**How-to Use Slack: Guide**

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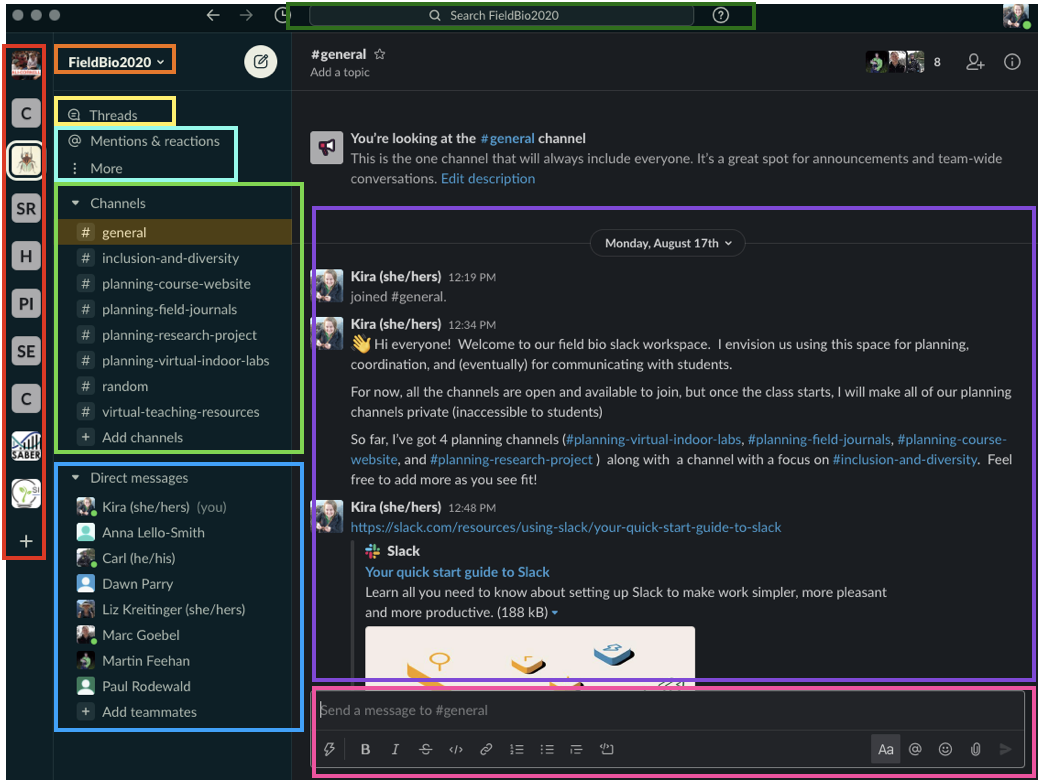
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**Overview of the ‘<name>.slack.com’ workspace**

Here is what Slack looks like when you open it up in the desktop app. Below, find a brief description of how to use each of the sections of the workspace (as indicated by the different colored boxes).



### **Slack Workspace List**

- lists all of the Slack workspaces you belong to (you can view them all in one place)

- Click the “+” to add more (will prompt you to enter the Slack URL and log in)

Helpful links:  
[Getting Started: Join a Slack Workspace](https://slack.com/help/articles/212675257-Join-a-Slack-workspace)

[Review your workspace’s settings](https://slack.com/help/articles/360000355143-Review-your-workspaces-settings-)

### **Current Slack workspace name & settings**

- shows you the workspace url ([fieldbio2020.slack.com](http://fieldbio2020.slack.com))

-dropdown menu allows you to set workspace-specific preferences, invite new

members and customize

Helpful links:  
[What is a channel?](https://slack.com/help/articles/360017938993-What-is-a-channel)

### **Threads you are involved in** (in channels or direct messages)

- allow you to discuss topics in more detail

- keeps the main view of the conversation from getting cluttered

- if you wish to start a threaded conversation, respond to someone’s

comment by clicking on the speech bubble icon (‘reply in thread’)

- you can follow/unfollow threads by hovering over it, and clicking

the three vertical dots icon which will give you a dropdown menu

Helpful links:

[Use Threads to Organize Discussions](https://slack.com/help/articles/115000769927-Use-threads-to-organize-discussions-)

### **@ Mentions and Reactions and More**

- If you want to draw someone’s attention to a comment, you can

type “@“ followed by their name. They will be flagged Slack will

notify them here

- if someone adds a reaction to a comment you made (adding a

emoji to is), you will also be notified here

- the dropdown menu under “More” includes:

All Unread messages

All Direct messages

Saved items (click the flag icon to mark messages to save)

File Browser (review any files uploaded to the workspace)

People & User Groups (shows a list of workspace members)

Apps (browse available Slack add-ons)

### **Channel List**

-a list of all of the channels to which you are currently subscribed

- every workspace member is subscribed to General

- add new channels by clicking the “+ Add channels” option

You can create a new channel or browse available channels

Current channels include (as of Aug 24, 2020):

# *general:* for all-purpose messaging about the class

*# inclusion-and-diversity*: for sharing ideas/discussing ways to improve DEI

with respect to the course, or field bio more broadly

# *planning-course-website*: for discussion/organizing/details regarding our course’s canvas page

# *planning-field-journals*: planning the field journal assignment and the

possible addition of 1 or 2 field journal-specific lab activities

# *planning-research-project*: for planning the research project

# *planning-virtual-indoor-labs*: for planning any of the other virtual labs

# *random*: anything that doesn’t fit into the other channels!

# *virtual-teaching-resources*: share tips/tricks/resources for virtual instruction

### **Direct Messages**

- in this panel you can message or send files directly to any

workspace member, or group of workspace members.

### **Search Bar**

- will query entire slack workspace for any search terms entered here

### **Main Channel Conversation**

- contains the main conversation for the selected channel

- Slack will direct you to where you have last read, and help you stay

caught up

### **Messaging Window**

* Compose and respond to messages here. You can add emojis, file attachments, or embed hyperlinks (and so much more!)
* You can either compose a new message to the slack channel, or you can respond to someone’s message in a threaded reply (which nests your response under their message). To do this, hover over the message and click on the speech bubble.

## **Your Personal Slack Settings**

[Setting Up Slack](https://slack.com/resources/slack-101/set-up-slack)

Download the Slack Apps (computer/phone)

What is a workspace?

Setting up your profile

[Your Profile & Preferences](https://slack.com/help/categories/360000047906)

Access Your Account

Manage Your Profile

Set Your Preferences

Adjust Your Notifications

## **Other Slack Resources**

[Using Slack](https://slack.com/help/categories/200111606)

Work in Channels

Send Messages

Share Files and Conversations

Search

[Navigating Slack](https://slack.com/resources/slack-101/navigating-slack)

## **Tips & Tricks**

[Keep up with what’s important](https://slack.com/help/articles/217626558-Keep-up-with-whats-important)

[Reduce noise in Slack](https://slack.com/help/articles/218551977-Reduce-noise-in-Slack) (manage what gets your attention and what doesn’t)

[Set up Slack for Work Hours](https://slack.com/help/articles/360025054173-Set-up-Slack-for-work-hours-)