

Create a Slack Channel

Channels are the best way to keep conversations about various projects, topics, or teams organized in Slack. There's no limit to how many unique channels you can have in Slack. Workspace Admins or Members can create new channels. Channel Managers can be added to maintain the membership of channels.

1. Open the desktop Slack app.
2. In the sidebar on the left side of the app, navigate to the Channels section.
3. Select Add channels at the bottom of the list, then select Create a New Channel.
4. Select Blank Channel and click Next.
5. Name your channel. All channel names become lowercase after creation. Spaces become hyphens (-).
6. Select the correct workspace from the dropdown menu.
7. Choose a channel type: public or private. The default is public. Public channels are not open to the entire college, but messages and files within a public channel are searchable by members of your workspace. Most channels are fine as public channels. If you have questions, email ithelp@smith.edu and a Slack administrator will be in touch.
8. Select Create. You can add people to the new channel right away, or select Skip for now and add people later.

Repeat steps 3-6 for as many channels as you need.