



HOW TO SET AND DELETE SLACK REMINDERS



What Is This Guide Or Process?

This guide will help you with the Slack function that allows you to set up an automatic reminder with a tailored message sent out by the Bot at a specified time.

Alternatives or things to know?

What Is Tool?

Slack is a communication and collaboration platform that organizes conversations into topics, groups or private messages. Each topic or group is called a Channel. Hack for LA uses slack to allow teams to connect, discuss and work on projects collectively. There are channels set up for both specific projects, and specific functional roles.

Prerequisite For Using Guide

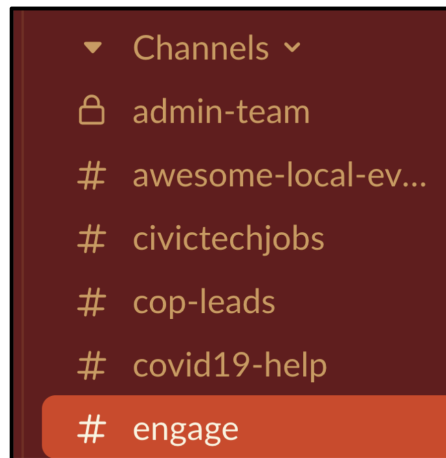
Using Slack on your desktop.

How To Use This Guide?

Option 1

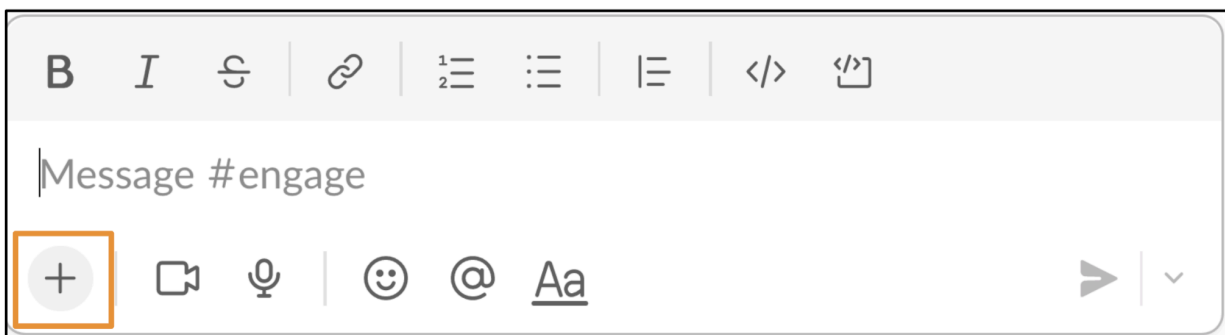
Step 1: Open Slack

Open Slack and navigate to the channel you want to set up the reminder.



Step 2: Toggle to Attachment and & Shortcuts

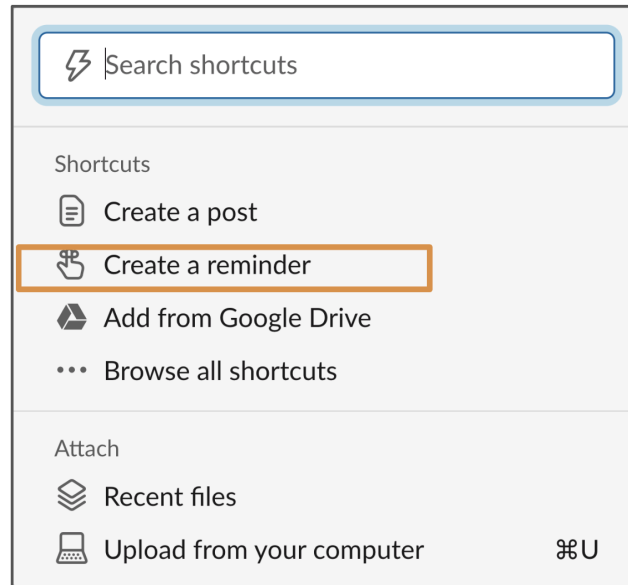
Choose the Attachment and & shortcuts button in the message window



Step 3: Navigate to Create a Reminder

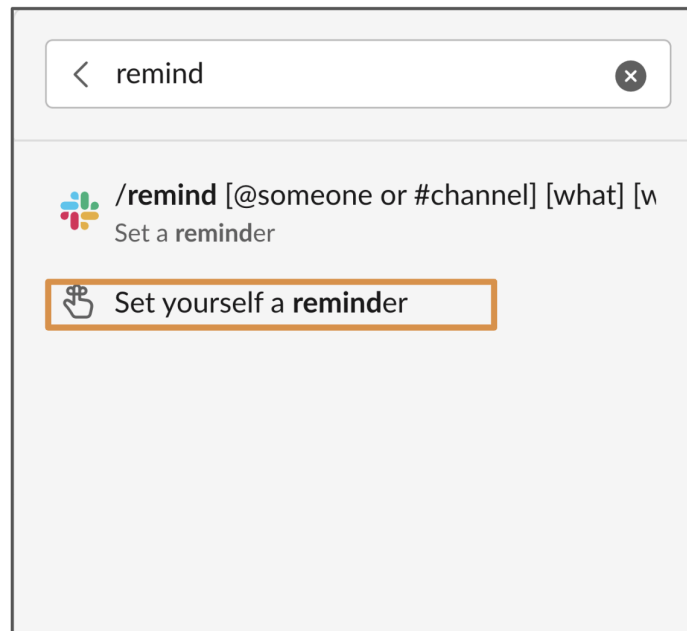
Option 1

Select the Create a reminder option (which you not appear on your menu)



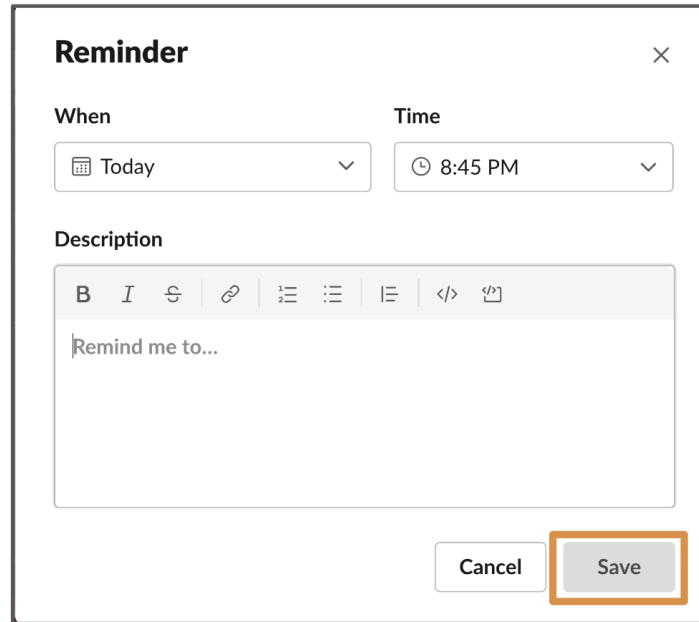
Option 2

Or filter for and select the reminder option in the Suggested list by entering “remind” in the search box



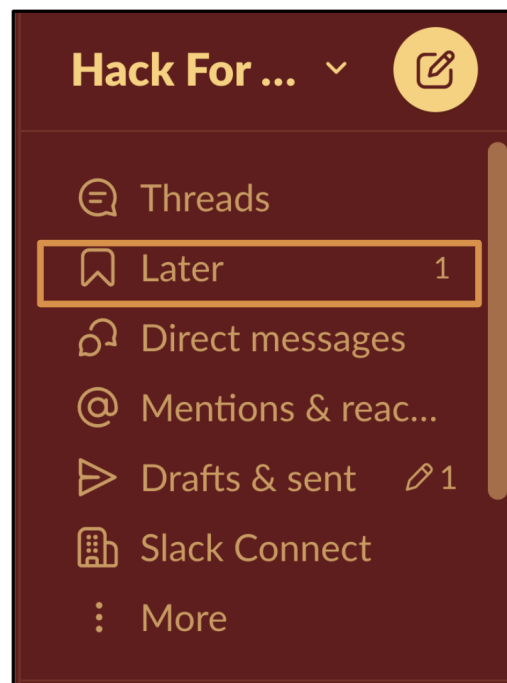
Step 4: Set Your Reminder

Choose Set Yourself a Reminder, draft your message and choose save.



Step 5: Look at Your Reminders

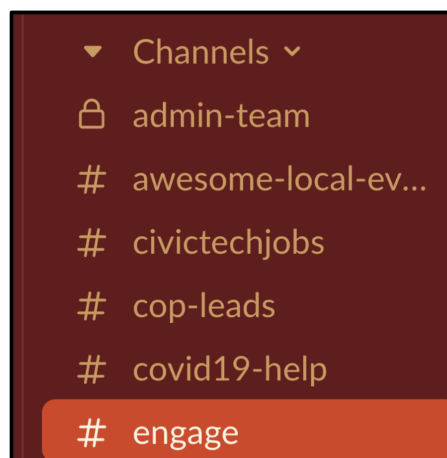
After writing your reminder, you will be able to view it by choosing the Later tab on the Slack.



Option 2:

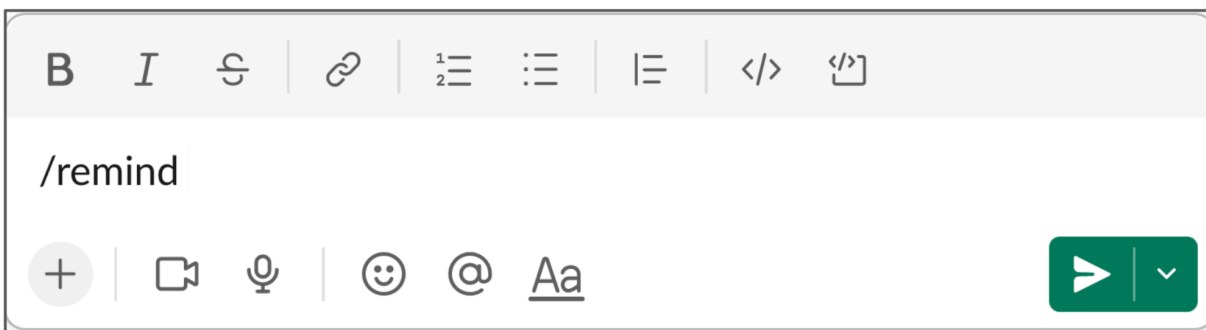
Step 1: Open Slack

Open Slack and navigate to the channel you want to set up the reminder.



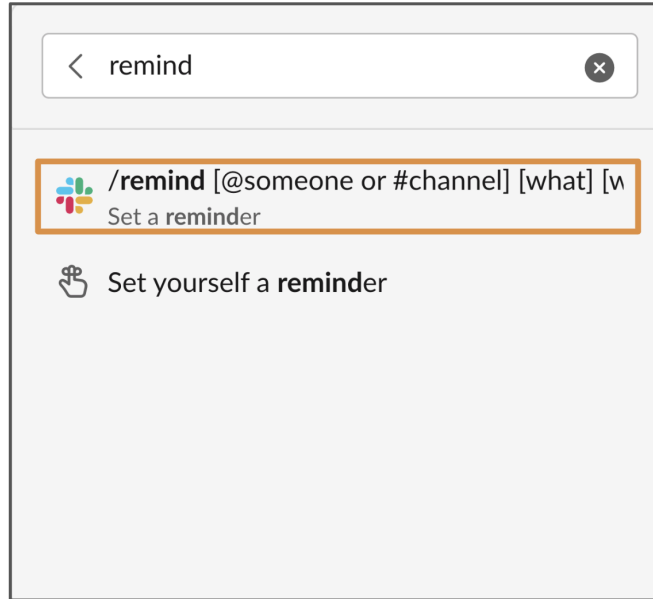
Step 2: Toggle to Message Box in a Channel

In the message box, enter “/remind “



Step 3: Choose In Channel Message Option

That will display the two methods, choose /remind [@someone or #channel]

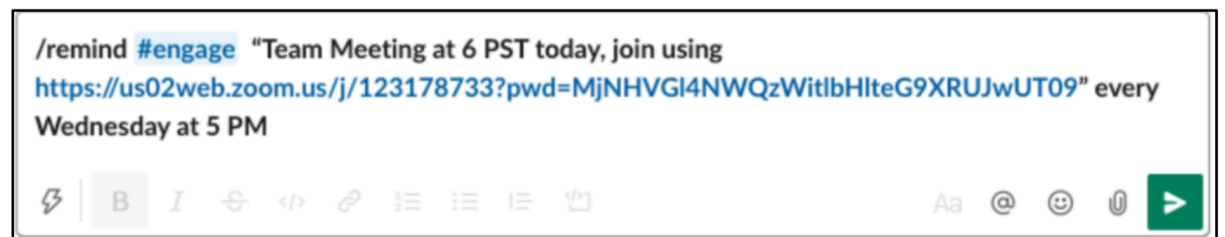
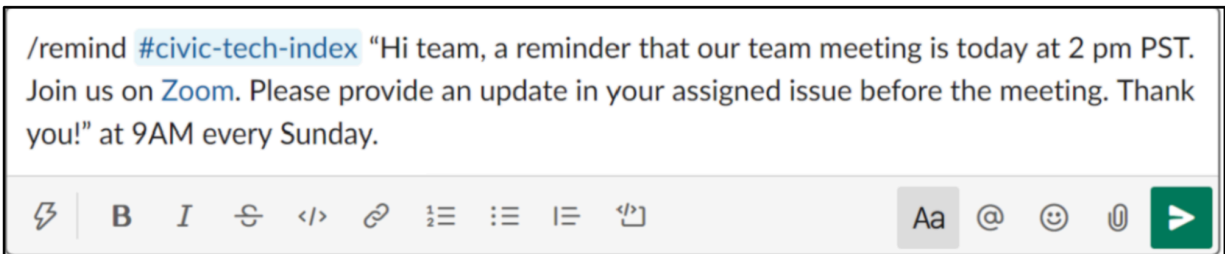


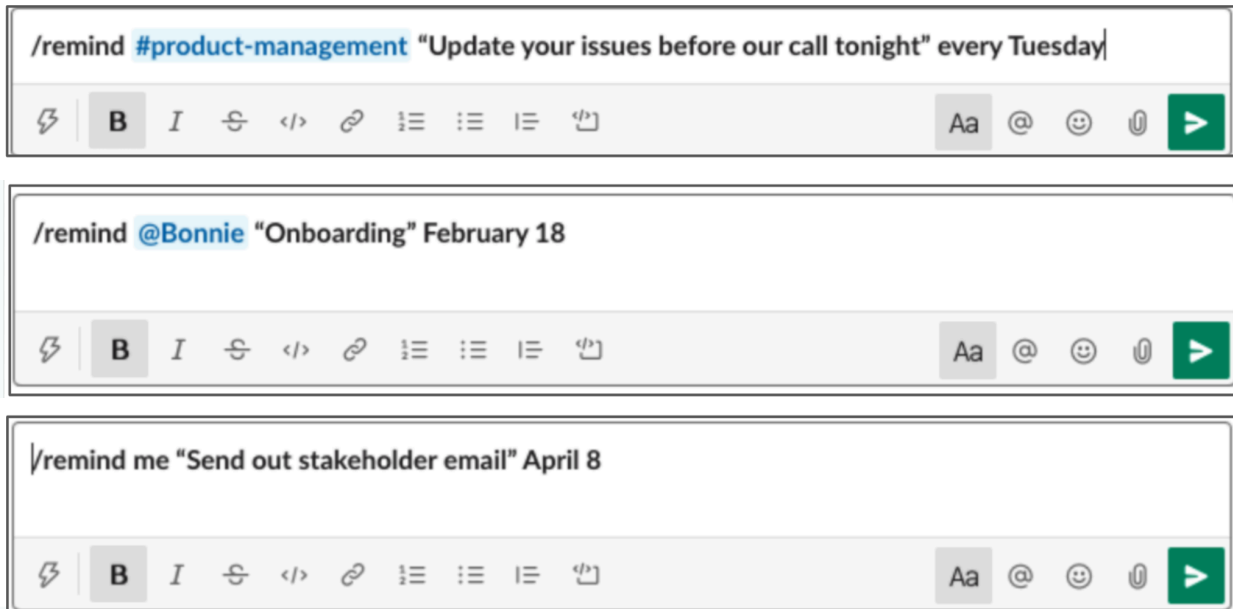
Step 3: Choose In Channel Message Option

Write your message in the following format: To Whom? @ or #. If to a specific person: @someone, If the entire channel: #channel. In quotes enter the reminder text you want the Bot to send out.

Input day and time you want the Bot to send out the message. NOTE: the time zone listed will be your time zone.

Examples: Setup





How to Delete Reminders

Go to the group Slack channel and enter “/remind list” into the private channel's message box. You'll then see a list of all active reminders in the channel along with links to Delete them. If this method does not work for you, it might be a permissions issue. Message the Admin team on Slack (channel #admin).

Guide Authors

Peer created guides are an important part of Hack for LA's Culture. Help us to make it better by posting any comments directly next to the content.

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Help us make this guide better:

If you are a member of the Hack for LA community you can post any comments directly in the iterative version of this guide: [How to Set Reminders in Slack](#).

If you are outside the Hack for LA community, please use this [feedback form](#) to provide suggestions for improvement or how the guide is useful for you.