

Quick Start Guide to Slack

Overview

Slack is a tool for teams to connect and share information.

What are Channels?

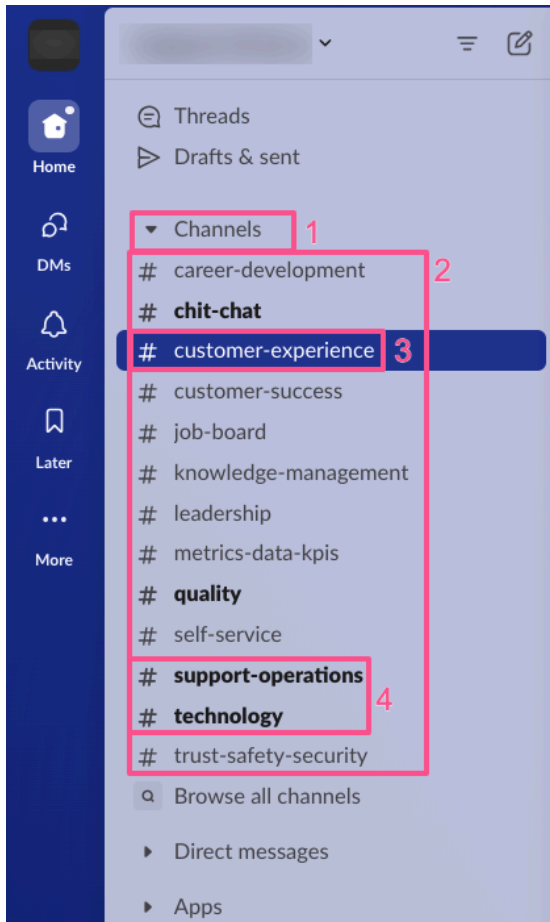
Channels are spaces dedicated to a topic or project, and may be public or private.

- **Public** channels can be viewed and joined by anyone in the workspace. Messages and files shared in public channels appear in search for everyone in the workspace.
- **Private** channels can only be accessed by a teammate after someone who is already a member of the channel has invited them. Messages and files shared in private channels only appear in search for members of the channel.

How to use Channels

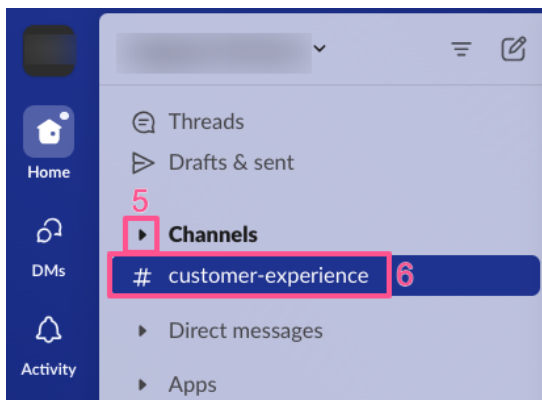
1. **Channels** menu is in the left sidebar
2. Your channels list appears when maximized
3. The channel you are currently viewing is highlighted

4. Channels with unread messages appear bold

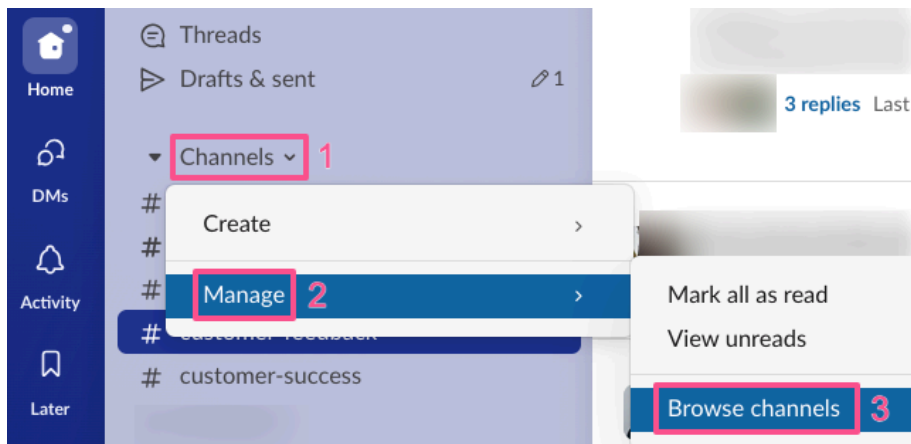


5. Minimize or maximize “Channels” by clicking the arrow

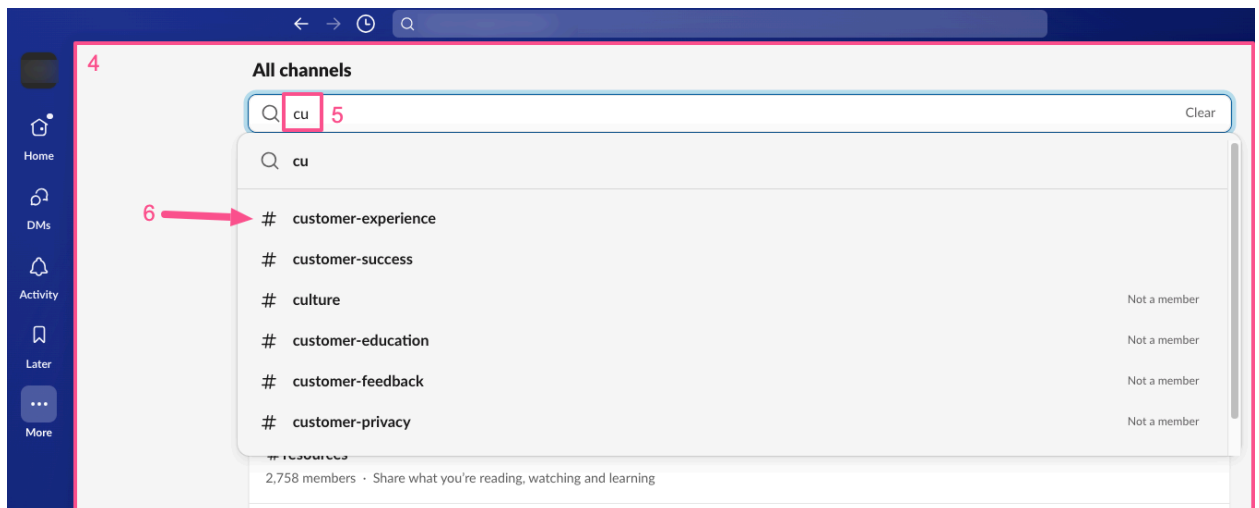
6. Only the channel you are viewing is displayed when minimized



How to search and join public channels



1. Click “Channels”
2. Click “Manage”
3. Click “Browse channels”



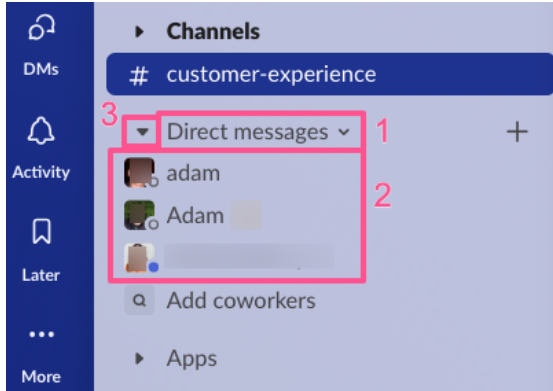
4. A list of public channels will open
5. Type a few letters in the search bar
6. Click a channel name to join

What are Messages?

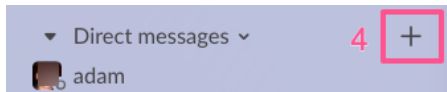
Messages are conversations within Slack. Messages occur in channels or **direct messages (DMs)**, which can include up to 9 people.

How to use Messages

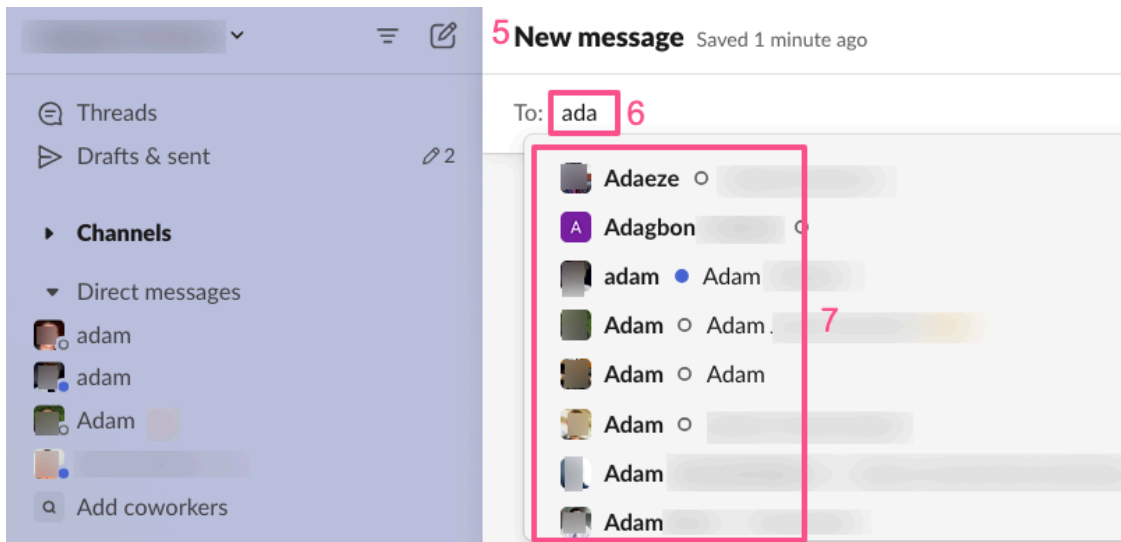
1. **Direct messages** menu is in the left sidebar
2. Conversations are listed with most recent on top by default
3. Minimize or maximize “Direct messages” by clicking the arrow



4. Hover your mouse over “Direct messages” until you see “+” sign, then click “+”



5. A “New message” page will open
6. To the right of the “To:” field is a search bar
7. Type a few letters of a name to view results



8. Click a name to add them to the DM
9. Click more names for a group DM
10. Click “X” next to a name to remove it



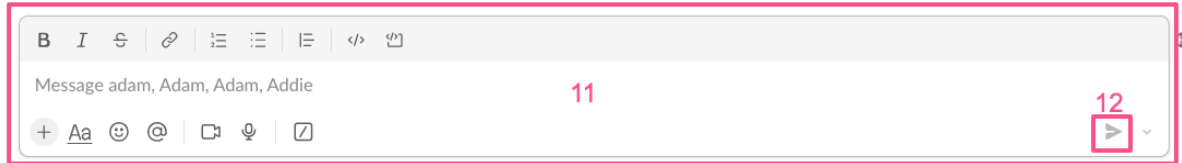
11. Compose your message at the bottom

12. Click the arrow on the right to send



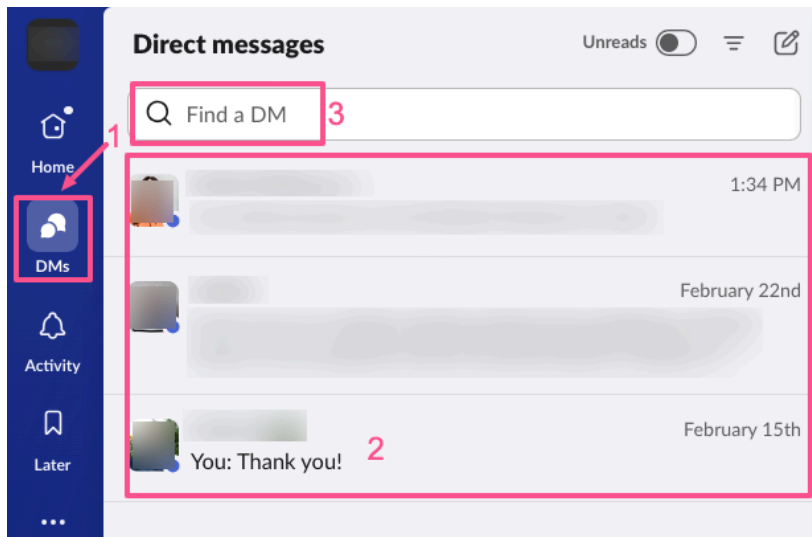
This is the very beginning of your direct message history with @adam, @Adam, @Adam, and @Addie

You'll be notified for every new message in this conversation. [Change this setting](#)



How to browse your direct messages

1. Click “DMs” in the left menu
2. Recent DMs appear in the panel
3. Search for a conversation by typing a few letters of the name

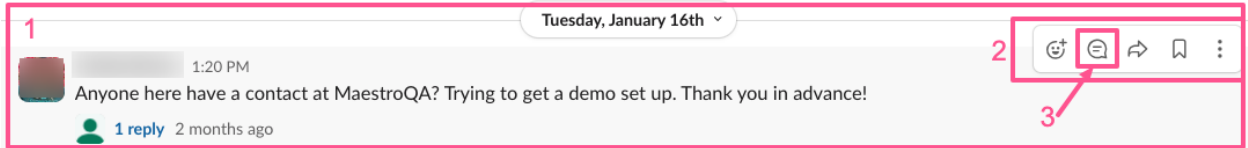


What are Threads?

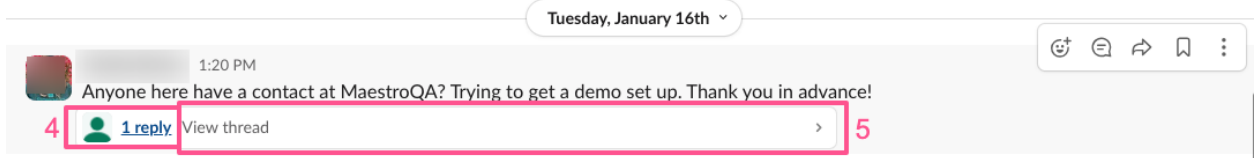
Threads keep conversations organized by spinning off a string of replies within a message, providing space to discuss a topic without overwhelming the channel.

How to use Threads

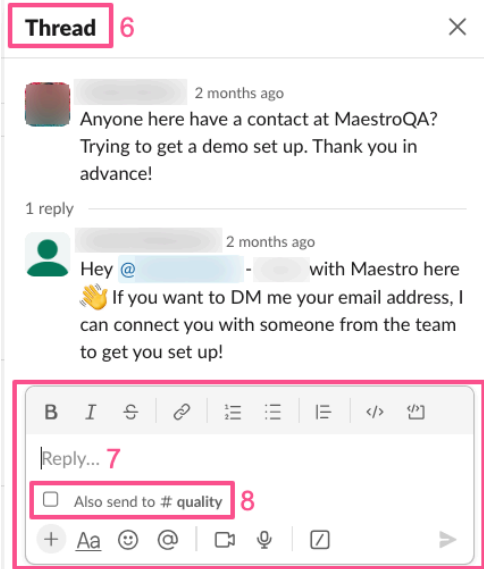
1. Hover over a message
2. A menu will appear on the right
3. Click “**Reply in thread**”



4. If a thread was already started, hover over “1 reply”
5. The date will change to “View thread”

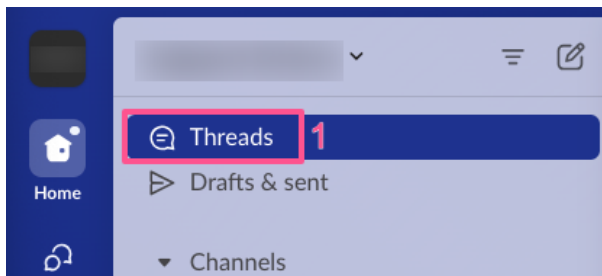


6. Click “View thread” to open it in the right panel
7. There you can reply at the bottom
8. The “Also send to #” box should only be checked when a message is relevant outside of the thread



How to view all your threads

1. **Threads** menu is in the left sidebar



2. Click “Threads” to open a page of threads you participated in
3. Channel and participants are listed on top

Threads 2

support-operations 3

4 months ago

Hi folks - I [posted this](#) question to the leadership channel last week but haven't gotten many responses so thought I'd try here as well. I'm wondering if anyone here (or your organization) has put in place a minimum livable wage for your hourly workforce and, if so, how it was structured? And if anyone knows of any good resources related to this topic, I would be grateful for any recommendations. Thank you very much!

Hi Support Leaders! I'm wondering if anyone here (or your organization) has put in place a minimum livable wage for your hourly workforce and, if so, how it was structured? And if anyone knows of any good resources related to this topic, I would be grateful for any recommendations. Thank you very much!

Thread in # leadership | Nov 21st, 2023 | This message is older than 90 days

4 months ago

, we've team of full-time and contractors. spread in two countries. we mapped some calculations based few factors and peers in tech industry. happy to share more pointers..

4 months ago

Thanks , I'm open to any resources that might be helpful.

4 months ago

For my team of global contractors, I reviewed wages once each year, aiming to beat the 50th percentile of the rates here: numbeo.com/cost-of-living. Employees were reviewed every six months, with COLA increases once annually based on the JD and details on salary.com. Performance reviews and increases were separate.

B I

Reply...

Also send to # support-operations

Best Practices & Tips

- Companies that value transparency mainly use public channels, with private channels only for confidential projects or teams such as Human Resources.
- Threads are useful, but when you have a new topic to discuss, be sure to start a new message.
- To mention a person, type “@” followed by their name. To mention a channel, type “#” followed by the channel name.
- Emojis are more than fun, and show the writer that you read their message!

1:34 PM

Did everyone see the Best Practices & Tips?

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