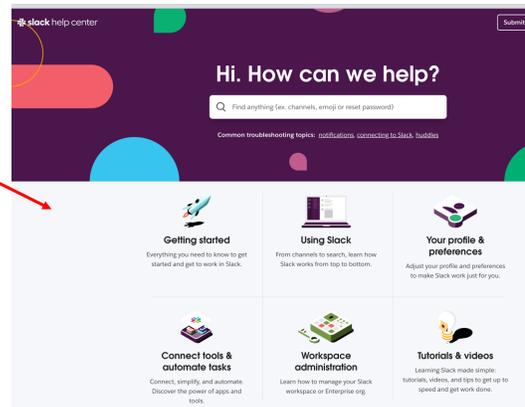
Additional Resources

Here are some additional resources which may help build your familiarity with Slack

The Slack Help Center - <https://slack.com/help>

slack-support channel

VoPros Slack Information Document - <https://tinyurl.com/4kesnpj>



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