



A short guide to use Slack group messaging and collaboration

<http://slackhq.com/> (company blog)

The most productive, quickest way to understand how Slack can work for you is to use it with others. It's not as much fun (or as effective) trying it out on your own. Here are just a few short things anyone trying Slack for the first time can explore.

- **Sign up**

If you're creating a team, invite the people you work with most, and get started together. If you've been invited to join a team, sign up using your company email, and set up your profile.

- **Download the apps**

Get everyone on your team to [download the desktop and mobile apps](#). Slack is also available through desktop browsers, but apps will give it a better experience all around.

- **Channel your conversations**

The majority of Slack conversations are organized into open channels. It keeps work transparent and creates a searchable archive. You'll start with a #general and a #random channel that everyone will join, and from there, create new channels as the need arises.

- **Upload something!**

Part of the power of everything being in one place is having files, images, and anything your team is working on uploaded directly into Slack. Drag and drop, copy and paste or use the upload button. Ta da!

- **Explore integrations**

Integrate some of the tools you use every day, directly into Slack, so that all notifications are available in one place and instantly searchable. This way, you can avoid all that constant switching between apps.

- **Set the notification level that suits you**

You can adjust your notifications in your **Team Menu > Preferences** so you don't miss anything important to you. You can also mute channels, set keywords to be alerted by, and set preferences for mobile and email notifications. It's all in your hands.

Getting started guides

But those are just the most basic of basic suggestions. There's a lot more of Slack to explore, and we hope you'll keep discovering exciting new things forever. For now, though, you might need different tips depending on whether you're in charge of a team, or joining one. Either way, we've got you covered.

Making Slack work for you

Below is a guide to getting started for new team members on any team, including some basic tips and tricks, and hints on getting started with Slack.

Sign Up

Imagine all your team communication in one place, instantly searchable, available wherever you go. That's Slack. Once your organization has set up a team for you, you can join the conversation here using your work email address: <https://informationtrust.slack.com>



You're invited to Acme Sites

You've been invited to join the Slack team for Acme Sites by Marc (marc@acme.com).

[Join Acme Sites](#)

You may copy/paste this link into your browser:

<https://acme.slack.com/createaccount/kmf83blcnaxz932b567snvn83nslv83b>

Your team's Slack domain is:

acme.slack.com

Your sign in email is:

tara@acme.com

Made by [Slack Technologies, Inc](#) • [Our Blog](#)

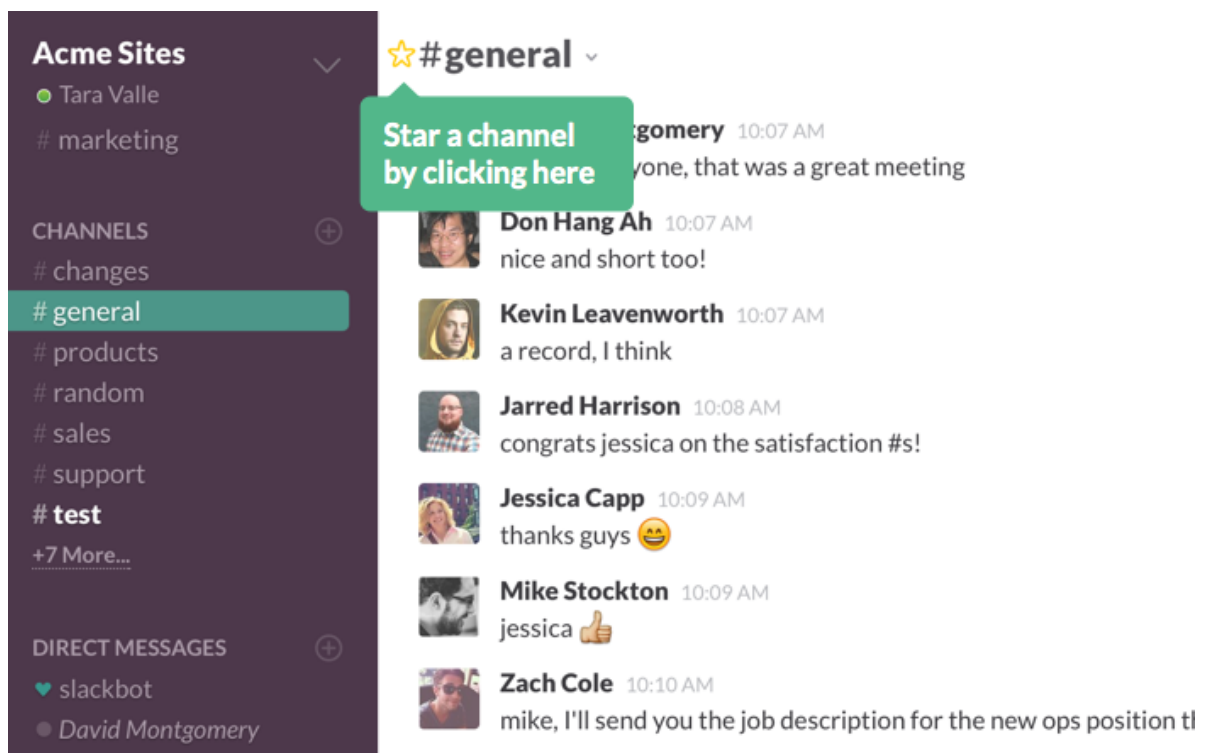
155 5th Street, 6th Floor • San Francisco, CA • 94103

We also recommend you download our apps for iOS, Android, Windows, and Mac at <https://slack.com/apps>

Channels: Where the Magic Happens

Most conversations in Slack are organized into channels which anyone on your team can join. You can still message people 1:1 using direct messages, but the true power of Slack comes from having conversations everyone on the team can see. This transparency means it's quick to find out what's going on all across the team, and when someone new joins all the information they need is laid out, ready for them to read up.

To prioritize the things that are important to you, we recommend **starring a handful of your favorite channels** using the star icon in the upper left hand corner of the message area. These could be the channels containing your team, your projects, or upcoming events you need to keep an eye on. Now you can easily check these channels more frequently, while scanning others only once or twice a day.



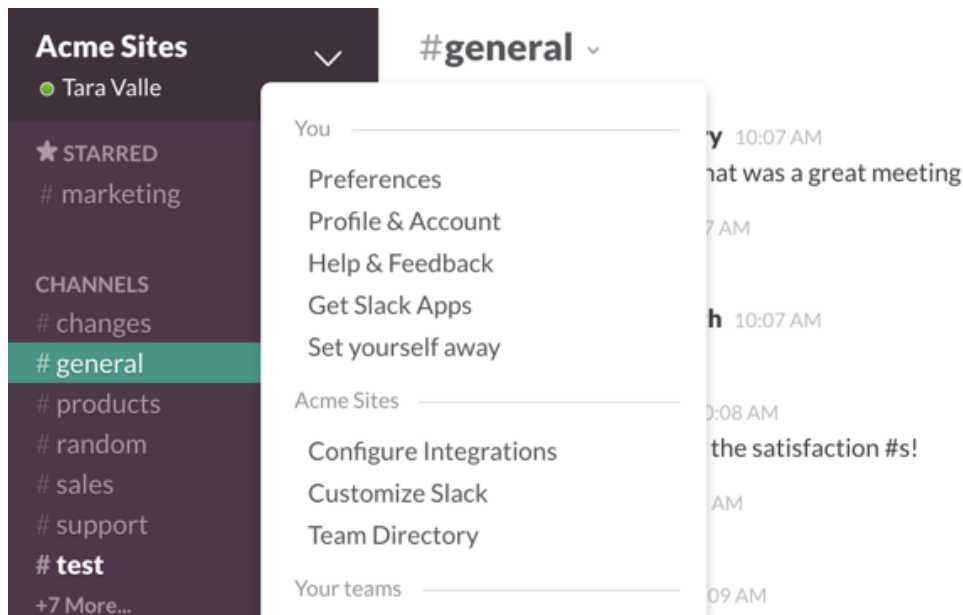
Besides channels and direct messages, you can also create **private groups** for subjects that are sensitive, confidential, or should be otherwise limited to a small number of people. These will only be visible to users who are invited to that group.

When in doubt, **create a channel**. Public conversations are how you **build a database of organizational knowledge with zero effort**—and a key way to draw your team into Slack.

While sending messages in Slack is pretty self-explanatory, there are a few matters of etiquette worth pointing out. **To get someone's attention in a channel, type @ followed by their username, e.g. @jdoe.** They'll see a red badge on the channel and be notified via email or their mobile device if they're not online. **You can also notify everyone in a channel by typing @channel, but please use this sparingly!** While it's useful for important announcements, it can quickly be distracting if abused.

Slack to your needs

The Team Menu is located next to your name in the upper left corner. Here, you'll find options to set up Slack in a way that suits you.



Setting up Notifications

Under **Preferences**, you'll find highly configurable notifications to make sure you see the important stuff as soon as you need to without being distracted by the rest. In compatible browsers and our desktop app, Slack will show **desktop notifications** in the upper right when you're mentioned in a channel. Whenever you're not active on Slack, after a few minutes we'll send either a **mobile push**

notification or **email notification** depending on whether you have the mobile app installed.

You can also customize your notification settings for any channel, depending on how actively you want to keep up with that conversation. That way, you can **mute channels** like your team's indecisive #lunch channel, but choose to get **notified of every message** so you never miss a cute kitten picture in #cats again.

Channel Specific Settings

You can override your default notification settings on a per-channel basis. Select the channel or group you wish to modify and select your settings for desktop notifications, mobile push notifications, @channel notifications, and channel muting.

	Desktop			Mobile			
	Everything	Mentions	Nothing	Everything	Mentions	Nothing	
#sales	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/> Mute this channel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

[Add a custom setting for a channel or group](#)

For channels you want to be a part of but can't keep up with, **highlight** words are very useful. **Any time someone mentions one of your highlight words or phrases, you'll be notified.** Use it for your name, your nicknames, your projects, customers, teams, areas of interest, etc. If you receive too many notifications, you can always trim them back, but this is an efficient way to stay plugged into conversations across many channels.

Additional Settings

Email Preferences

expand

Slack can send email notifications when you're away so you don't miss a beat. You can also decide if there are any additional updates you'd like to receive.

Highlight Words

close

We'll send notifications automatically when someone mentions your name or sends you a direct message. If you'd also like to be notified when someone mentions a specific word or phrase, add it to your highlight words list and we'll make that happen.

Separate words or phrases with commas. Highlight words are not case sensitive.

Save highlight words

Once you sign up, you can find all of these settings in one place: <https://my.slack.com/account/notifications>

Uploading Files and Creating Posts/Snippets

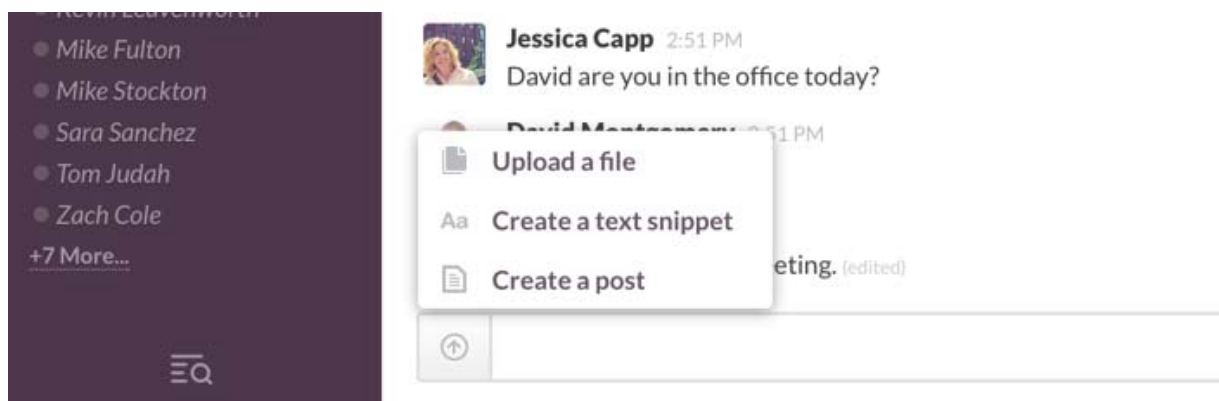
You can upload files — like a photo, a document, or a PDF — in a few easy ways:

- Click on the up arrow button on the left hand side of the message box.
- Drag and drop your file into a channel.
- Take a screengrab, then use Ctrl/Cmd + V to paste it in.

Excellent Tip: Give your files a good, sensible title when you upload them — it makes 'em easier to find later!

Posts and Snippets are two types of files team members can create and share within Slack. To get started with either of these file types, click on the up arrow next to the input box.

- Posts are good for sharing notes and longer pieces of writing with your team.
- Snippets are best for sharing code or recreating a preformatted block of text.

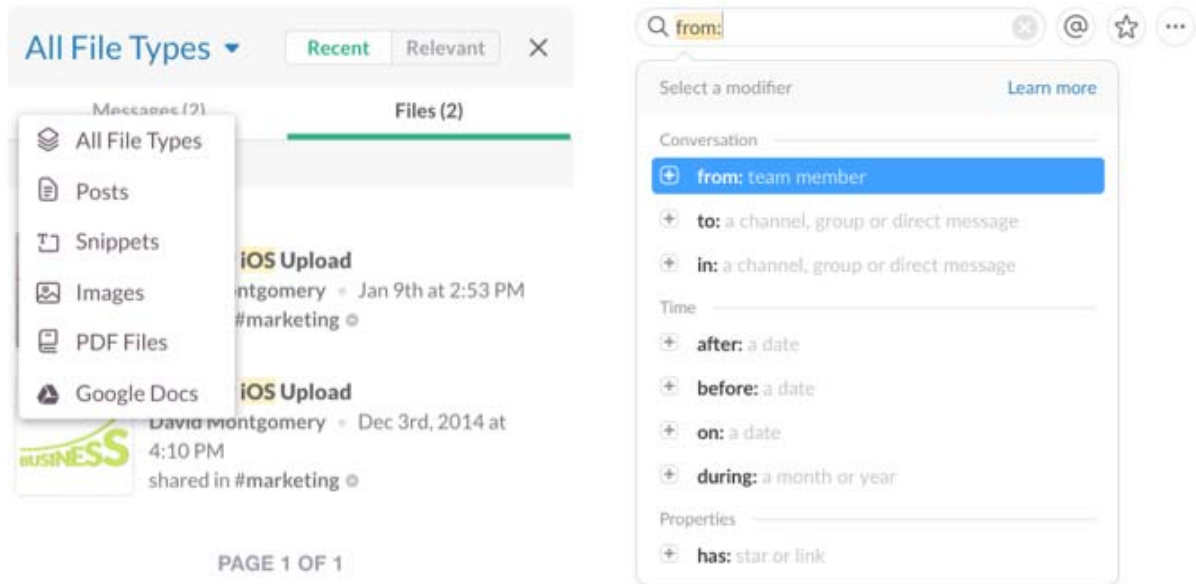


Search

Search is one of Slack's core features: Messages and files you add to Slack are instantly searchable, so you can quickly come back to documents and discussions when you need them.

You can use special modifiers (like 'in:', 'from:', etc.) to focus results based on a channel, person, or date. Results can be filtered by recency, relevancy, and file type so you can easily find what you need.

Every file you share in Slack (whether uploaded directly, or imported with an integration) is indexed in search. You can easily search for any file — and search the file's contents — directly within Slack.



Other Good Resources for Using Slack

- [Slack Help Center](#)
- [Several People are Typing](#) — Our Slack Blog
- [Several People are Reading](#) — A collection of posts about Slack, written by teams using Slack