

Intro to Slack

Slack is an online collaboration tool used widely in corporate, industrial, and academic settings that:

- hosts communication through texting and file sharing, and supports Zoom for video communication
- is organized as a set of **workspaces**
- has both **channels** (for communicating with a group) and **direct messages** (for communicating with individuals)

The image shows a Slack workspace interface. On the left is a sidebar with a list of channels and direct messages. The main area on the right is annotated with boxes explaining these features.

Workspace

Channels

Private Channels

- Your study group's channel is private
- Private channels are invisible to anyone who isn't a member
- Your study group's channel is named after a scientist!

Public Channels

- All workspace members (all study groups) can view and post in public channels
- #general is used for announcements
- #random is a place for off-topic discussion, pet pictures, and fun gifs

Direct Messages (DMs)

Slackbot: Ask Slackbot questions about how to use Slack

Personal DM: Draft messages, leave notes to yourself, and test out Slack features

- You can send DMs to up to six people at a time; these won't be visible to anyone not included in the DM
- A green dot means that person is online
- A hollow dot means they are offline
- Feel free to DM Jared Canright with Slack questions any time!
- Obtain consent before messaging other students outside your study group's channel, #general, and #random.

Set up your profile and download Slack

Download Slack on your devices of choice and set up your profile:

<https://slack.com/resources/slack-101/lesson-2-set-up-slack>

- We recommend using the Slack desktop app instead of accessing it through the browser.
- When editing your profile, feel free to add your pronouns to the end of your name.

Discover useful features

- **Your private space to experiment:** Anything you post in your *Personal DM* (highlighted in above screenshot) is only visible to you; feel free to use it to try out Slack features or draft messages! For example, you can test out the workspace's Zoom integration.
 - **Start a Zoom call from Slack your Personal DM:** Open your *Personal DM*. Type “/zoom” in the message bar and press Enter to link your UW Zoom account and start a Zoom call in your *Personal DM*.
 - You can do this in any channel or DM to instantly start a Zoom call that everyone in that space can view and join.
 - You will only need to link your Zoom account once.
- **Keeping your discussions organized:**
 - A lively discussion can overwhelm a channel, so [use threads to keep a channel tidy and conversations on topic.](#)
 - Keep important information and links handy for...
 - Your group by [pinning messages in a channel](#);
 - You by [bookmarking messages](#).
- **Managing your notifications:** Managing email notifications is hard enough; set and maintain your boundaries by learning how to keep your Slack notifications relevant and appropriately timed.
 - Prevent Slack from sending you notifications at certain times by [setting Do Not Disturb hours](#).
 - Want to respond to a message later? [Have Slack remind you about messages at a later time](#).
- **More sophisticated messaging:**
 - Need to get someone's attention? [Send them a notification by @mention-ing them](#).
 - Need to get everyone's attention? [Send notifications to everyone in a channel with @here and @channel](#).
 - Express yourself: [React to messages with emoji](#).