# Complete Guide to Setting Up and Using Slack

Slack is a powerful communication and collaboration platform that allows teams to work together efficiently. Below are the detailed steps to get started with Slack, from signing up to utilizing its features:

1. Accessing Slack

- Open your preferred web browser.
- In the search bar, type **"Slack"** and hit enter.
- Click on the official Slack website link: slack.com.
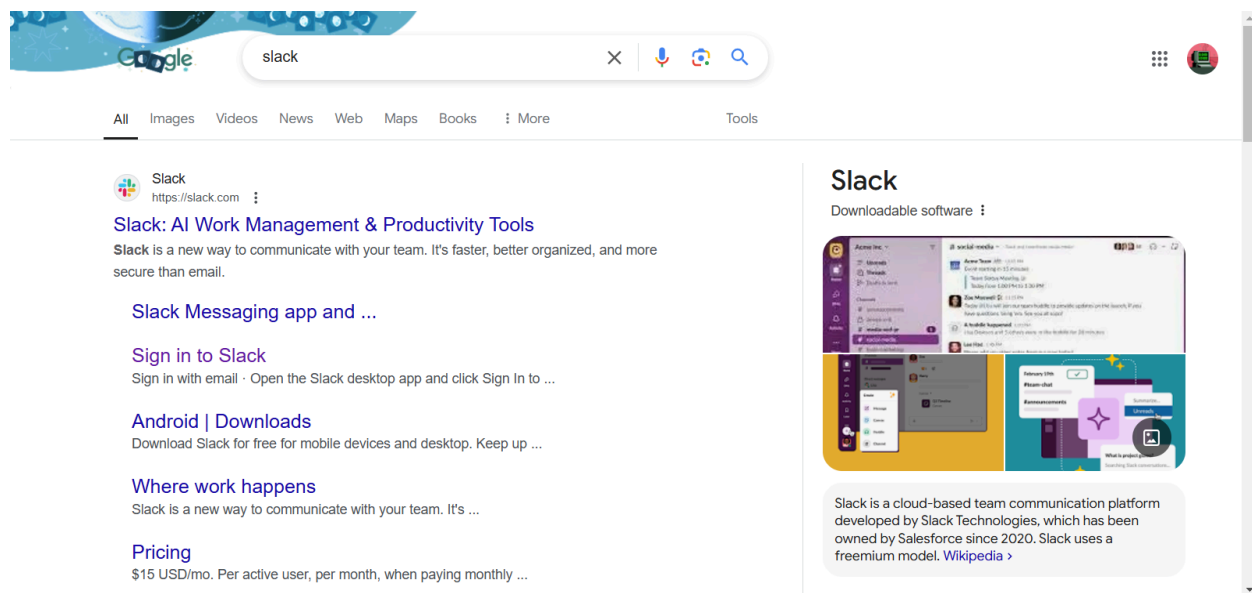
2. Signing Up

- On the Slack homepage, click the **"Sign Up"** button.

Search the Help Center

Contact Us   Sign Up

Your profile & preferences

Adjust your profile and preferences to make Slack work just for you.

Getting Started   **Using Slack**   **Your Profile**   **Connect Tools**   **Administration**   **Tutorials & videos**

Slack Help Center > Your profile & preferences > Manage your account

Sign in to Slack

Whether you're a member of one Slack workspace or many, you can use the same email address to sign in to all of them. Read on to learn how to sign in to Slack with your email address, or your Apple or Google account.

🖉 **Note:** If your workspace or Enterprise Grid organization requires two-factor authentication (2FA), you'll need to provide a 6-digit

IN THIS ARTICLE

Sign in to your workspace

Sign in to more workspaces

Troubleshoot sign-in issues

- Enter your **email address** and click **"Continue"**.

slack

First, enter your email

We suggest using the **email address you use at work.**

name@work-email.com

Continue

OR

G Continue With Google

  Continue With Apple

Already using Slack?
Sign in to an existing workspace

- Check your email inbox for a **verification code** sent by Slack.

Check your email for a code

We've sent a 6-character code to **israamubark856@gmail.com**. The code expires shortly, so please enter it soon.

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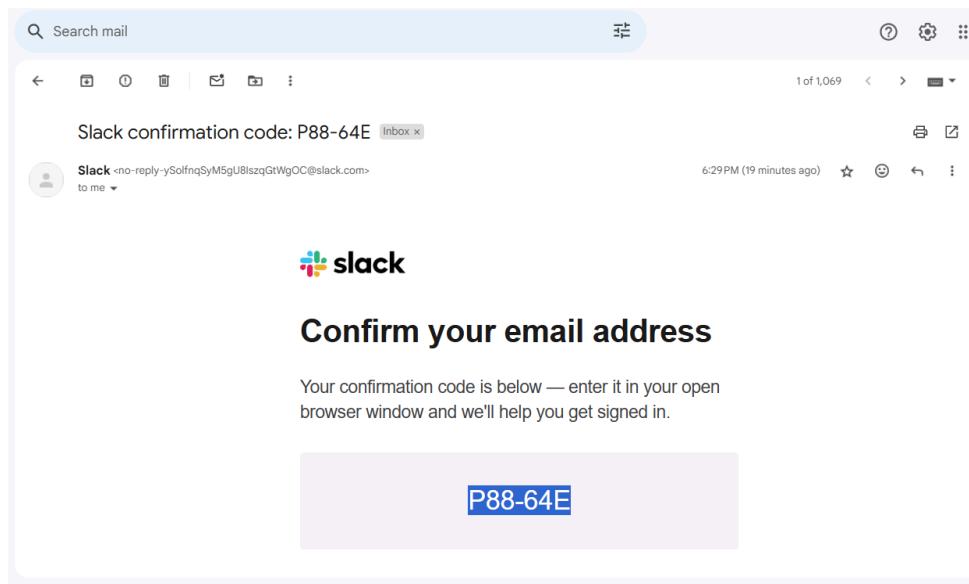M Open Gmail   O Open Outlook

Can't find your code? Check your spam folder!
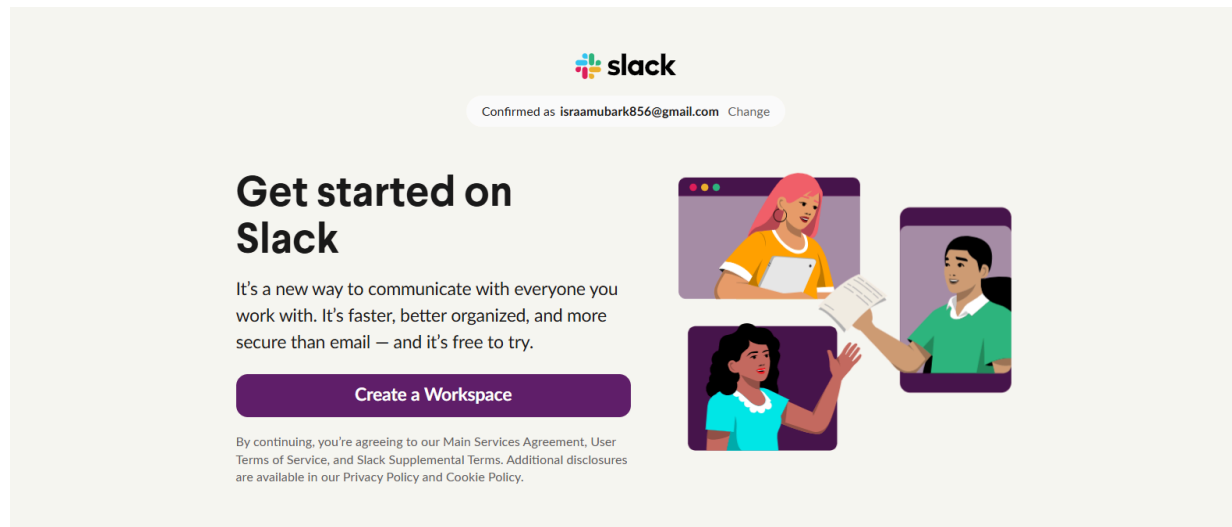
Privacy & Terms   Contact Us

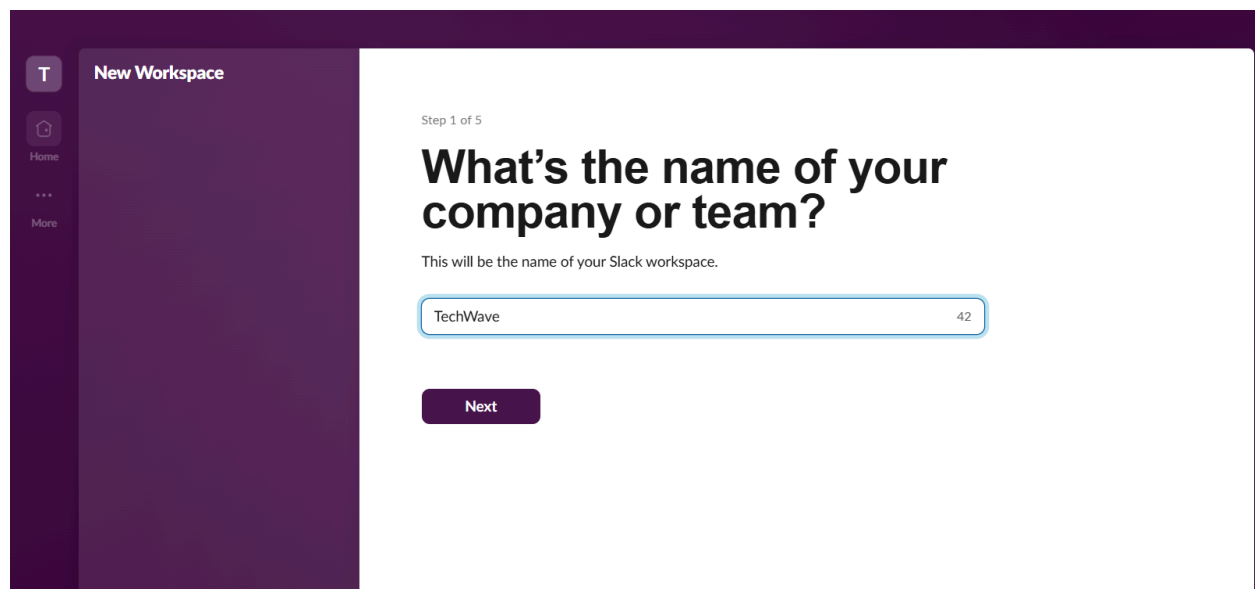- Enter the verification code on the Slack website to proceed.

3. Creating a Workspace

- Click **"Create a Workspace"**.

Invite team members by entering their email addresses, or skip this step to invite them later.

- Enter your **company name** or **project name** as the workspace name.

- Fill in your **name** to identify yourself in the workspace.

What's your name?

Help your teammates recognize and connect with you more easily.

Esraa Mubarak   37

Your profile photo (optional)

👤 Upload Photo

Next

- Invite team members to the channel.

TechWave

Direct messages
👤 nourhansabry101

Who else is on the TechWave team?

Add coworker by email   G **Add from Google Contacts**

✈ nourhansabry101@gmail.com ✕

Next   🔗 **Copy Invite Link**   Skip this step

4. Setting Up Channels

- Channels are where team conversations happen. You can create:
  - **Public Channels**: Open to everyone in the workspace.
  - **Private Channels**: Restricted to invited members only.
- To create a channel:
  - Click **"+" next to Channels** in the sidebar.
  - Enter the channel name (e.g., #marketing, #project-discussion).

- Set the channel type as public or private.
- Add a short description for clarity.

5. Choosing a Pricing Plan

- Slack offers **Free** and **Paid Plans**. The free plan includes:
  - 10,000 searchable messages.
  - 10 integrations (e.g., Google Drive, Trello).
  - One-on-one voice and video calls.
- Choose the free plan if you're starting small, or upgrade to a paid plan for advanced features.

6. Using Slack Features

Team Collaboration

- Post messages in channels to collaborate with your team.
- Mention someone using **"@username"** to notify them directly.
- Share files, documents, or links by clicking the **attachment icon**.

Direct Messages (DMs)

- For private conversations, use **Direct Messages** to chat one-on-one with a teammate.
- You can also create **group DMs** for small group discussions.

Notifications

- Customize your notifications for channels or DMs to ensure you don't miss important updates.
- Use the **Do Not Disturb mode** to pause notifications during specific hours.

Search Functionality

- Use the search bar to find old messages, files, or specific topics across channels and DMs.

Integrations

- Integrate tools like Google Drive, Trello, or Asana to streamline your workflows.
- Access integrations from **Settings > Apps & Integrations**.

Video and Audio Calls

- Start video or audio calls directly from Slack. Click the **phone icon** in a DM or channel to initiate a call.

Pinned Messages and Bookmarks

- Pin important messages in a channel for quick reference.
- Use bookmarks for quick access to essential links or resources.
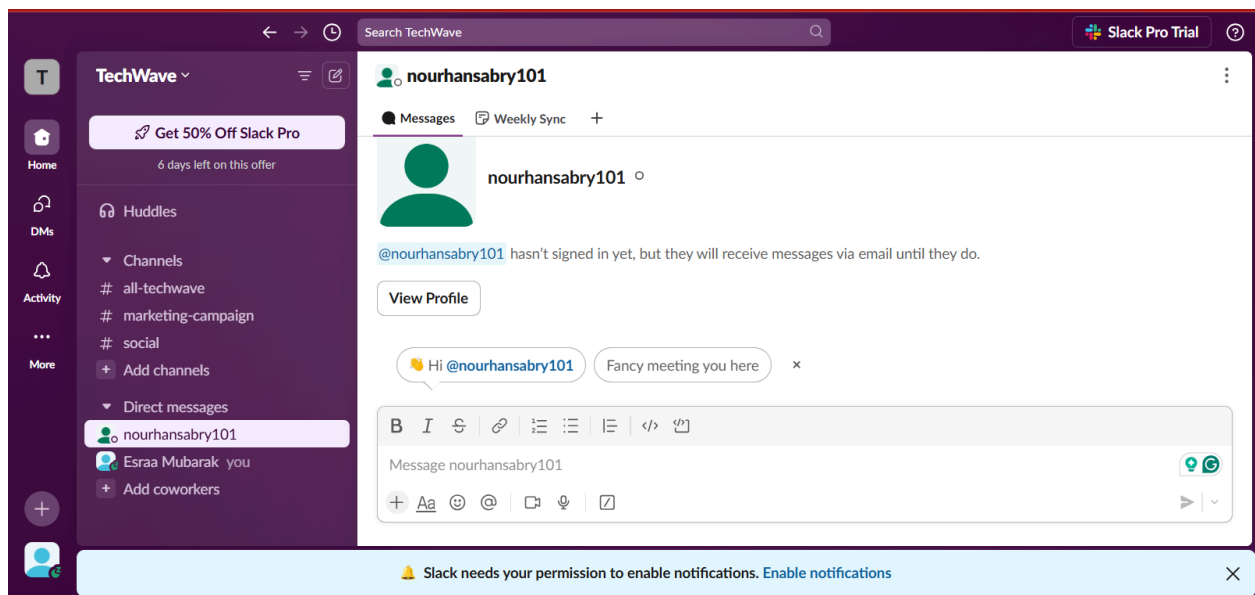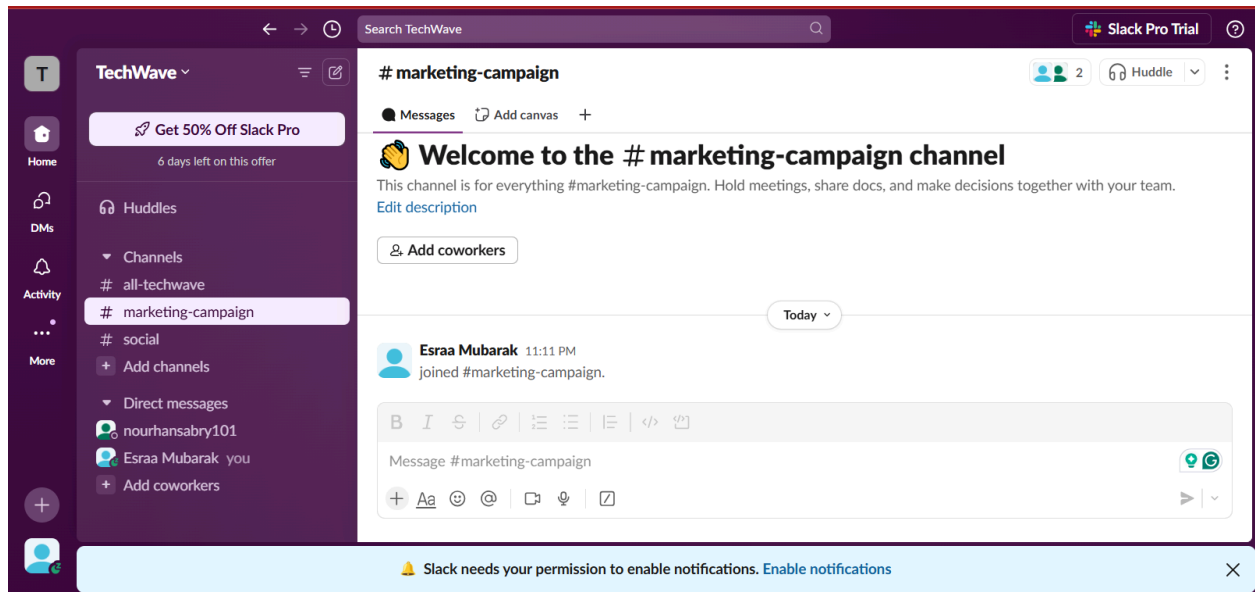
7. Slack Shortcuts

- Use **slash commands** (e.g., `/invite`, `/remind`) for faster navigation and actions.
- Explore **keyboard shortcuts** to improve efficiency.

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8. Advanced Features (Paid Plans)

- **Huddles**: Instant audio meetings.
- **Workflow Builder**: Automate repetitive tasks like approvals or reminders.

- **Analytics**: Monitor team performance and channel activity.
- **Unlimited Message Storage**: Store all conversations for easy retrieval.

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9. Start Collaborating

Once the workspace is set up and channels are organized:

- Share the **workspace link** with your team members to onboard them.
- Begin discussions, share ideas, and collaborate effectively on projects.

Slack makes team communication seamless, ensuring everyone stays connected and productive.