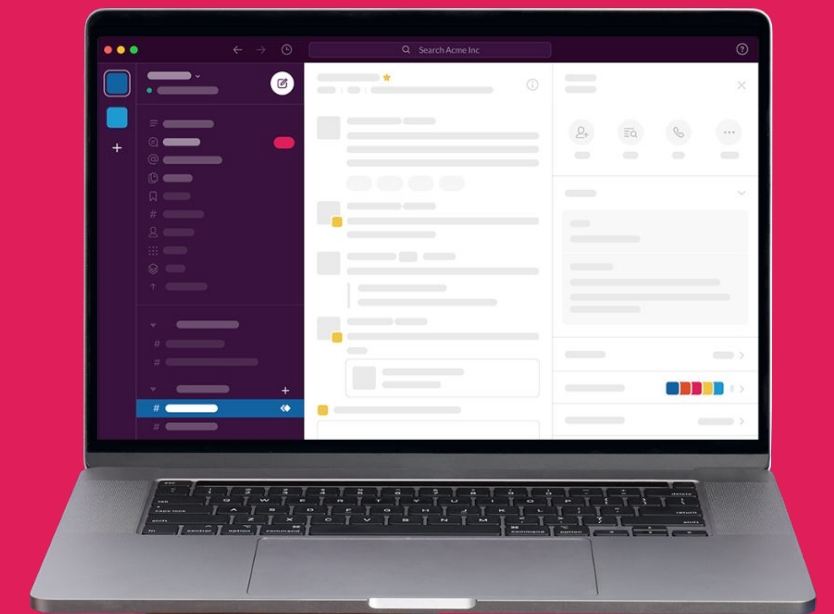


Workshop 101: Learn the basics

TRAINING SUMMARY:

Use this document as a cheat sheet to practice the new skills you learned and work effectively in Slack



Any
questions?
Ask for help at
[Slack.com/help](https://slack.com/help)

The 10 skills you learned

- ✓ **Skill 1:** Navigate the Slack interface ► [Show me how](#)
- ✓ **Skill 2:** Send a direct message for one-off conversations ► [Show me how](#)
- ✓ **Skill 3:** Search and join a channel for topic-specific collaboration ► [Show me how](#)
- ✓ **Skill 4:** @mention a colleague to get their attention ► [Show me how](#)
- ✓ **Skill 5:** React to messages with emoji to collaborate asynchronously ► [Show me how](#)
- ✓ **Skill 6:** Create organized discussions with threads ► [Show me how](#)
- ✓ **Skill 7:** Create a channel for each project you are working on ► [Show me how](#)
- ✓ **Skill 8:** Make project information accessible to everyone in your channel ► [Show me how](#)
- ✓ **Skill 9:** Add teammates to your channel to bring everyone in one place ► [Show me how](#)
- ✓ **Skill 10:** Work in channels to coordinate tasks ► [Show me how](#)



What is Slack?



What is Slack?

Slack is your **AI productivity platform**, bringing **automation, knowledge and collaboration together.**

Our mission is to make people's working lives **simpler, more pleasant, more productive.**



Slack interface

SIDEBAR

SEARCH BAR

Look for information available in Slack

INSPECTOR

Additional information like thread replies

HOME

WORKSPACE MENU

Invite new teammates

CHANNELS

Topic-specific collaboration

SECTIONS

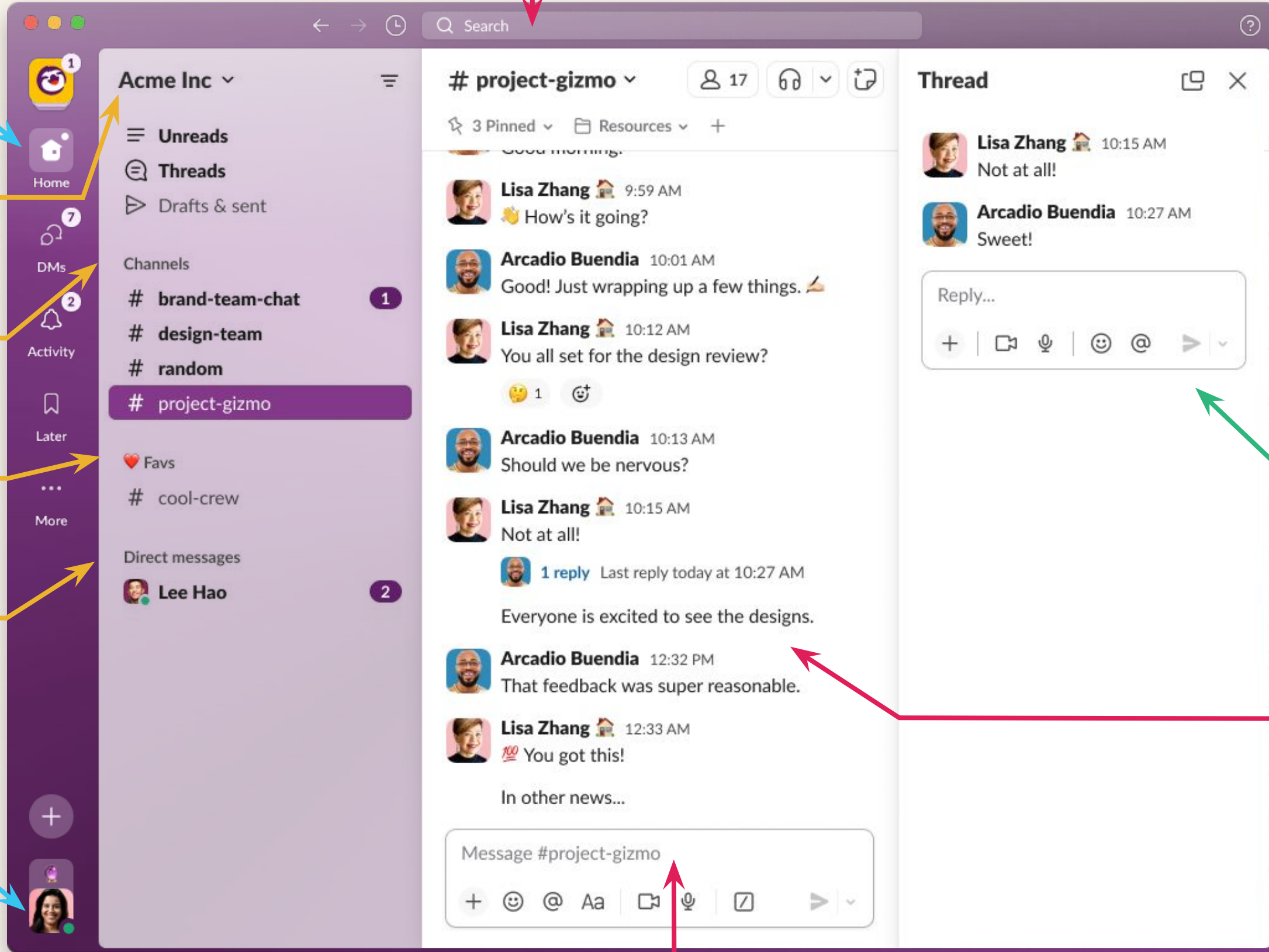
Groups of channels or DMs

DMs

One-off conversations

USER MENU

- Edit your profile
- Upload your photo
- Customize your notifications



THREAD

Replies to a specific message

CONVERSATIONS

Previous messages sent in a channel or DM

MESSAGE BOX

Send a message

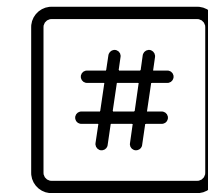
Find and start conversations



Conversations happen in channels and direct messages





Channels

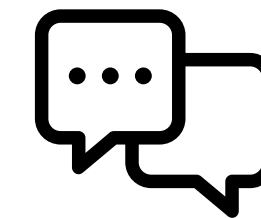
- ▼ Channels
- # general
- # architecture
- # engineering
- # music



Topic-specific collaboration

Direct messages (DMs)

- ▼ Direct messages
-  Emilie Chane Dubois you
-  Slackbot
-  Abby Burch 🍔
-  Doug Olivier 🌴



One-off conversations



3 types of channels

- **Public channels** for information for anyone to access.
- **Private channels** for discussing a confidential project with sensitive information.
- **Channels shared externally** for working in Slack with people from outside your company.

Public channels



- # proj-marketing
- # help-IT
- # feedback-feature
- # released

Private channels



- 🔒 proj-skunkworks
- 🔒 help-legal
- 🔒 feedback-hiring
- 🔒 released-internal



Channels shared externally

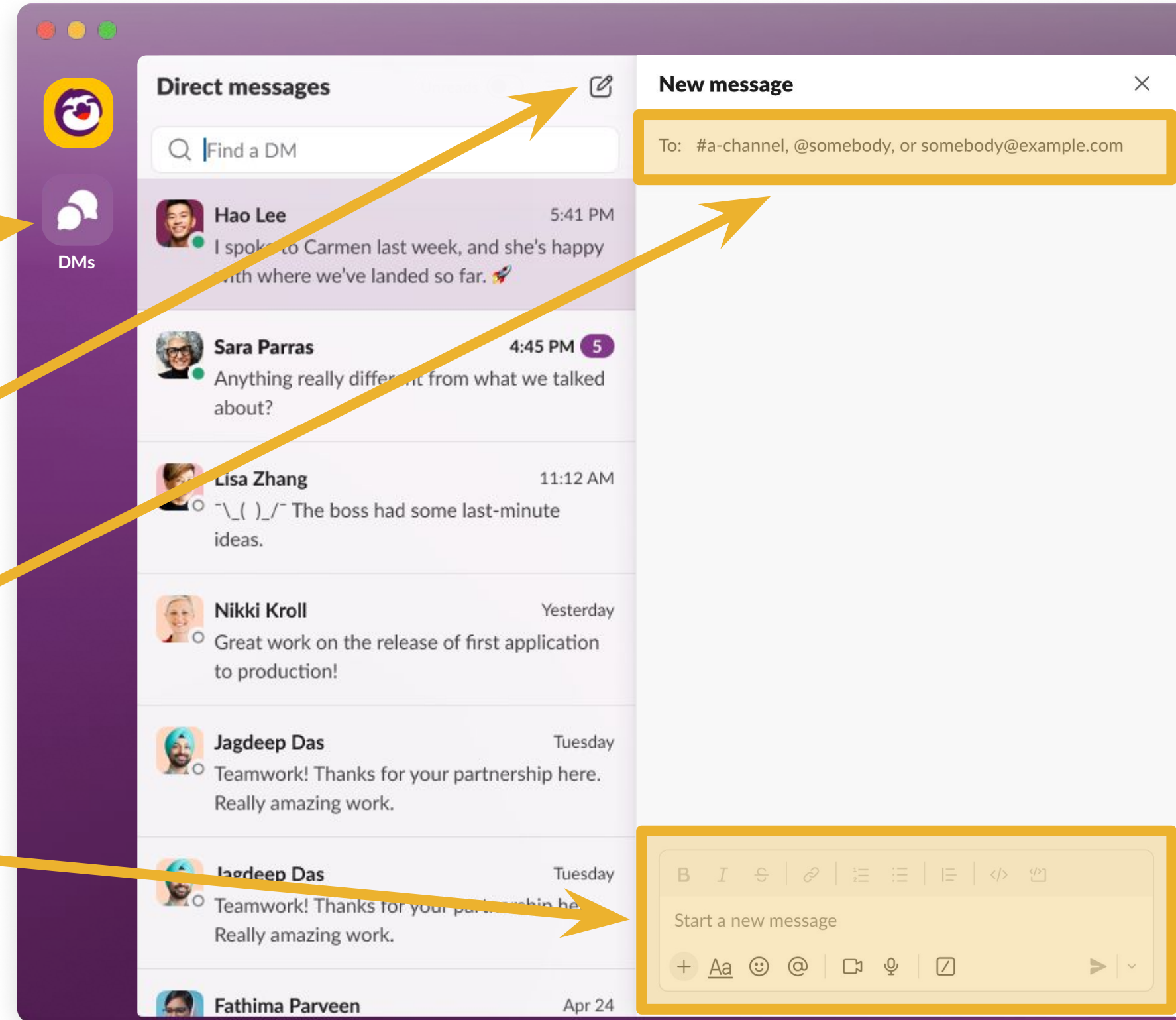
Dependent on corporate policy; admin approval needed. Can be public or private.

- # ext-acme-org
- # help-vendor
- 🔒 customer-feedback
- 🔒 partnership-vendor



How to send a message

- 1 Click the  **DMs view**
- 2 Click the  **compose button**
- 3 **Enter the name of the person or channel you'd like to send the message to**
- 4 **Type your message in the message field**
- 5 **Press enter to send your message**



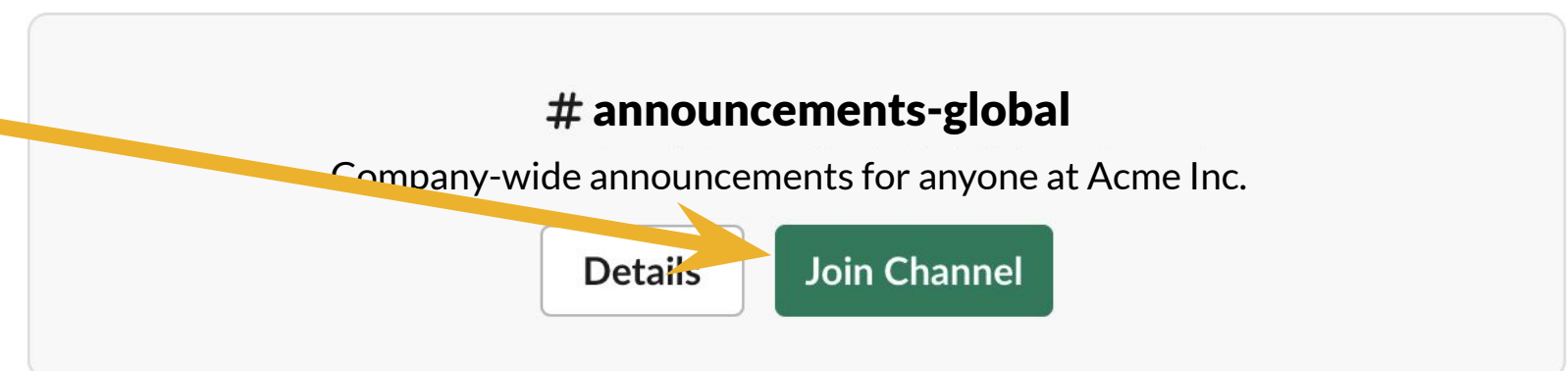
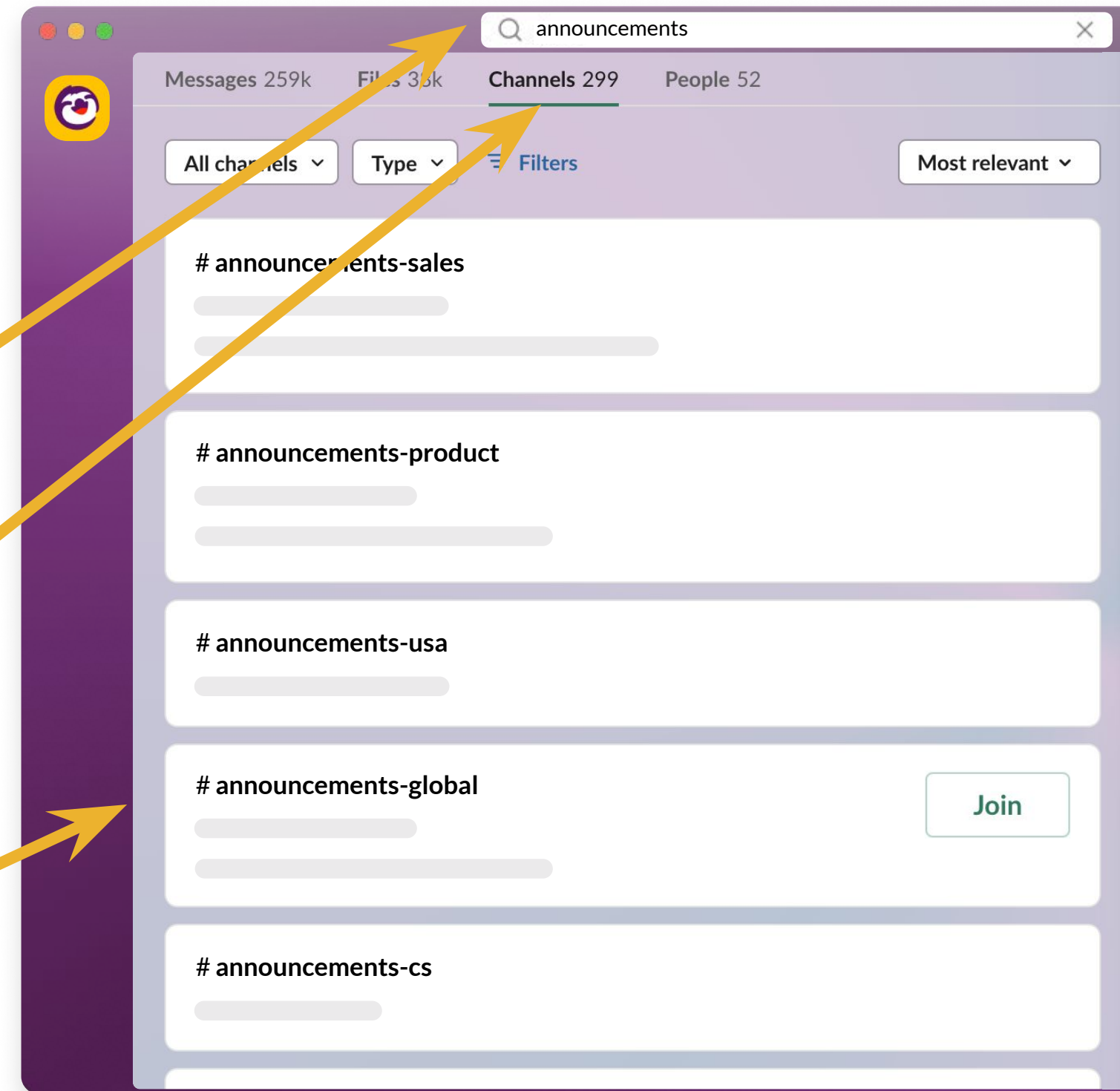
How to find and join a channel

1 Type the channel name in the search bar

2 Click **Channels**

3 Select a channel from the list to view it

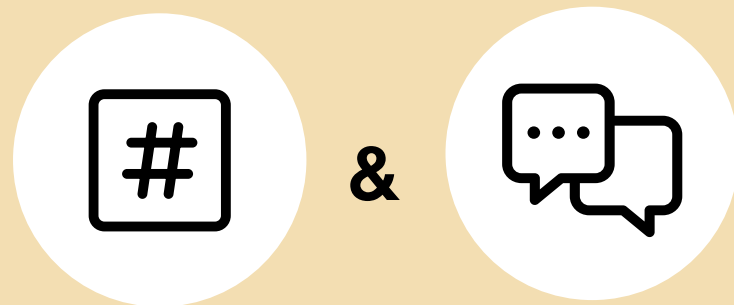
4 Click **Join Channel**



3 takeaways | Find and start conversations

1

Collaborate in

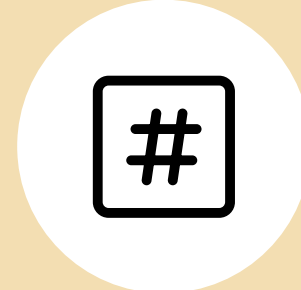


Channels

DMs

2

Most often in



Channels

3

Autonomously



Search and join



Accelerate productivity in Slack



Accelerate productivity in Slack with:



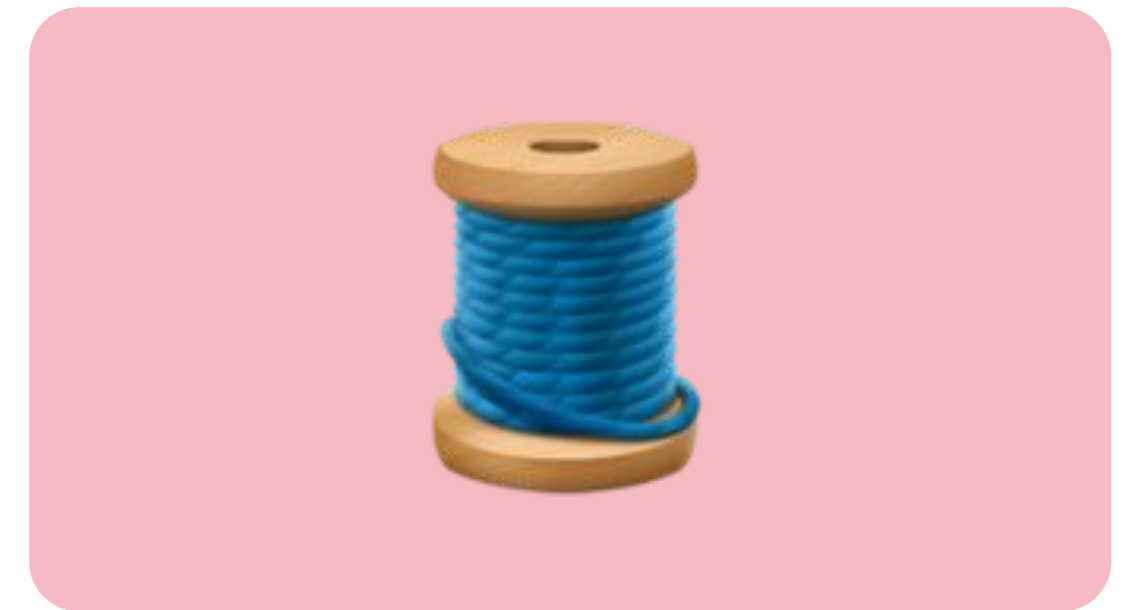
@Mentions

Mention a colleague to get their attention



Reactions

React to messages with emoji



Threads

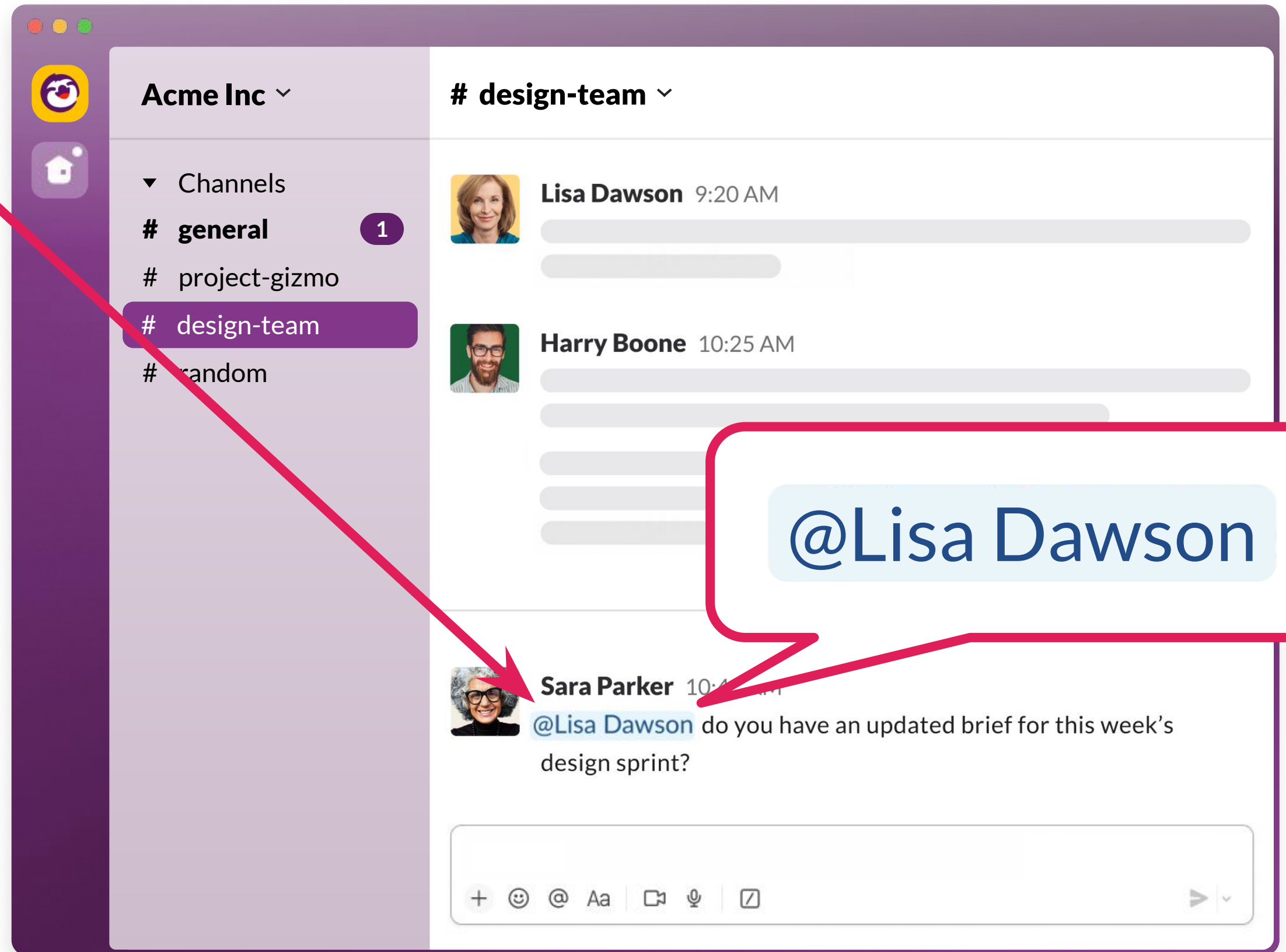
Create organized discussions

@Mentions



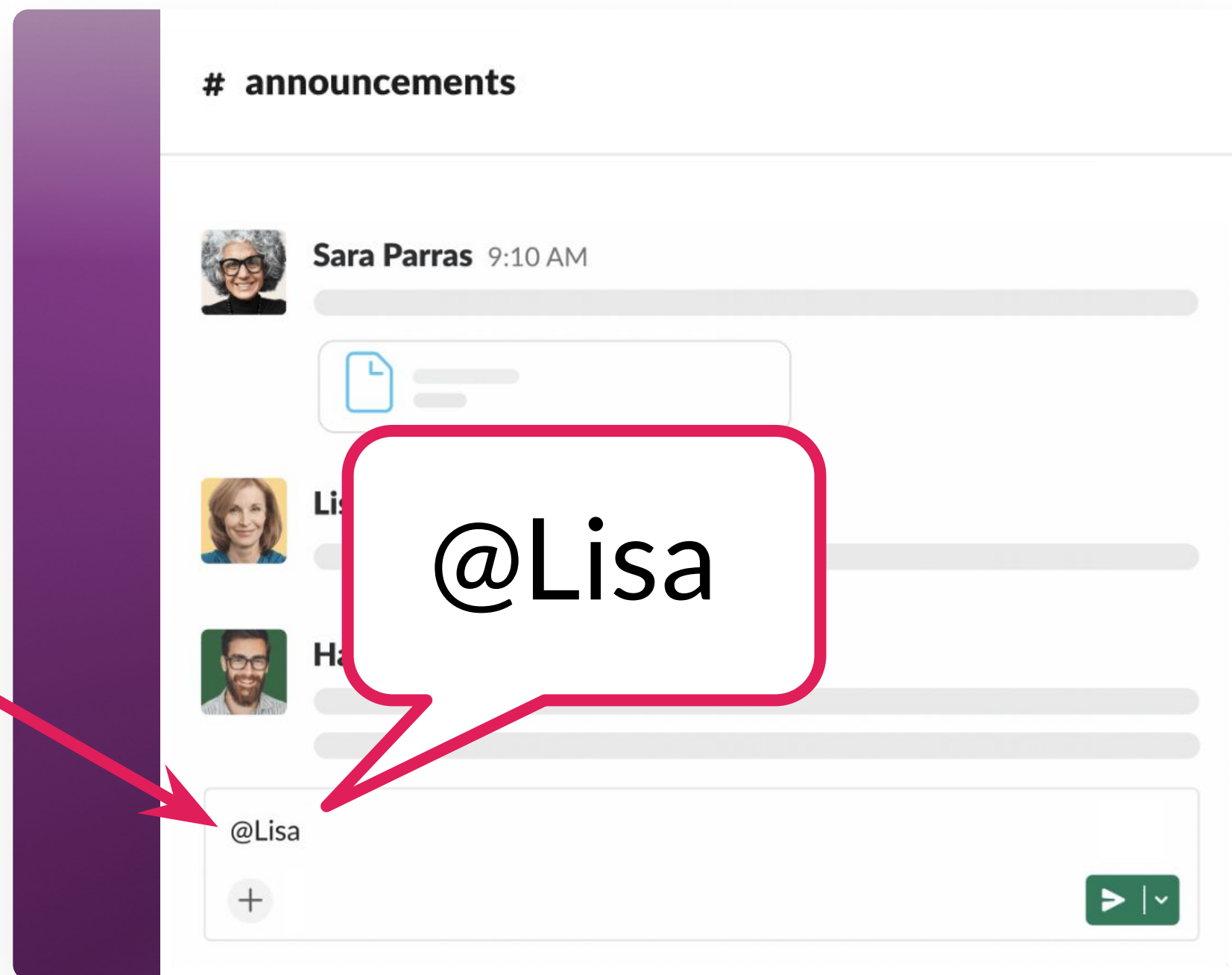
Use @mentions to speak directly to and about people

- Reference someone in particular in a direct message or **notify someone** in a channel
- Easily see when **someone** is trying to reach you in a channel



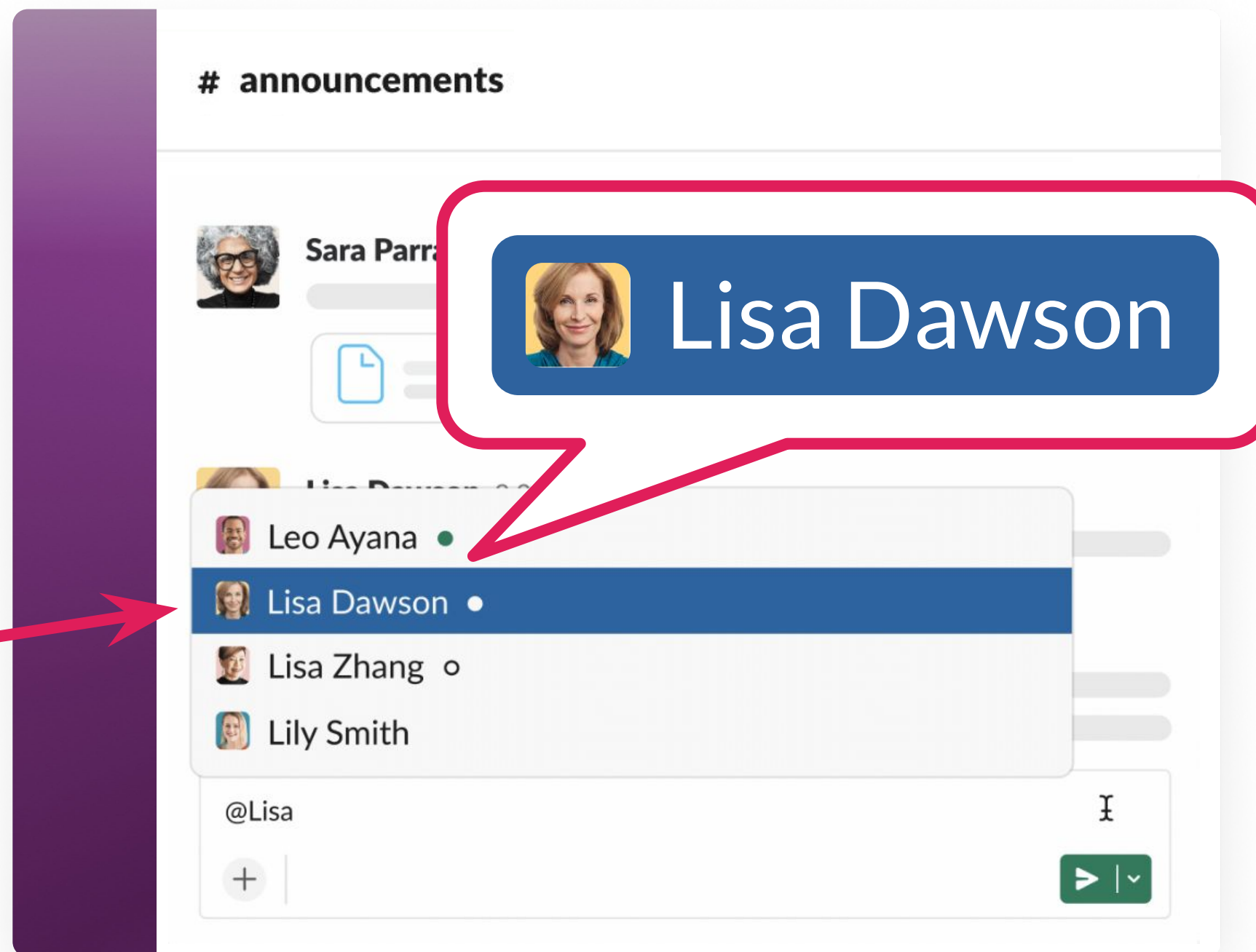
Use @mentions to speak directly to and about people

- 1 Enter the @ symbol
- 2 Type a person's name and select from the list
- 3 Send message



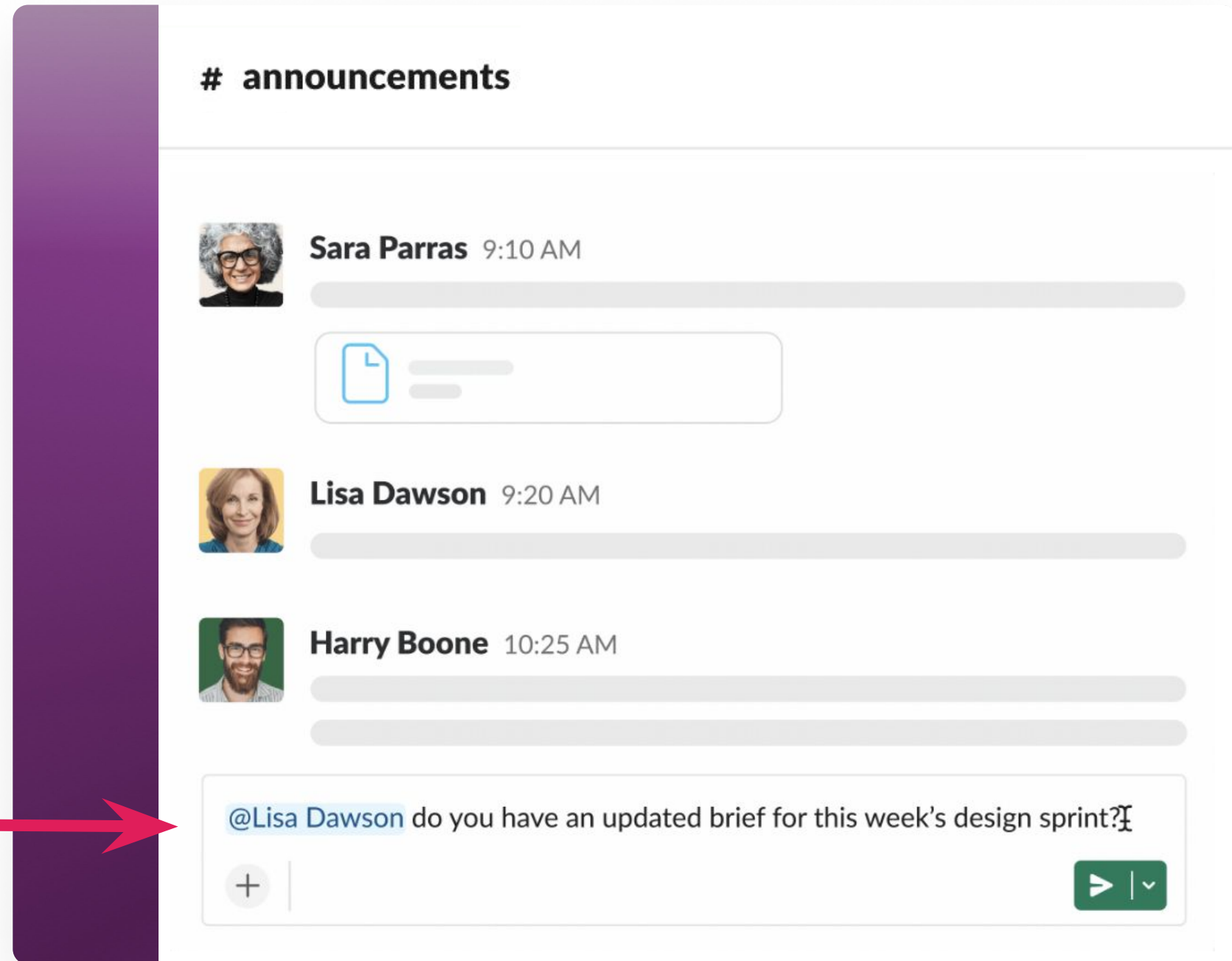
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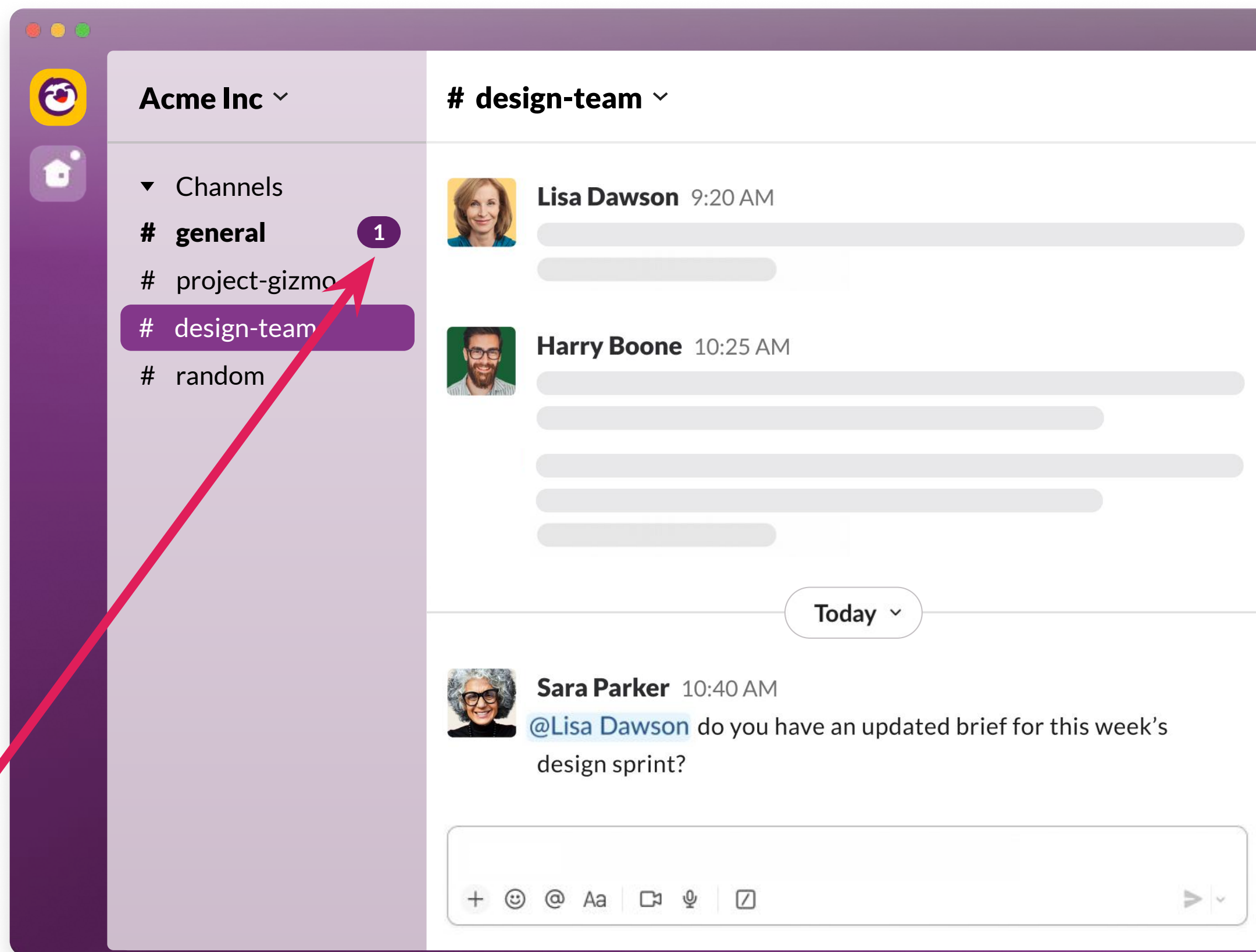
Use @mentions to speak directly to and about people

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- 3 Send message



Use @mentions to speak directly to and about people

- 1 Enter the @ symbol
 - 2 Type a person's name and select from the list
 - 3 Send message
- The person @mentioned will see a **badge** appear on their sidebar.



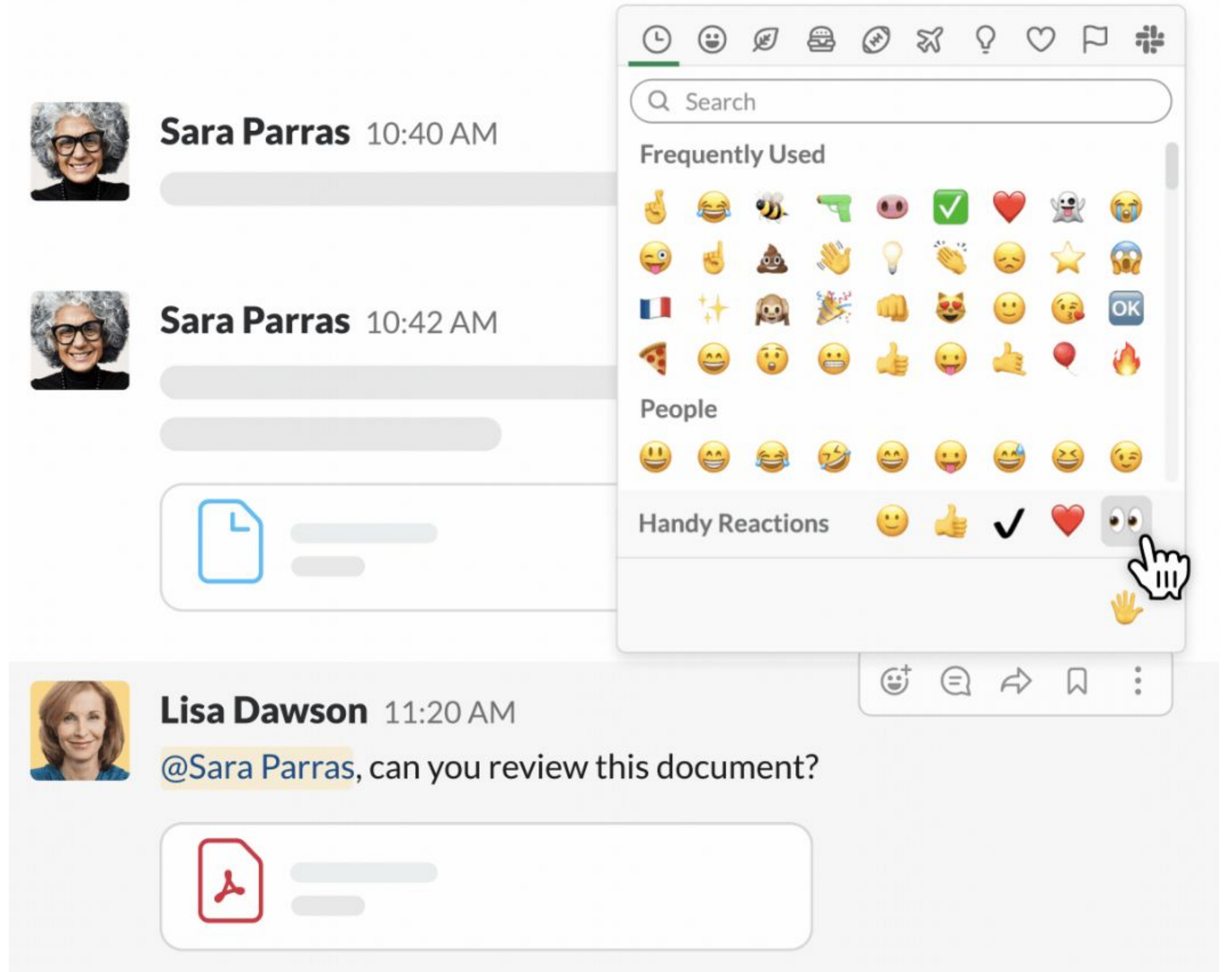
Reactions



Collaborate asynchronously by reacting to messages with emoji


You can use emoji to:

- **Quickly respond** to a message
- **Update** the status of a request
- Leverage emoji to **vote** as a team
- **Express** your support and sentiment

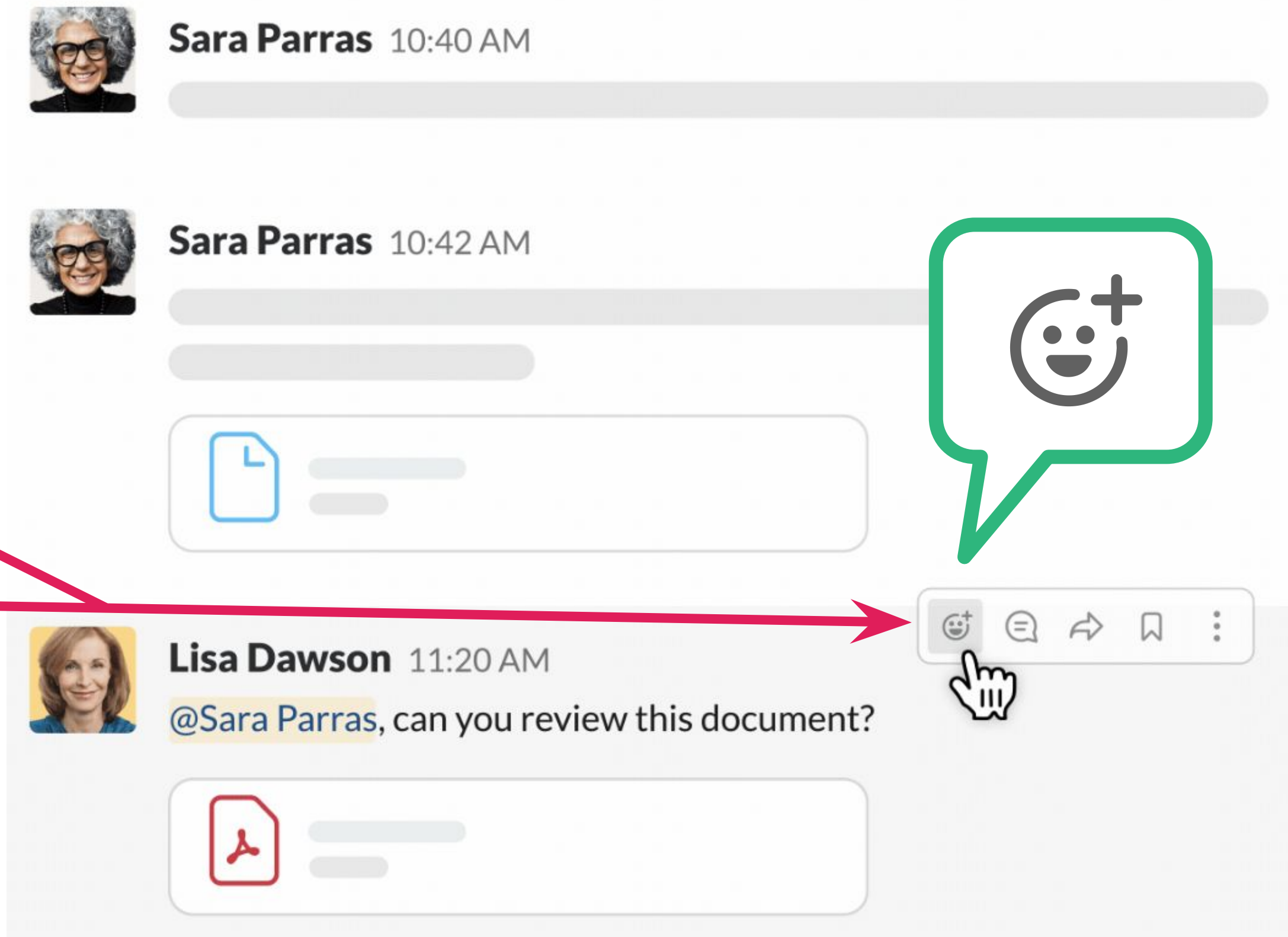


Collaborate asynchronously by reacting to messages with emoji


1 Hover over the message

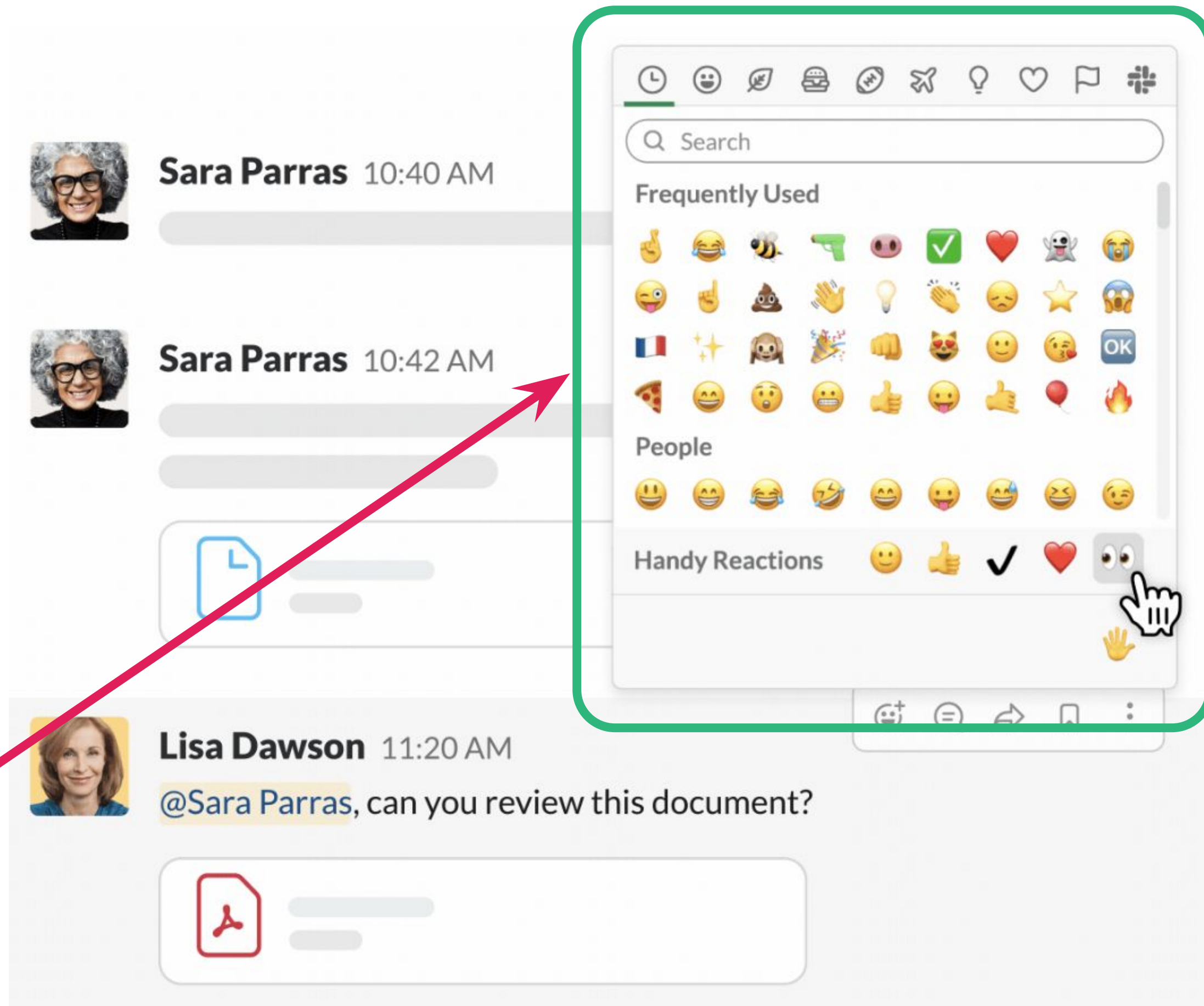
2 Click the  Add reaction icon

3 Select an emoji



Collaborate asynchronously by reacting to messages with emoji

- 1 Hover over the message
- 2 Click the  Add reaction icon
- 3 Select an emoji



Collaborate asynchronously by reacting to messages with emoji


Typical emoji:

 = I'm looking into this

 = I've taken care of it

 = Thank you!

 = I agree

 = This has been posted earlier in this channel



Sara Parras 10:40 AM

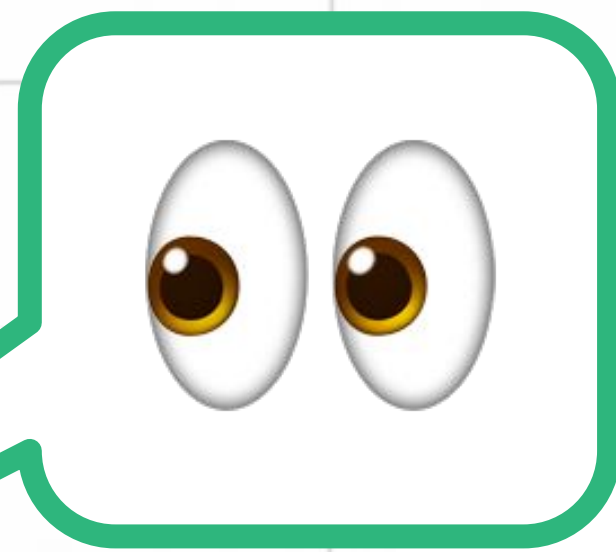


Sara Parras 10:42 AM



Lisa Dawson 11:20 AM

@Sara Parras, can you review th

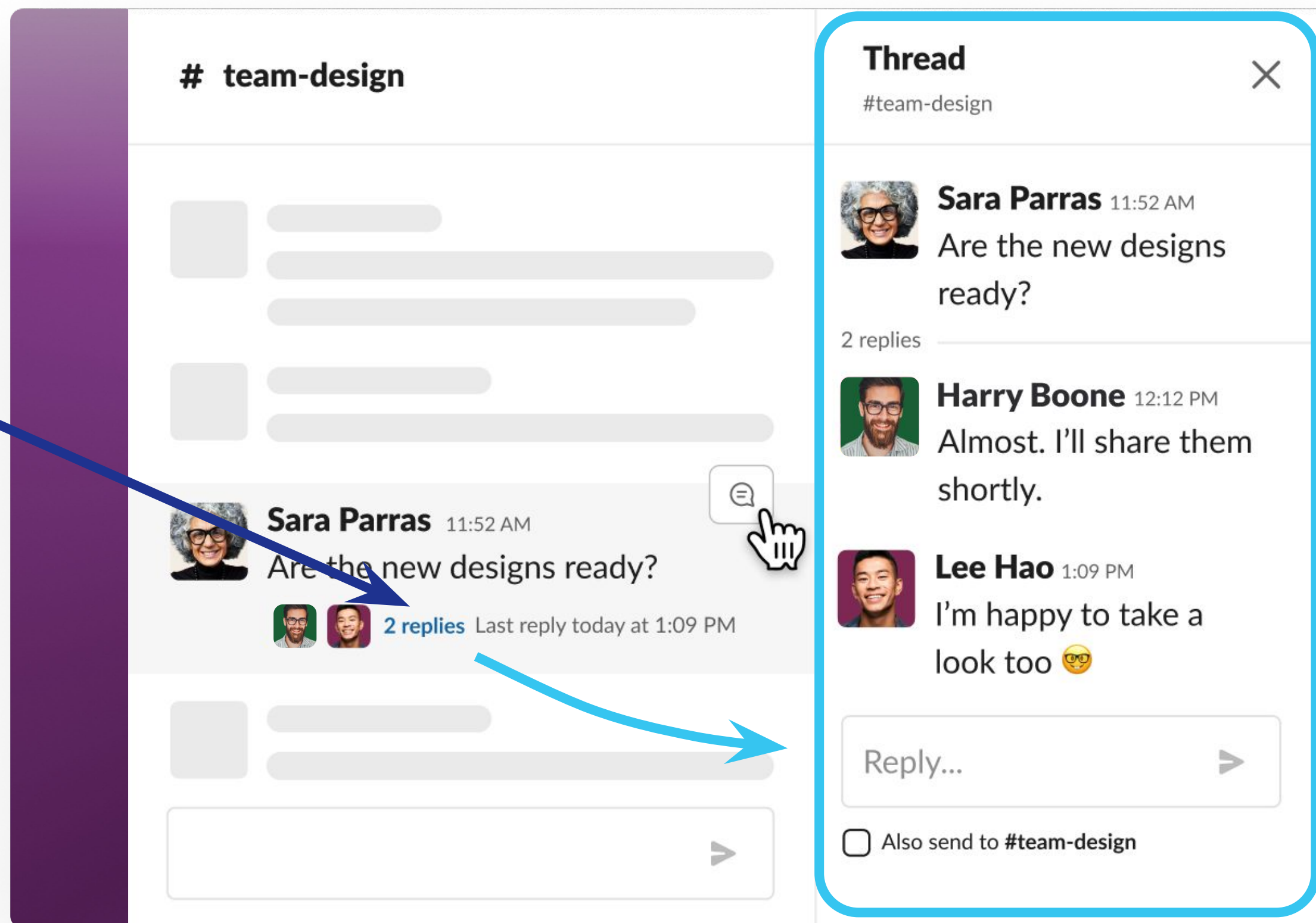


Threads



Respond to messages in channel using threads

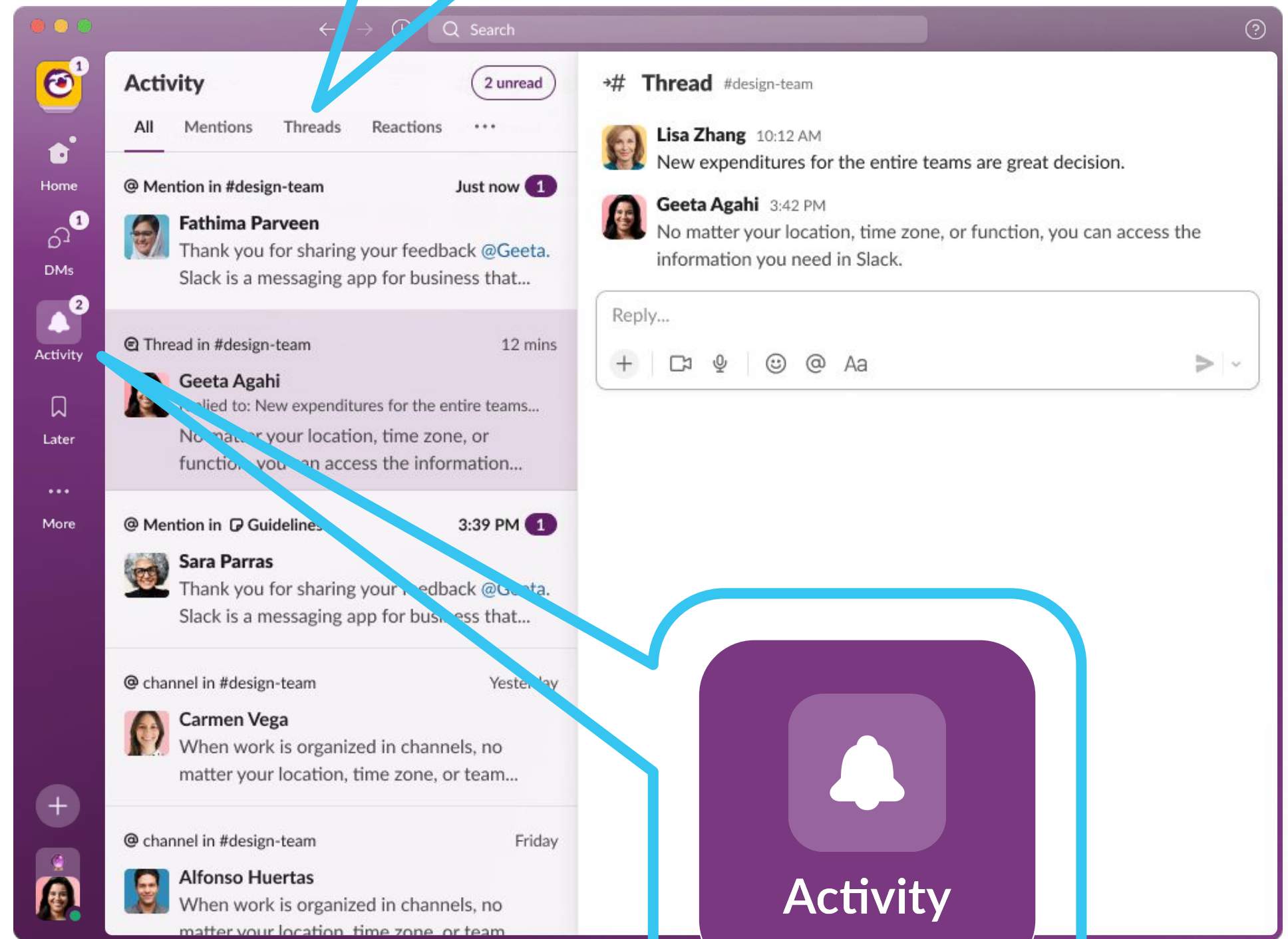
- Threads keep **discussions organized**.
- When you reply to a thread, replies stay **connected** to the original message.
- They let you discuss a topic in more detail **without cluttering** a channel.



Interactions

Navigate to the **Activity** view and click **Threads** to quickly come back to all messages you're contributing to or following


Threads

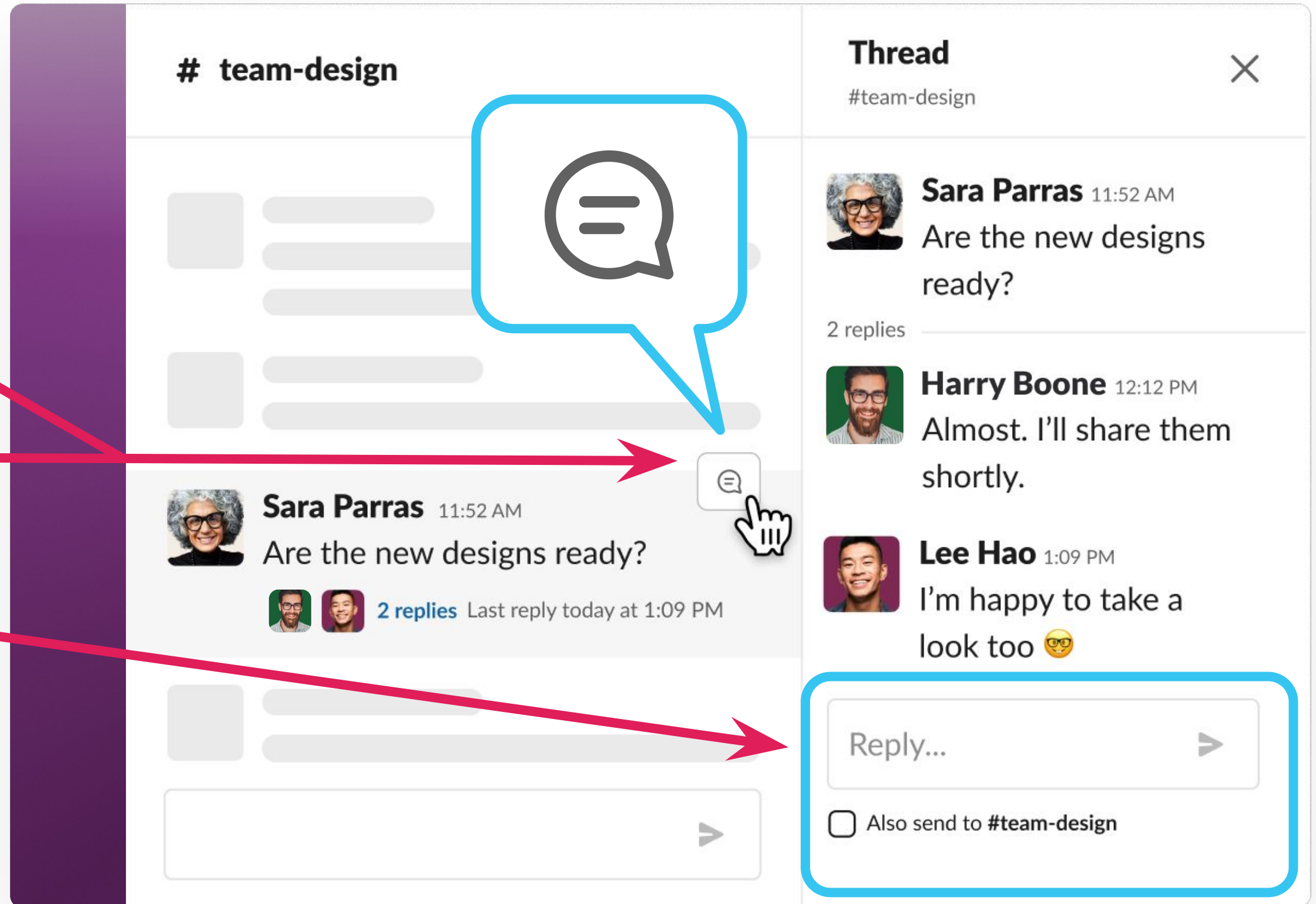


Activity



How to reply in a thread

- 1 Hover over the message
- 2 Click the  Reply in thread icon
- 3 Type your reply and send



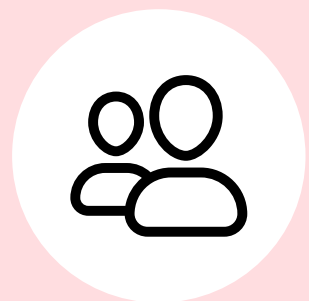
The screenshot shows a social media interface with a purple sidebar on the left. The main content area is titled "# team-design" and displays a thread of messages. The first message is from Sara Parras, asking "Are the new designs ready?". Below it, there are two replies from Harry Boone and Lee Hao. A blue callout box highlights a speech bubble icon with an equals sign, which is the "Reply in thread" icon. A red arrow points from step 2 of the instructions to this icon. Another red arrow points from step 3 to the "Reply..." input field in the bottom right corner, which is also highlighted with a blue callout box. The "Reply..." field includes a text input area and a send button. Below it, there is a checkbox labeled "Also send to #team-design".



3 takeaways | Accelerate productivity in Slack

1

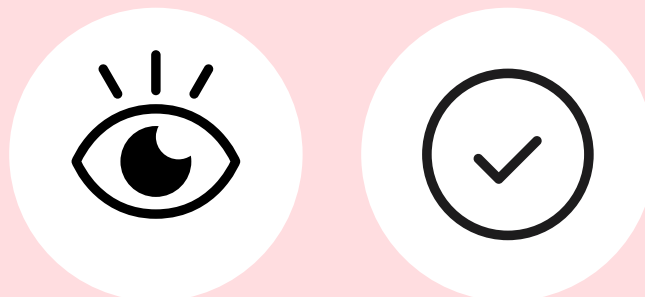
Grab attention



Mentions

2

Give a quick answer



Emoji reactions
(seen, completed)

3

Reply in



Threads



Work in Slack

Move projects into channels

Move your next project into a channel

In 4 steps

Step 1
Create a channel

Step 2
Add key info

Step 3
Add teammates

Step 4
Coordinate tasks



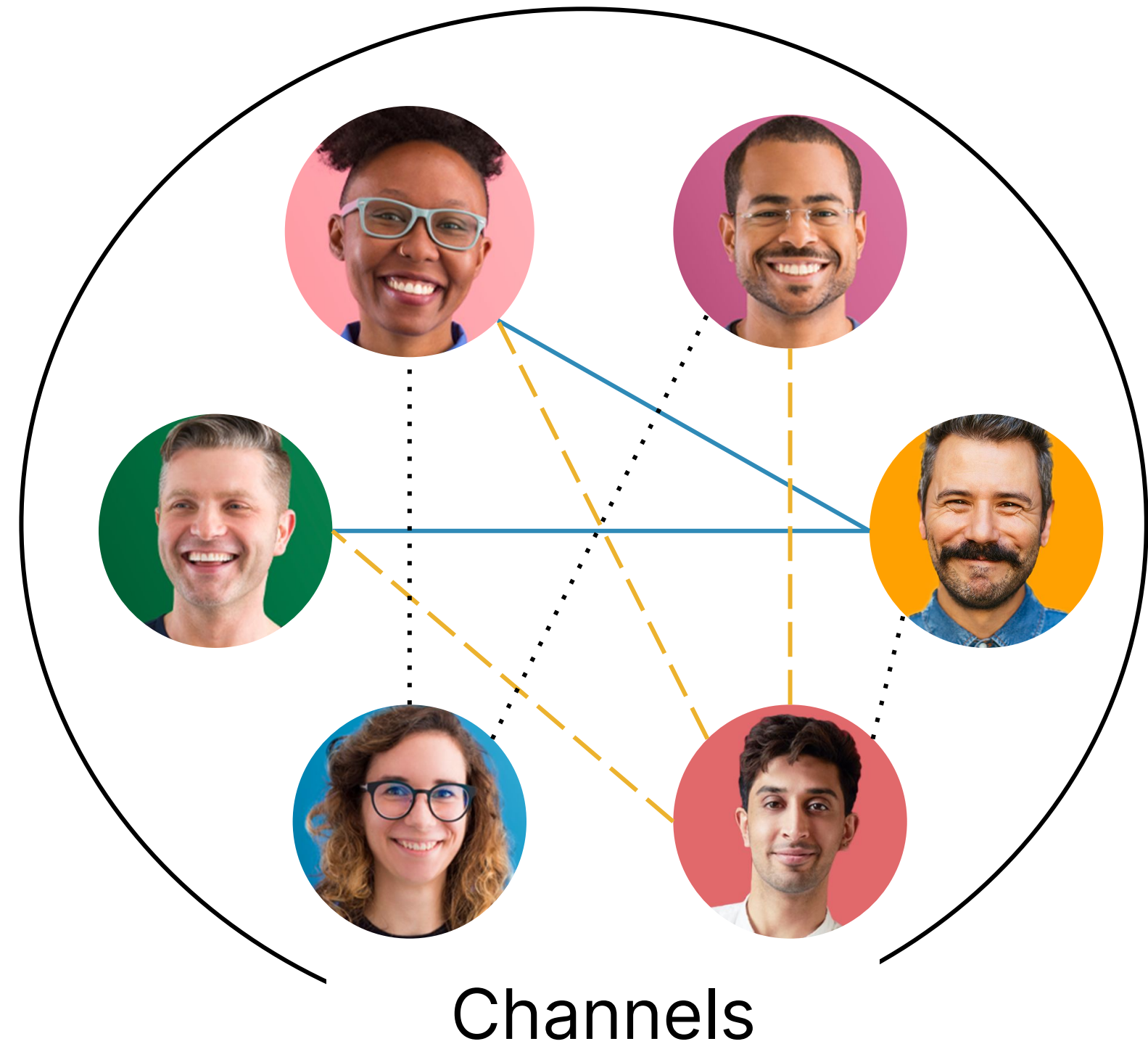
Step 1

Create a channel

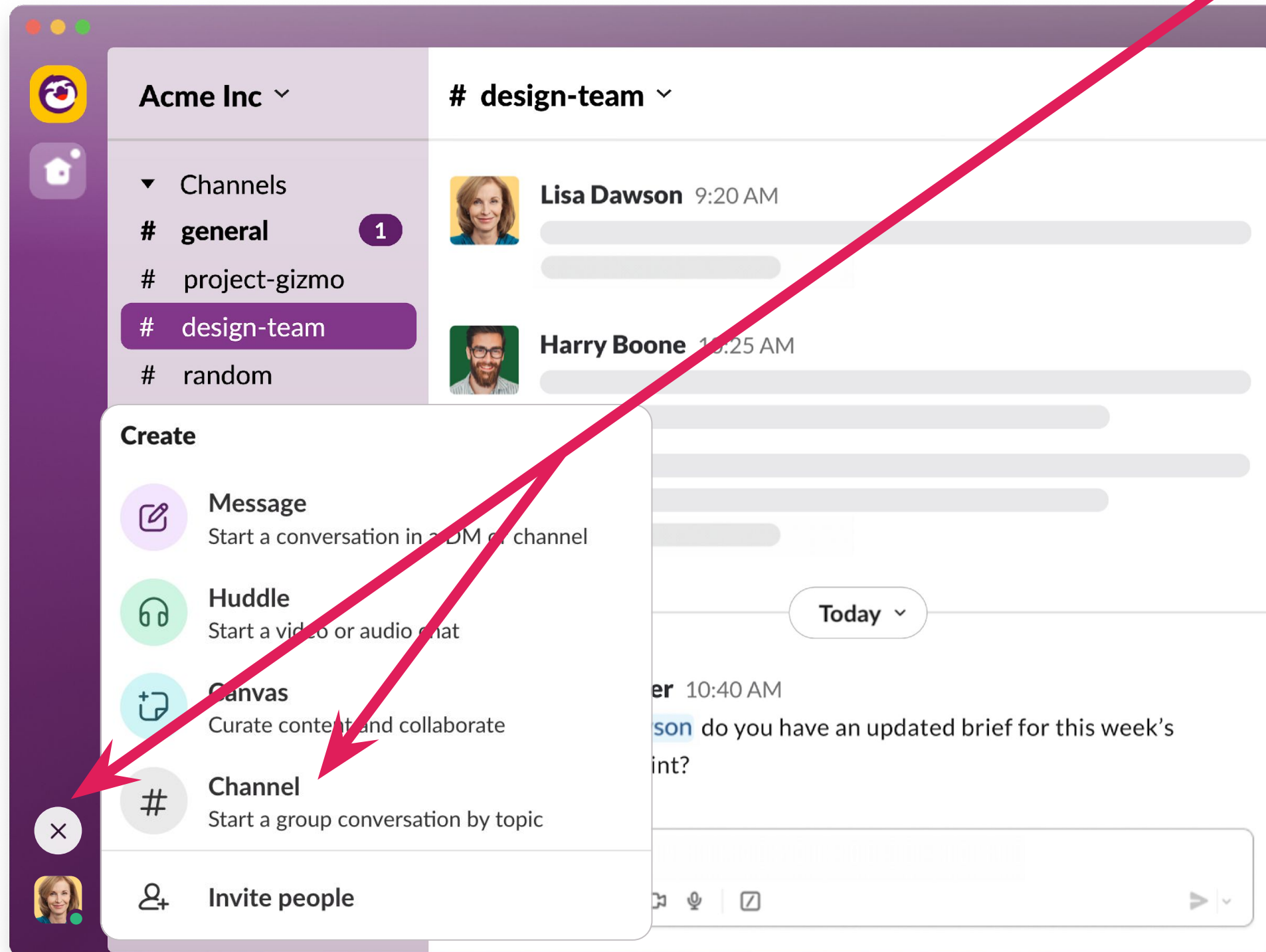


Channels are where work happens in Slack

- Channels **speed up work** by putting all the people, information and tools needed **into a single place**.
- You can create a channel for a **project** (#proj-website), a **team** (#team-iOS) or a **function** (#HR-requests).



Step 1: Create a channel



1

Click the **+** plus icon

2

Click **Channel**

3

[Optional] For companies with multiple workspaces: **Select a workspace**

4

Give the channel a name, using the prefix **#proj-**

5

Choose the channel type (**public or private**)

6

Click **Create**



Step 1: Create a channel

Create a channel ×

Name

proj-brand-campaign 61

Channels are where conversations happen around a topic. Use a name that is easy to find and understand.

Step 1 of 2

Create a channel ×

proj-brand-campaign



Visibility

Public - anyone in **Slack Training**

Private - Only specific people
Can only be viewed or joined by invitation

Back Create

Step 2 of 2

- 1 Click the  plus icon
- 2 Click **Channel**
- 3 [Optional] For companies with multiple workspaces: **Select a workspace**
- 4 Give the channel a **name**, using the prefix **#proj-**
- 5 Choose the channel type (**public or private**)
- 6 Click 

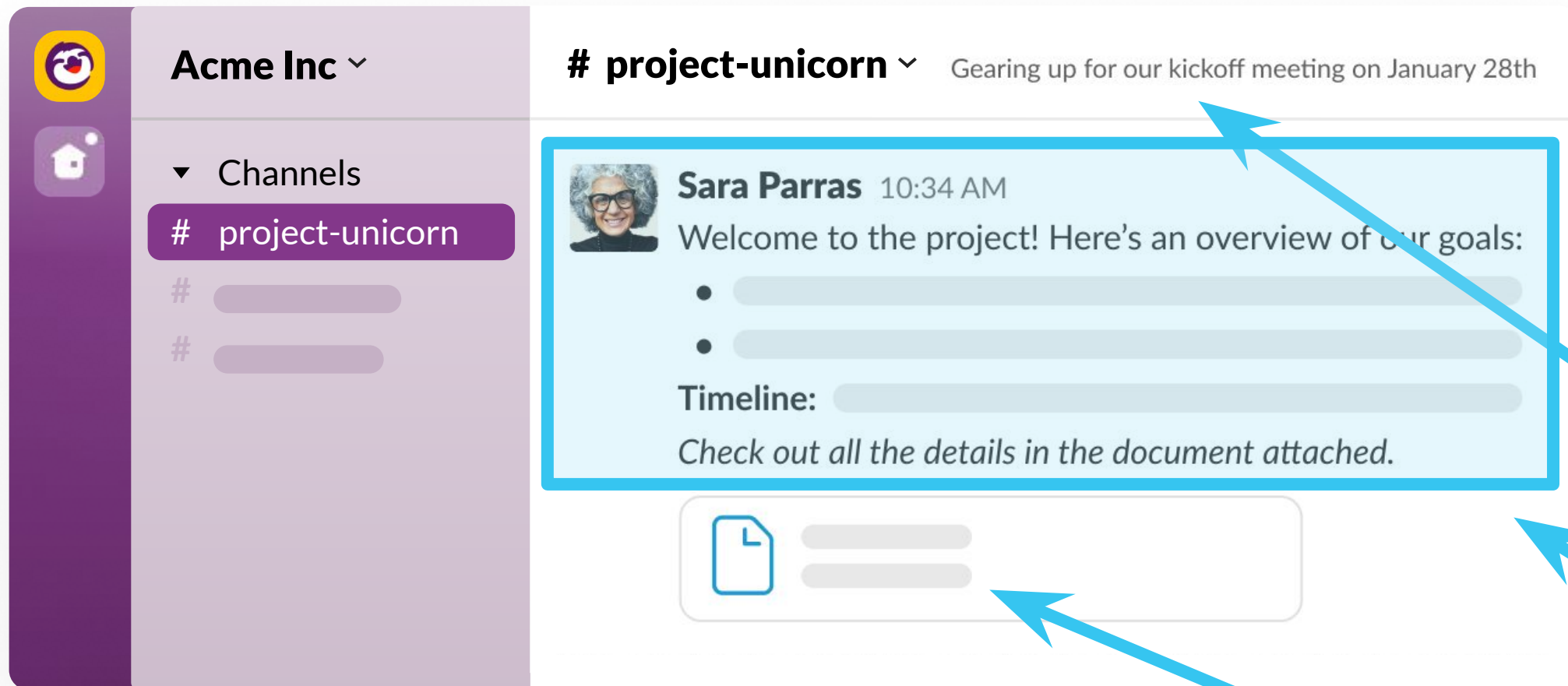


Step 2

Add key info



Step 2: Add key info



Make project information accessible to everyone

- 1 Update the channel topic at the top
- 2 Post a welcome message to the channel
- 3 Upload key files



Step 2: Add key info



Should we be nervous?

Arcadio Buendia 10:01 AM
hello! For visibility, wanted to share out some milestones we are targeting for our Q4 QE planning. QE DRIs should be reaching out starting this week, and we are targeting 11/11 as our publish date.
Apologies, this is a bit later than we wanted. We're working through some conflicts with PTO and on/offsites. Appreciate your understanding and flexibility

Lisa Zhang 10:15 AM
Not at all!
1 reply Last reply today at 10:27 AM
Everyone is excited to see the designs.

Arcadio Buendia 12:32 PM
That feedback was super reasonable.

Lisa Zhang 12:33 AM
👏 You got this!
Excited to hear some new ideas

Lisa Zhang 9:59 AM
Ready?

Message #channel

Canvas

Project Galaxy

Core team: @lee @zoe @carmen

Looking for review sign-ups?

Sign up below and we'll have you on the schedule.

Review sign-ups

Weekly Project Tracker

Our Product Principles
Google slides

KR / Project	DRI(s)	Next Milestone & Date (Plan, TG, CA, etc)	Change Since Last Week?	Status	Comment
Objectives 1 State					
1.1	<DR Name(s)>				
1.2	<DR Name(s)>				
1.3	<DR Name(s)>				
1.3.1	<Sub KR Text>				
1.3.2	<Sub KR Text>				
1.4	<DR Name(s)>				
Objectives 2 State					
2.1	<DR Name(s)>				
2.2	<DR Name(s)>				
2.3	<DR Name(s)>				
2.3.1	<Sub KR Text>				
2.3.2	<Sub KR Text>				
2.4	<DR Name(s)>				



- **Slack canvas** is a new surface where teams can create, organize and share essential information for any channel or conversation.
- Learn more at the link: slack.com/features/canvas

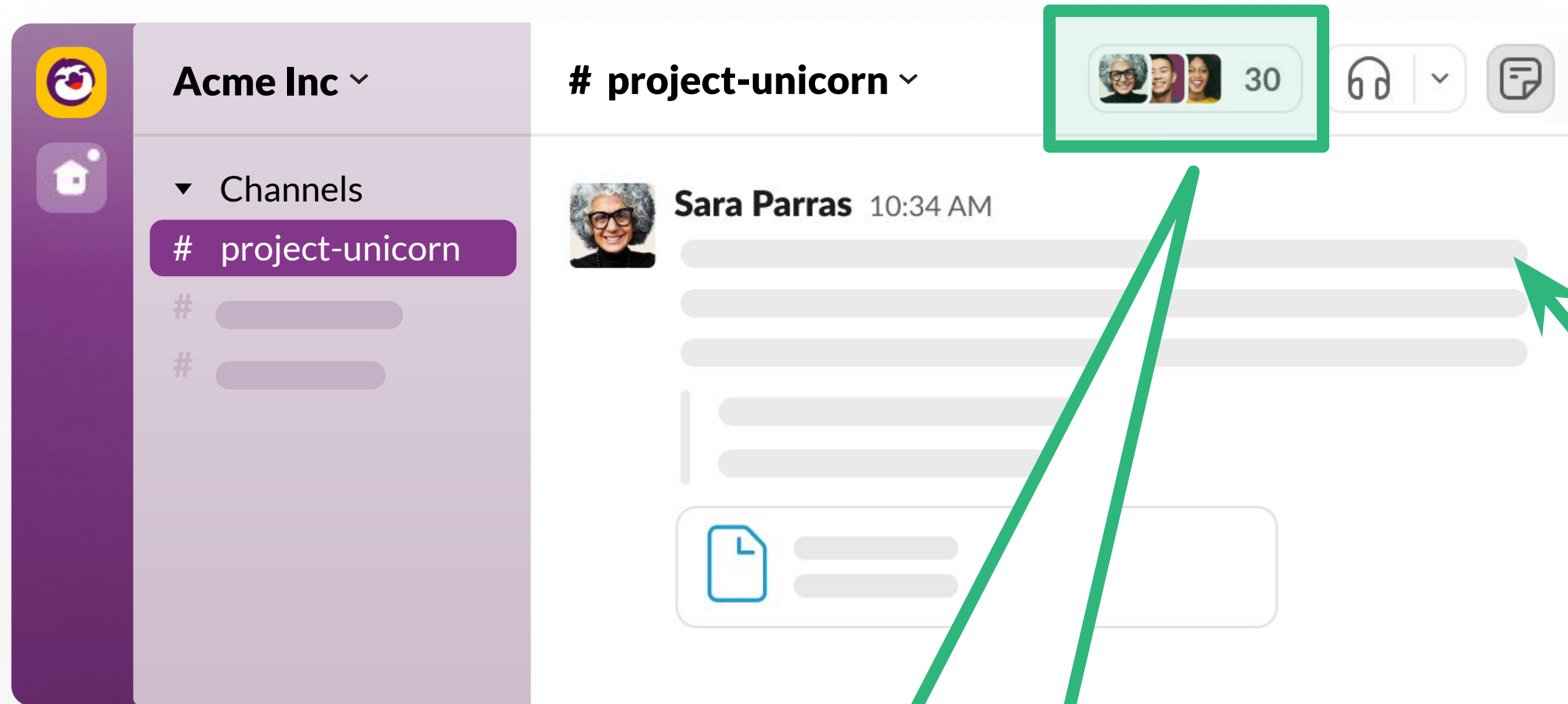


Step 3

Add teammates



Step 3: Add teammates

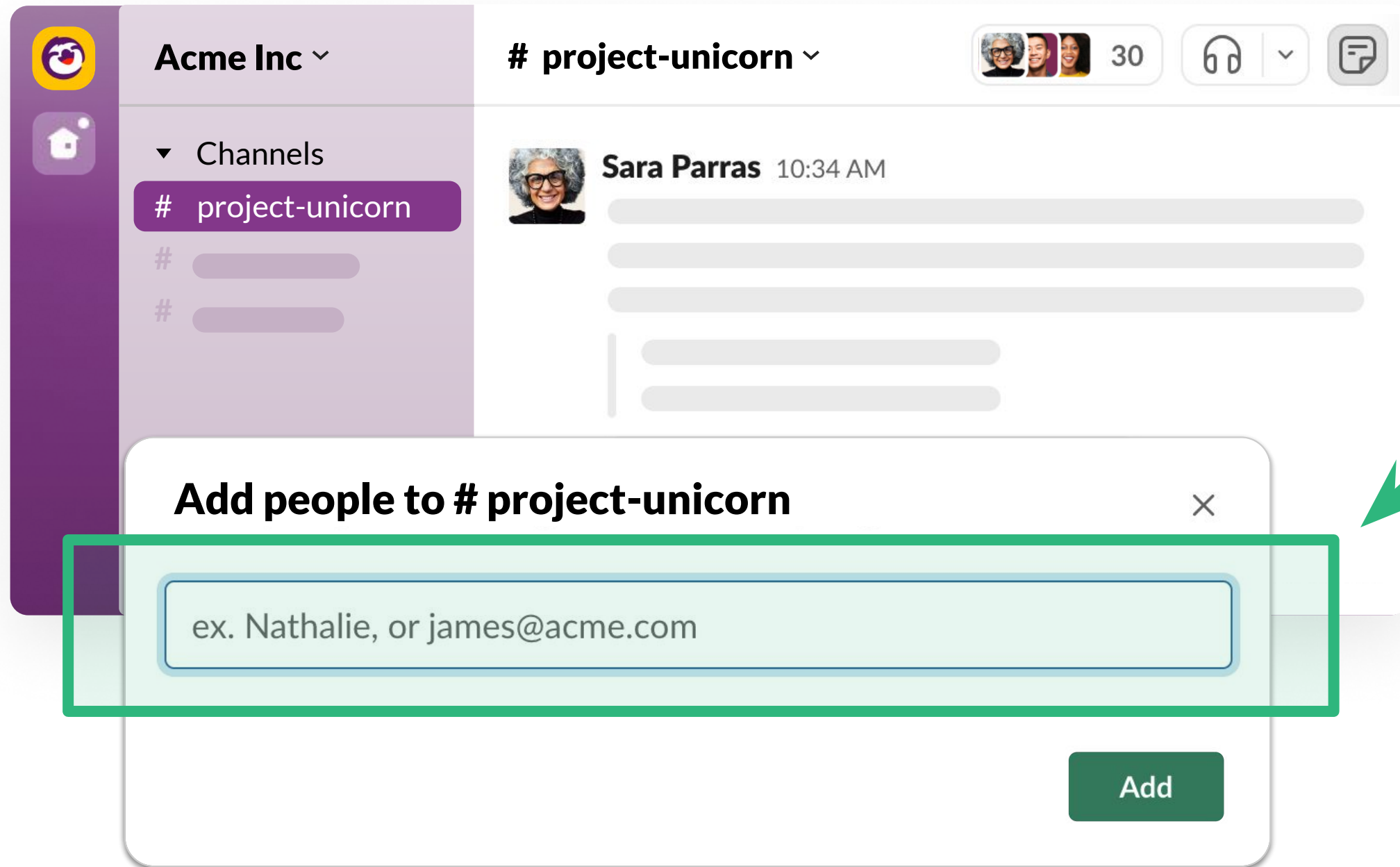


Bring everyone together in one place by adding them to a channel

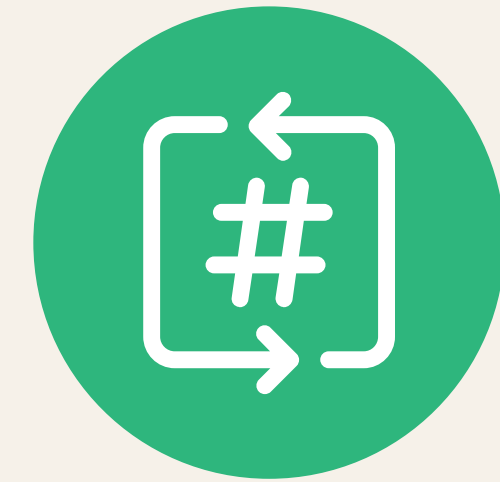
- Click the **cluster of pictures** in the top right to search for people by name or email and add them



Step 3: Add teammates



The screenshot shows a Slack workspace for 'Acme Inc' with a channel named '# project-unicorn'. A modal dialog box titled 'Add people to # project-unicorn' is open, featuring a text input field with a green border containing the placeholder text 'ex. Nathalie, or james@acme.com' and an 'Add' button.



- **Add people outside your company** to a channel by entering their email
- **Learn more at the link:** slack.com/resources/using-slack/getting-started-with-slack-connect

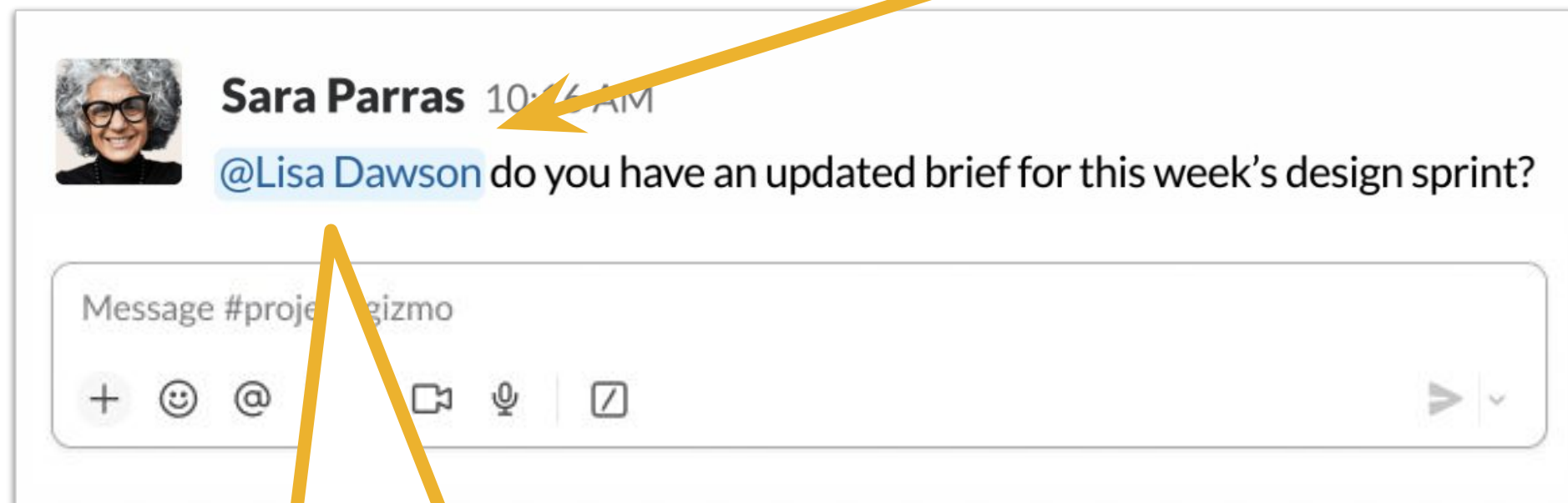


Step 4

Coordinate and execute tasks



Step 4: Coordinate & execute tasks



@Lisa Dawson

1

Use the @ symbol to mention someone

if you have a question or need something approved.

2

Gather votes using emoji reactions

3

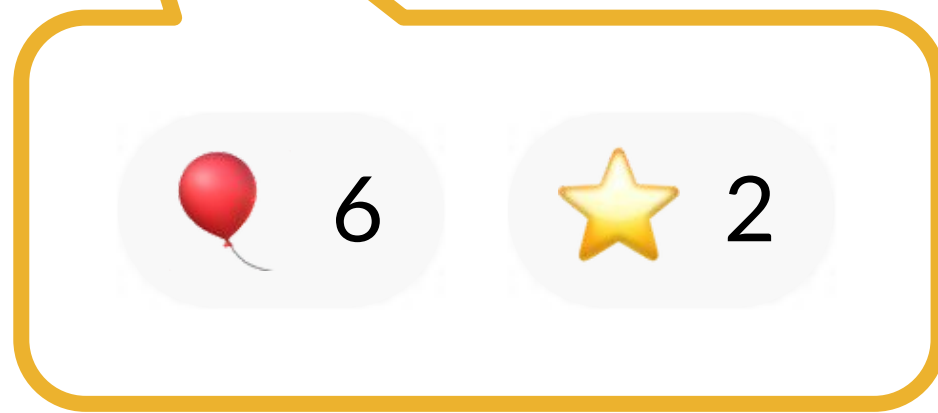
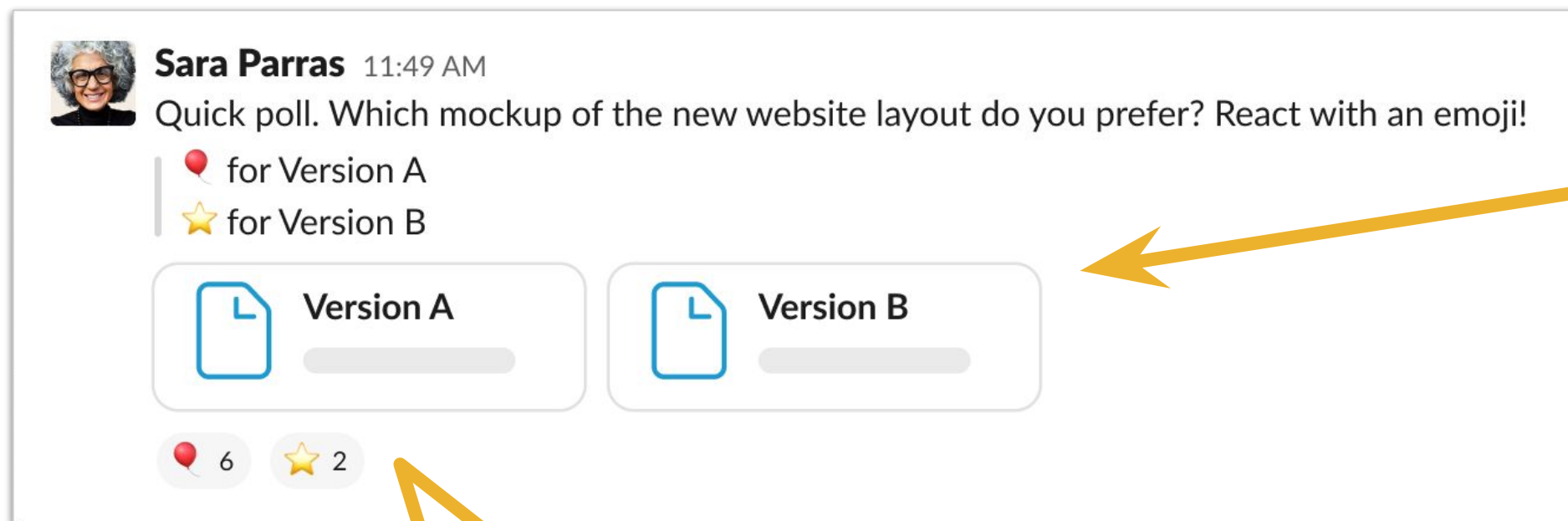
Use Workflow Builder to schedule regular check-ins

Learn more at the link:

slack.com/help/article/4412723137683-Set-up-a-daily-stand-up-in-a-channel



Step 4: Coordinate & execute tasks



1 Use the @ symbol to mention someone if you have a question or need something approved.

2 **Gather votes using emoji reactions**

3 Use Workflow Builder to schedule regular check-ins

Learn more at the link:
slack.com/help/article/4412723137683-Set-up-a-daily-stand-up-in-a-channel



Step 4: Coordinate & execute tasks

WORKFLOW

 **Weekly project check-in** WORKFLOW

 Happy Friday, team! Don't forget to post your weekly update in the channel.

Be sure to include:

- What you worked on this week
- What you have planned for next week
- Any questions or blockers

Post your weekly update

1

Use the @ symbol to mention someone

if you have a question or need something approved.

2

Gather votes using emoji reactions

3

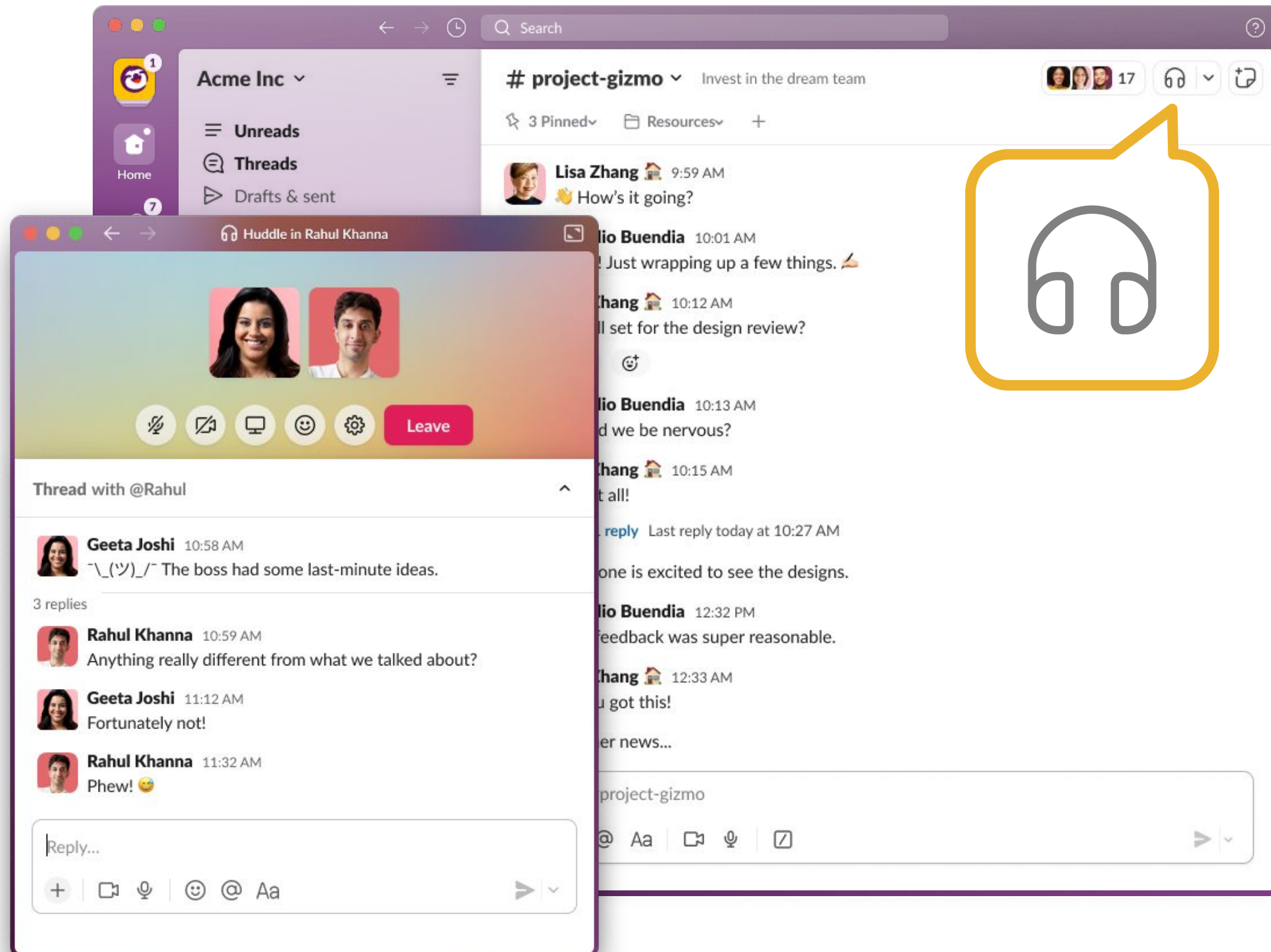
Use Workflow Builder to schedule regular check-ins

Learn more at the link:

slack.com/help/article/4412723137683-Set-up-a-daily-stand-up-in-a-channel



Step 4: Coordinate & execute tasks



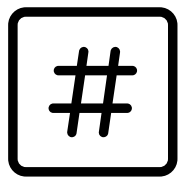
- Start a **huddle** in any channel or direct message to work in real time with video, screen sharing and dedicated thread for notes
- Learn more at the link:
slack.com/help/articles/4402059015315-Use-huddles-in-Slack



3 takeaways | Move your next project into a channel

1

Create a channel



Using the prefix
#proj-

2

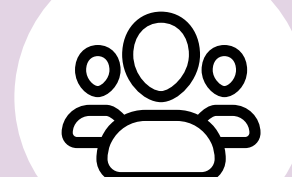
Add key info



Welcome message
and key files

3

Add teammates



Inside and outside
your company



Thank you for joining the workshop!

Your next steps:

1 If you have any questions, ask for help at:

<https://slack.com/help>

2 Invite your colleagues to register for the workshop at:

<https://slack.com/events/workshop-101-learn-the-basics>

3 Keep learning using the Slack Resources Library:

<https://slack.com/resources>