# Slack 101

Welcome to the Slack Tutorial! This is going to hit the basics of how to get on Slack, create an account, navigate Slack and best practices for using Slack

What is Slack?

A collaborative workplace platform where organizations can coordinate all in one place. Slack's workplace is organized into different channels where we discuss specific topics pertaining to our mutual aid work. All channels on Slack have # in front of the channel name ex: #all-kwt, #outreach, #intake, etc.

Below is a screenshot of what Slack looks like:
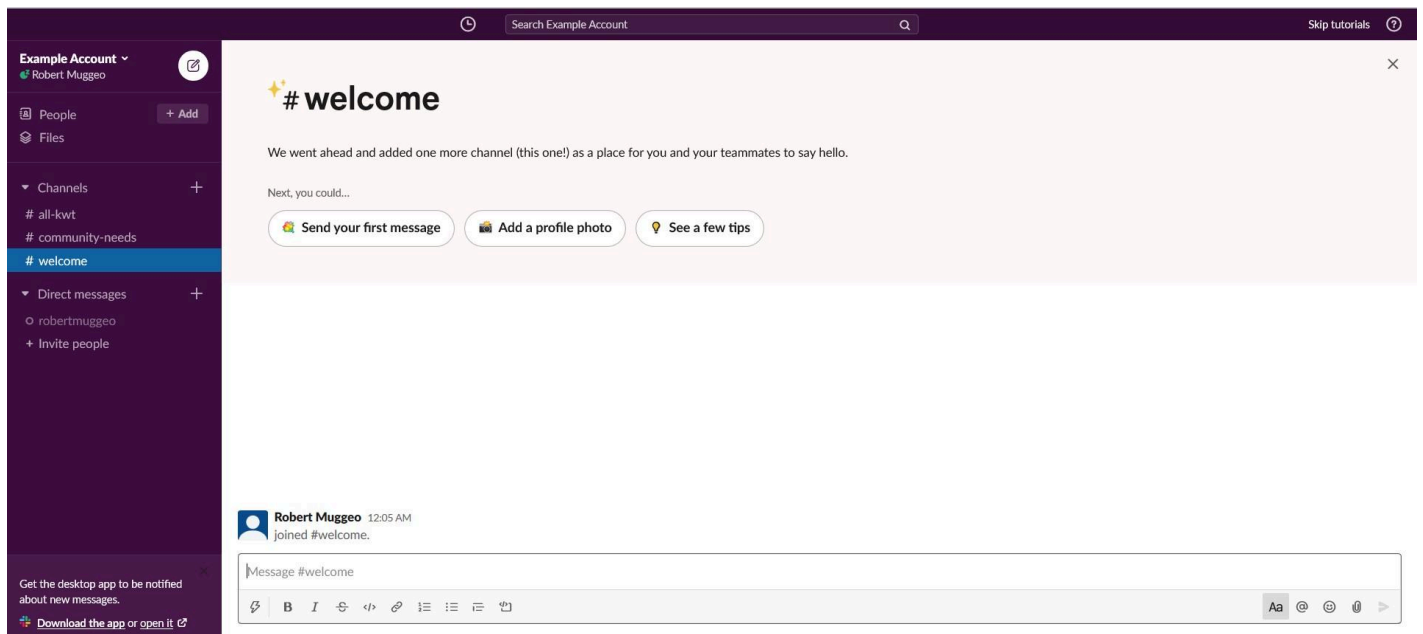
How to join Slack?

You can join Slack by joining the URL link:

https://join.slack.com/t/kwtmutualaid/shared_invite/zt-e3zk6e0w-uhBjwqkF1k4suuCR~Tntlw

or

By email invitation.If you would like an email invitation, please email Robertmuggeo@gmail.com The email will look like the following screenshot:

Once you receive the email, you can join by going to the join now link which shows the following page to create an account:

How to set up your account?

When setting up your account, 1) click on the **down arrow** next to KWT Mutual Aid:
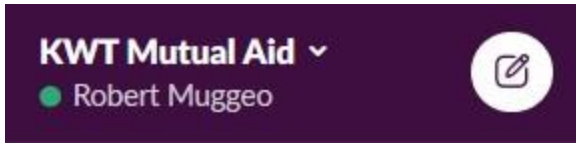
2) Click on **View Profile**

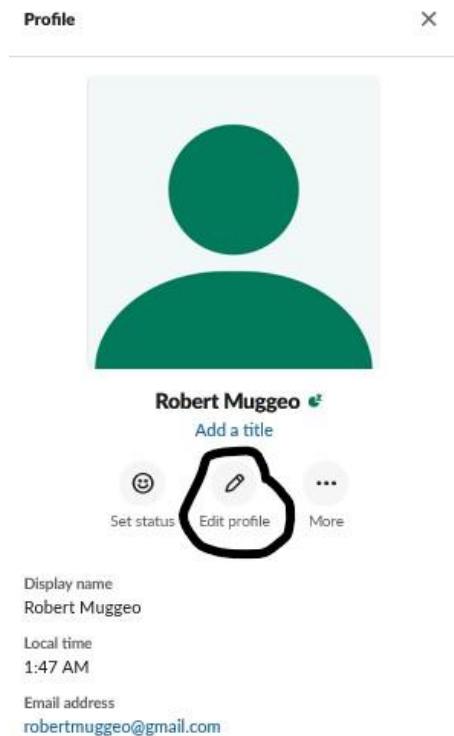**3)** Click on **Edit Profile**

Profile   ✕

Robert Muggeo 🌿
Add a title

☺   🖊   •••
Set status   Edit profile   More

Display name
Robert Muggeo

Local time
1:47 AM

Email address
robertmuggeo@gmail.com
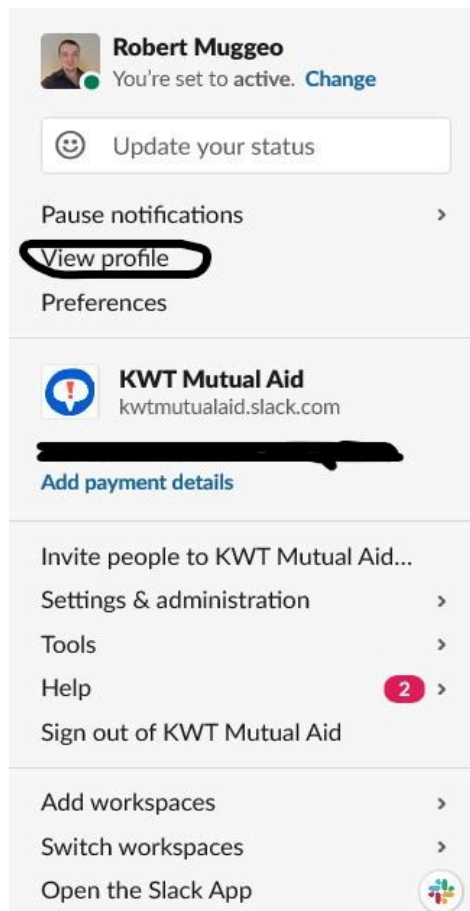
4) Which will bring you to the following screen where you can set up your profile:

Feel free to include the information you are comfortable sharing on this platform including preferred pronouns, picture, phone number, etc

Be sure to save changes when you are finished setting up your profile!

Edit your profile   ✕

Full name

Robert Muggeo   ✕

Display name

Robert Muggeo

This could be your first name, or a nickname — however you'd like people to refer to you in Slack.

What I do

What I do

Let people know what you do at Example Account.

Phone number

(123) 555-5555

Enter a phone number.

Time zone

(UTC-05:00) Eastern Time (US and Canada)   ⌄

Your current time zone. Used to send summary and notification emails, for times in your activity feeds, and for reminders.

Profile photo

Upload an Image

Cancel   Save Changes

How to navigate Slack?

When logged in on Slack you will always look at this taskbar on the left margin of your screen. Here you will receive notifications, listed channels, direct messages and where you can find most information available on our Slack channel. I have highlighted the important ones you will likely check on a daily basis:
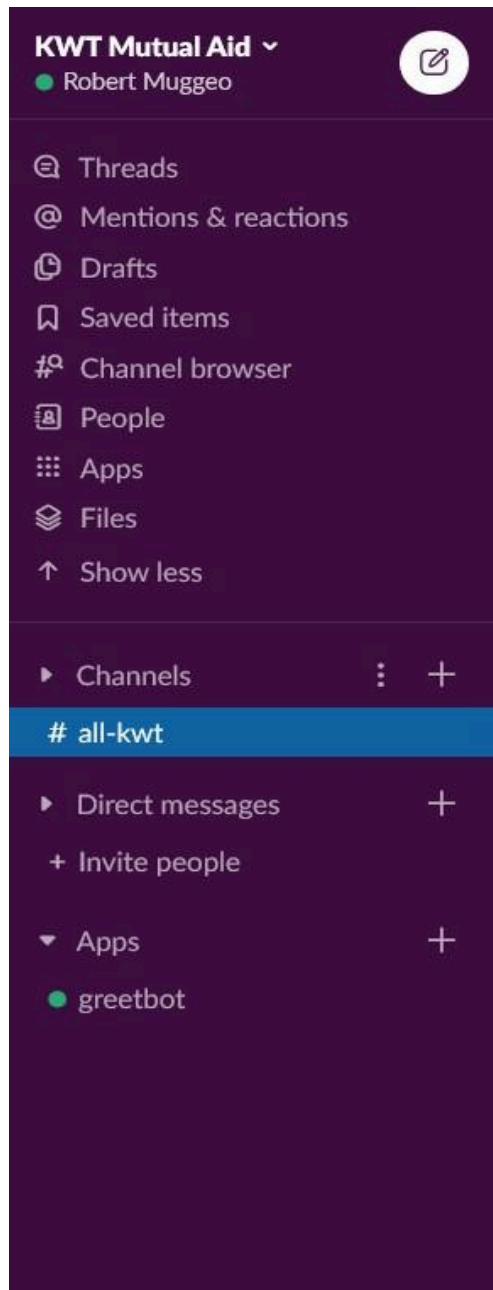
The button at the top right is used to compose new messages

*To access settings click on **KWT Mutual Aid***

Threads: Lists the threads you have been a part of (I will expand on this in best practices)

Mentions & reactions: Lists all the time someone has tagged your name (@*your name*) or reacted to your comment

Drafts: Lists out your unfinished comments/responses

Saved Items: Lists all the conversations you have bookmarked for reference.

Channel Browser: Lists all the public channels available to join on our workplace (you can also

People: Lists all members on our workplace

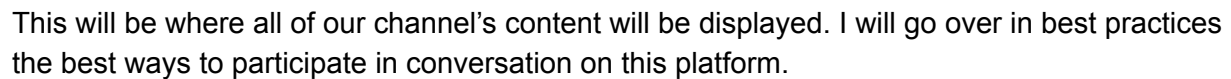**Apps**: Lists apps that are synced with our workplace

Files: Lists the files we have stored o

Channels: Lists the channels you have joined (there are several channels you will automatically join when you start your Slack account.

Direct Messages: Lists the direct messages conversations you have with other members of the workplace

When you receive a notification on Slack the text will be bolded (ex: **#all-kwt)

In the center of the screen you will have the following display:

This will be where all of our channel's content will be displayed. I will go over in best practices the best ways to participate in conversation on this platform.

Each conversation will display this menu on the right of the conversation when you hover your cursor over the text:

The menu displays the following options for your conversations (options in order from left to right):
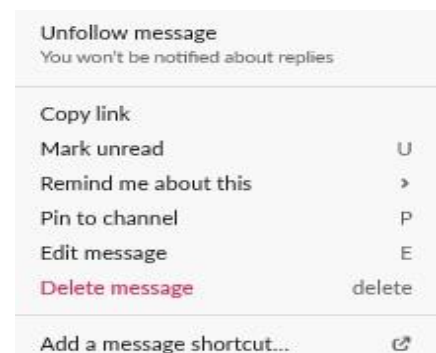
Add reaction: Allows you to respond with an emoji
Start a thread: Allows you to respond in a thread (more details in best practices)
Share message: Allows you to share another member's message in another channel
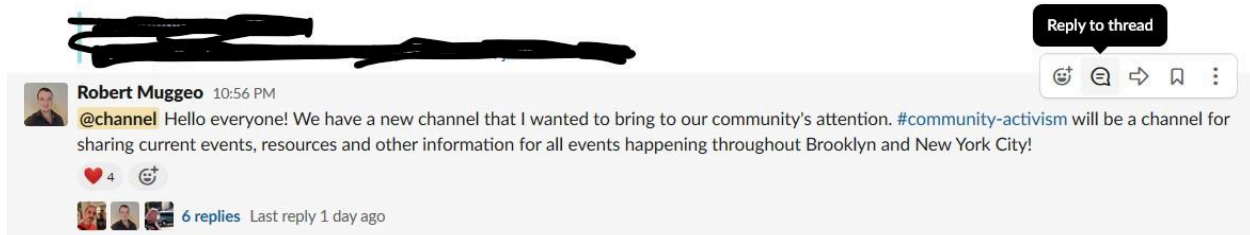**Save**: Allows you to save a conversation or post into Saved Items
More actions: Allows you to the additional options:

What are the best practices while using Slack?
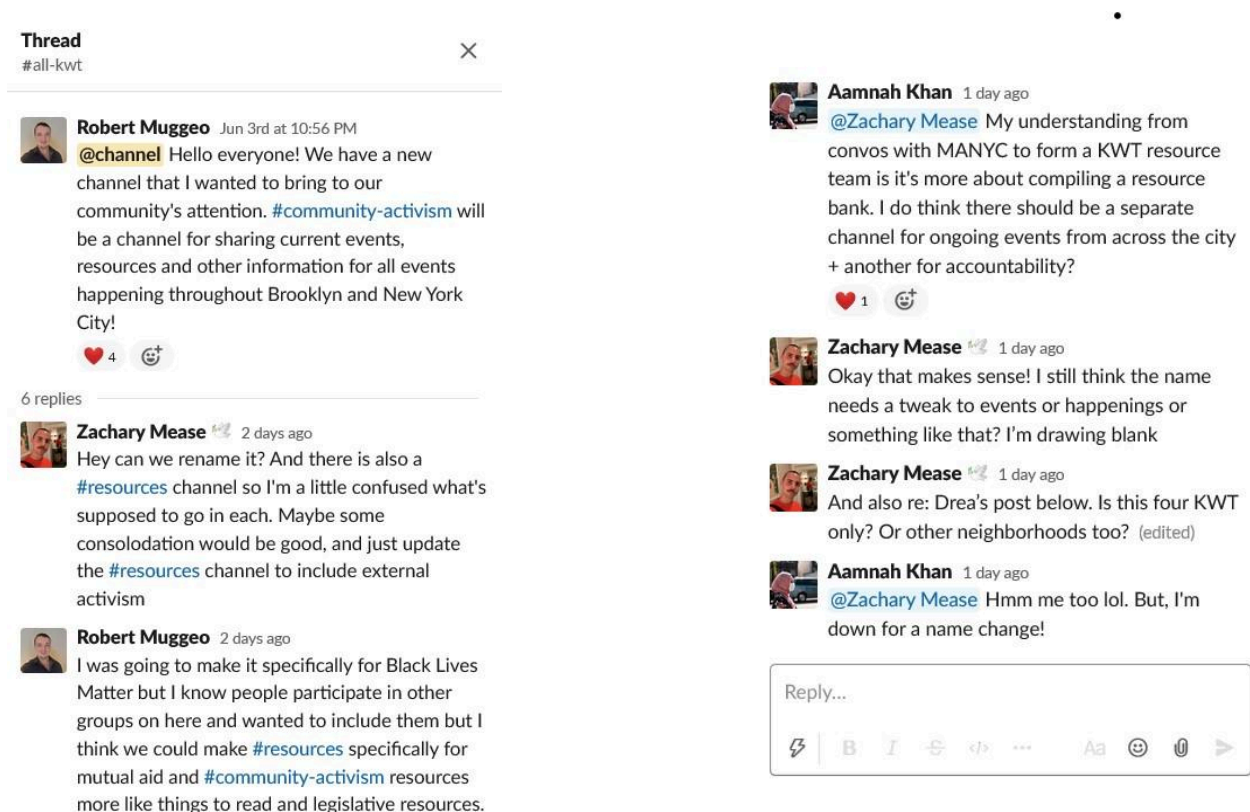
For having a conversation on a Slack channel

Please use threads when having conversations on Slack. Here is an example of one:

1) When you want to comment on the thread. Hover your cursor over the text and this menu will show   up:

2) Click on the button to   either "reply to" or "start a thread." This will pull the conversation on the right side of the screen:

   •

3) You can now respond within the thread

Keyboard Shortcuts for posting information

The following are some basic keyboard shortcuts you can use when posting on Slack:

@here notifies only the [active members](#) of a channel

@everyone notifies every person in the #all-kwt channel

@insert member's name to tag someone in a post

@channel notifies all members of a channel, [active or not](#)

If you have any other questions about Slack please feel free to post in the #ask-an-admin channel.

*If you are interested in doing a one-on-one tutorial, please feel free to email me at robertmuggeo@gmail.com *