

## Slack Cheat Sheet



Instructors will let you know how they prefer to handle **questions** during Office Hours. If you have questions or could use help debugging, send a message within your short immersive workspace, ie: #EDA, #Deep-Learning, #Business-Fundamentals, etc.



Create your own channel by clicking on the "+" sign or browse open channels to join by clicking on the three dots highlighted next to channels below.



React to a message using an emoji. Frequently used emojis include:





We will pin content in a channel that you will frequently need to access ie: Zoom room links, policies and guidelines.

View channel specific **pinned content** you won't want to miss by finding the push pin at the top right of each Slack channel.





Instead of endlessly scrolling a channel for a thread buried among hundreds of messages in the workspace, try using the **Search** bar. The Search bar is located at the top, middle of your Slack workspace.

## **Slack Etiquette**

- Avoid using @channel.
- If the message doesn't pertain to all, try to direct message.
- Use threads to organize discussion. Reply to a thread by hovering over the original message and click ( ).
- Be mindful of push notifying people if the message is not urgent.
- Treat this workspace as you would in a professional setting. Be courteous & respectful.