

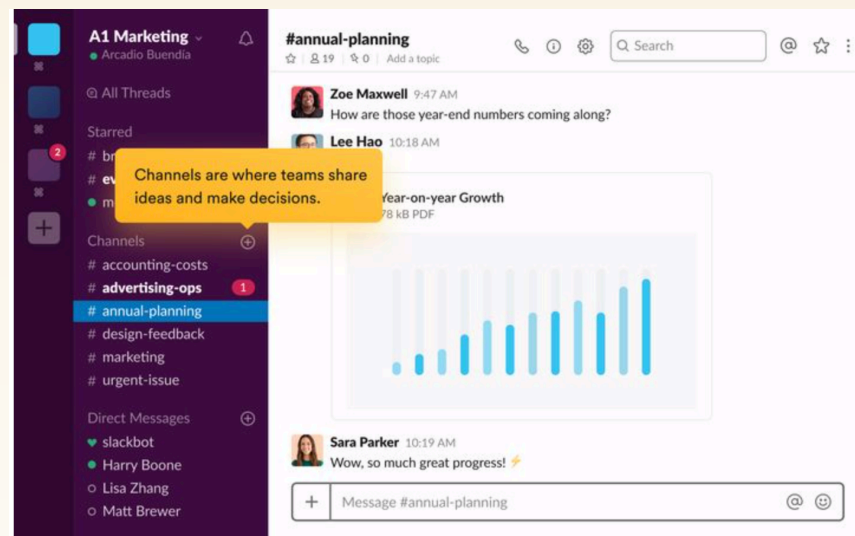
# slack :: GETTING STARTED

## Organising work with Slack

### WORKSPACES AND CHANNELS

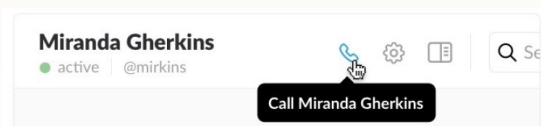
A **workspace** is a shared digital space in Slack, where your team can organise work and communicate together. A workspace is made up of multiple **channels**, each dedicated to some clear topic and purpose.

A **channel** is essentially a way to communicate relevant information to relevant team members. Each channel should have one responsible for it team member, who should make sure to invite all people relevant to the project.



### DIRECT MESSAGING AND CALLS

**Slack** also has voice call and direct messaging feature for 1-on-1 communication between team members.



### NOTE ON SENSITIVE INFORMATION

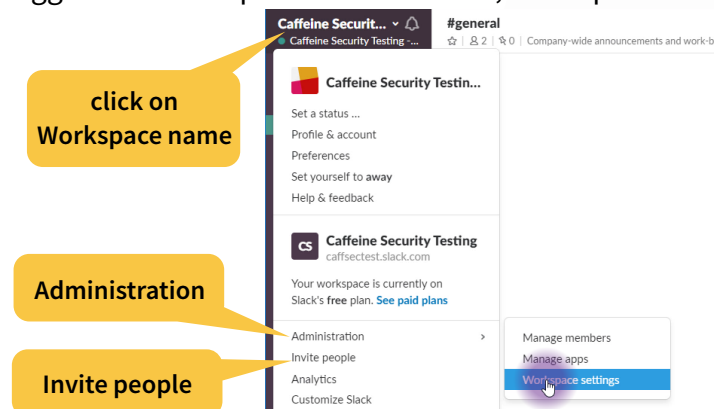
Due to the lack of data agreement with Slack, please

**DO NOT USE SLACK FOR SHARING SENSITIVE DATA!  
INSTEAD USE AU IT TO SET UP A SHARED FOLDER.**

## Create a workspace

1. Visit [slack.com/create](https://slack.com/create) and create a workspace with your email.  
– You are now the **primary owner of a workspace**
2. Set up your profile
3. Download Slack Desktop version [slack.com/downloads](https://slack.com/downloads)
4. Manage workspace settings and permissions  
– From Desktop app → Click on **Workspace name** → Administration → Workspace settings

(Suggested to set up: Default channels, Workspace invitations)



5. Set up channels
6. Invite members to join  
– From Desktop app → Click on **Workspace name** → Invite people  
– Send an email invitation  
– Allow email signup - anyone with company email can sign up

## Join a workspace

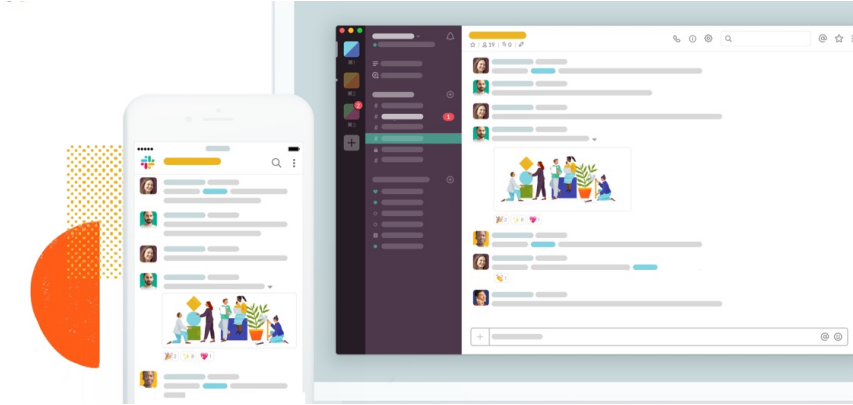
Use **one of the following ways** to join an existing workspace:

- Accept an email invitation from someone from the workspace
- Join your company's workspace automatically via using your work email  
Visit [slack.com/get-started](https://slack.com/get-started) → Find your workspace → Continue signing up via email
- Find workspaces you're eligible to join based on your email address  
Visit [slack.com/get-started](https://slack.com/get-started) → Find your Slack workspaces → Continue signing up via email

Suggested: Edit your profile to help your work mates to find you:

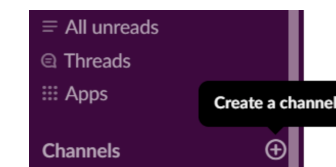
Click on **workspace name** → From drop-menu Click "**Profile and account**" → Edit profile

– Every new workspace entails creating a new account. You can join as many workspaces as you wish  
– There are no limits to how many accounts you can have under the same email.



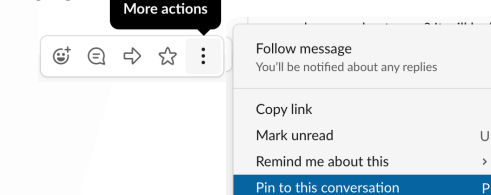
## Create channels

### CREATE A CHANNEL



1. Appoint someone to be responsible for maintaining the channel
2. **Make sure to invite relevant people to the channel**
3. Add description of what the channel entails
4. Add all the relevant files/folders for the project

Pin important posts/files so people have an easy access to them



– A maximum of 100 messages or files can be pinned to any one channel  
– Adds the message to channel details

### BE CONSISTENT WITH CHANNEL NAMES

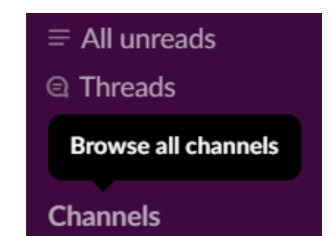
Create easy-to-follow guidelines on how to create channel names and use channels for their purpose only!

For example all work groups start with **#wg-biology** **#wg-theory**  
**#general** - use this channel for announcements that everyone in the team needs to know  
**#random** - use this for anything that does not belong to any of the other channels

## Connect to channels

You can find existing in your team's workspace channels by clicking on 'Channels':

On the left sidebar menu click on **Channels** → **Browse all channels**



# slack : : BEST PRACTICES

## Use Slack Apps

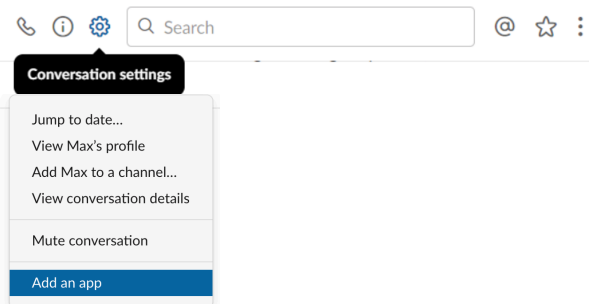
### APPS

Slack is well integrated with a selection of useful apps, which can save you time and make team collaboration easier:

Slack has apps such as **Google Calendar**, **Trello**, **Zoom** and others.

To add an App to your channel:

1. Look at to the top of the channel, and there click on **Conversation settings** → **Add an app**



2. There, search/browse Slack apps → follow the specific guidelines for setting up the selected app

## Manage Notifications

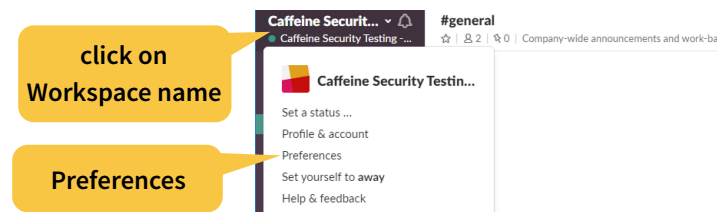
### DEFAULT NOTIFICATIONS

By default, Slack sends you notifications when:

- You receive a Direct Message
- Someone **@mentions** you or notifies a channel you're in
- Someone uses one of your keywords
- You receive a reminder from Slackbot

### CHANGE NOTIFICATION SETTINGS

Click on **Workspace name** → Preferences → Notifications



Change the settings in **'Notify me about'** and **'My keywords'** to set up keyword alerts

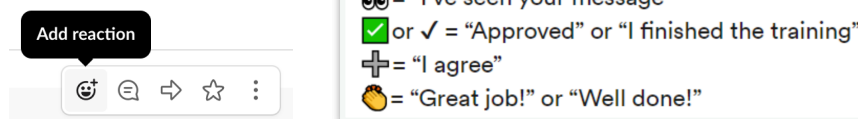
## Communicate efficiently

### REACH EACH OTHER VIA @MENTIONS

- Use mentions when something is time-sensitive or you need to address certain people, e.g:  
“@Peter read this ASAP!”
- Use @everyone to address everyone in the channel

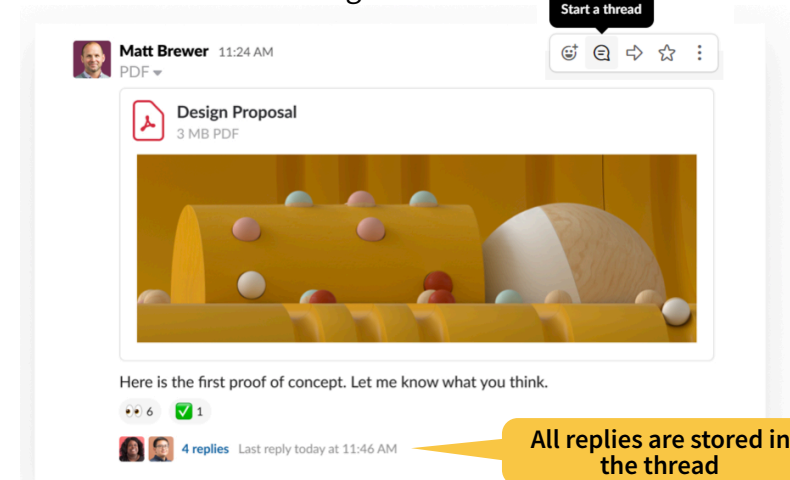
### EMOJIS FOR SIMPLE RESPONSES AND APPROVALS

Use emojis as reactions to declutter conversation and give simple feedback



### THREADS

When you want to reply or comment on something posted in your channel, instead of posting a whole new message, start a **thread** under the existing one.



This way it will be easier to navigate through the channel and keep all post-related communication under that particular post.

### EFFECTIVE MESSAGING

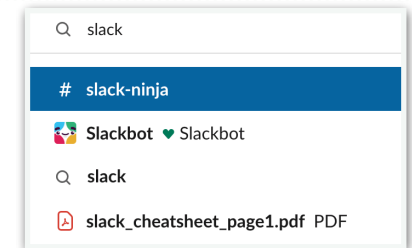


Use editing options to create **Bulleted Lists**, **Blockquotes** (to section parts in a message), **Code blocks** (to share short snippets of code)

## Navigate in Slack

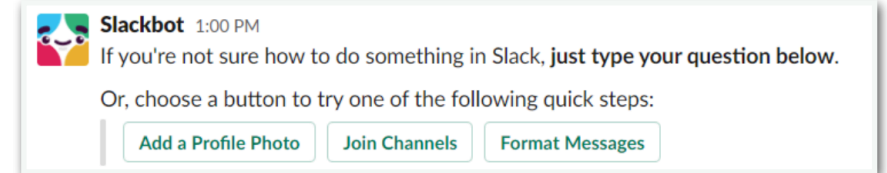
### SEARCH BAR

Search for channels, files and messages



### SLACKBOT

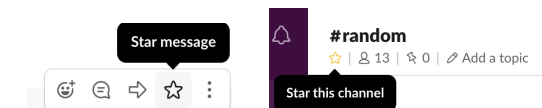
Slackbot is a chatbot that you can ask anything from, directs to Help Center when necessary



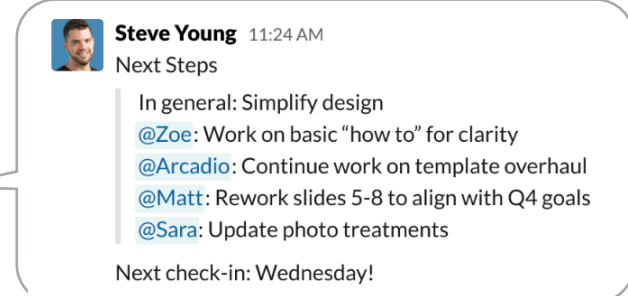
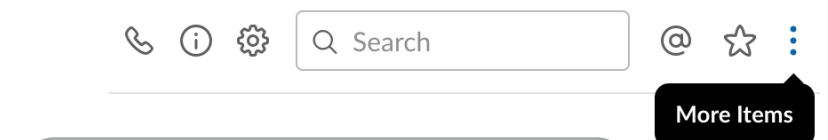
### STAR ITEMS

Save messages and channels to starred items for easier access:

- Your starred items are **only visible for you**
- Access all starred items with **cmd+shift+s** (mac) or **ctrl + shift +s** (windows)



### EXPLORE MORE ITEMS FOR MORE POSSIBILITIES



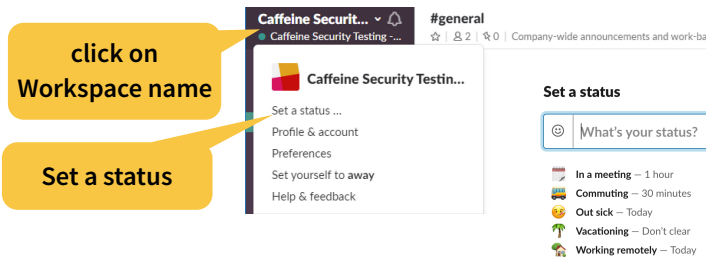


# slack :: SIMPLE TIPS AND TRICKS

## Customise Slack

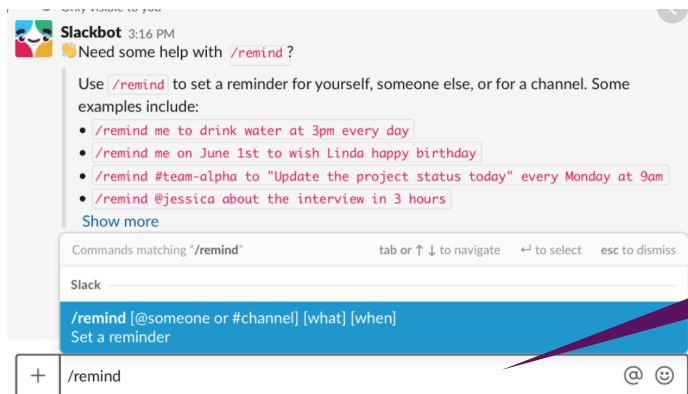
### SET YOUR STATUS

Set a status to show your team what you're up to:  
Click on your **Workspace name** → **Set a status**



### SET REMINDERS

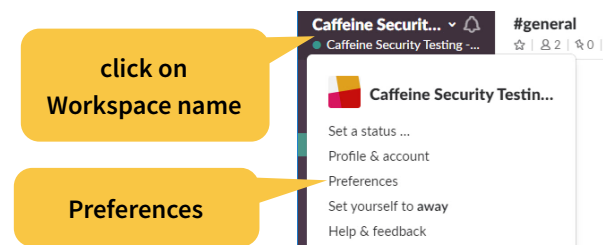
Type a message starting with **/remind** to set reminders for yourself, your certain teammates, or whole channels:



### CHANGE SLACK SETTINGS

Personalise your Slack experience (language, accessibility, themes and more) in Preferences:

Click on **Workspace name** → **Preferences**

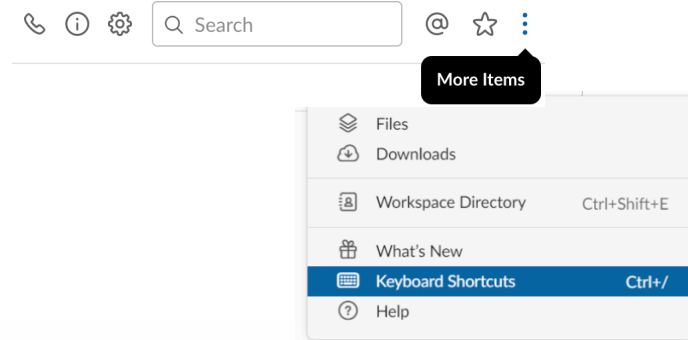


Notifications  
Language & Region  
Messages & Media  
**Themes**  
Sidebar  
Mark as Read  
Accessibility  
Advanced

## Use shortcuts and commands

### KEYBOARD SHORTCUTS

Use Keyboard shortcuts - to get extra savvy in using Slack. Check them out in **More Items** menu next to the search bar at the top



### USEFUL SLASH COMMANDS

– Save space in your chatroom using **/collapse** and **/expand**

When the media in the messages is taking up valuable screen space, type **/collapse** into message box and send (collapses all media messages, doesn't erase them)

If you wish to enable all media messages again, type **/expand**

– Create polls using **/poll**

Type **/poll** and follow instructions on the screen

– Invite someone to a channel using **/invite**

**/invite @someone [#channel]**

– Mute/unmute a channel using **/mute**

– Set reminders using **/remind**

**/remind help** - get help on how to set up reminders

**/remind list** - list of reminders you have set

– **Send out mass invitations**

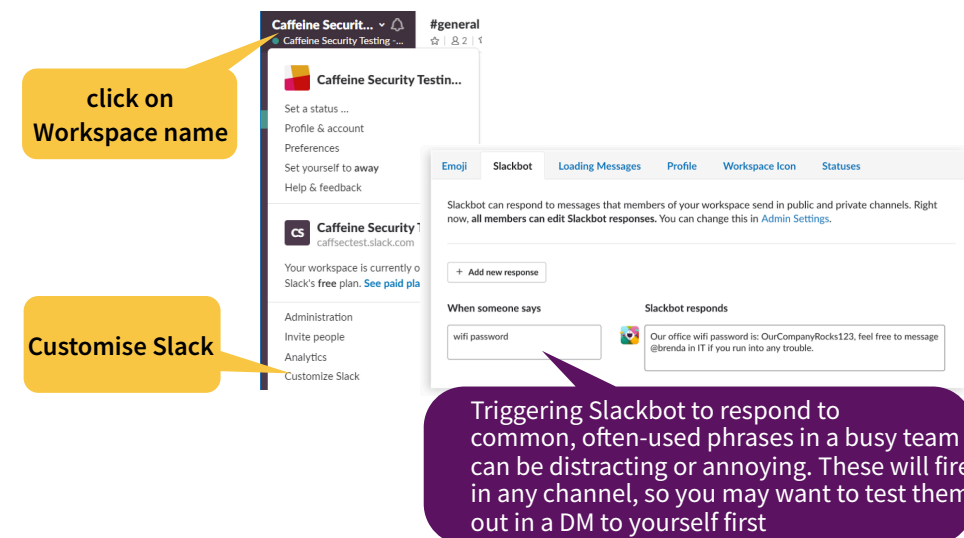
- 1) Type the **/who** command on a channel where you have the (most) people you want to add.
- 2) Copy the output
- 3) Paste it in the channel where you want those people to get invited to
- 4) Press Enter key

## Automatise your Slackbot

### SET AUTOMATED RESPONSES

Set automated messages as responses to typical questions/inquiries:

Click on **Workspace name** → Customise Slack (link will open in your browser) → **Slackbot**



### MODERATE WORKSPACE LANGUAGE

– Use automated responses as light reminders about workspace language to push people towards a more inclusive language

– Use automated responses when a project name changes and people need to get used to the new name (for example the supercomputer name changes from Beast to Grundtvig, remind about the change every time someone uses the old name)

