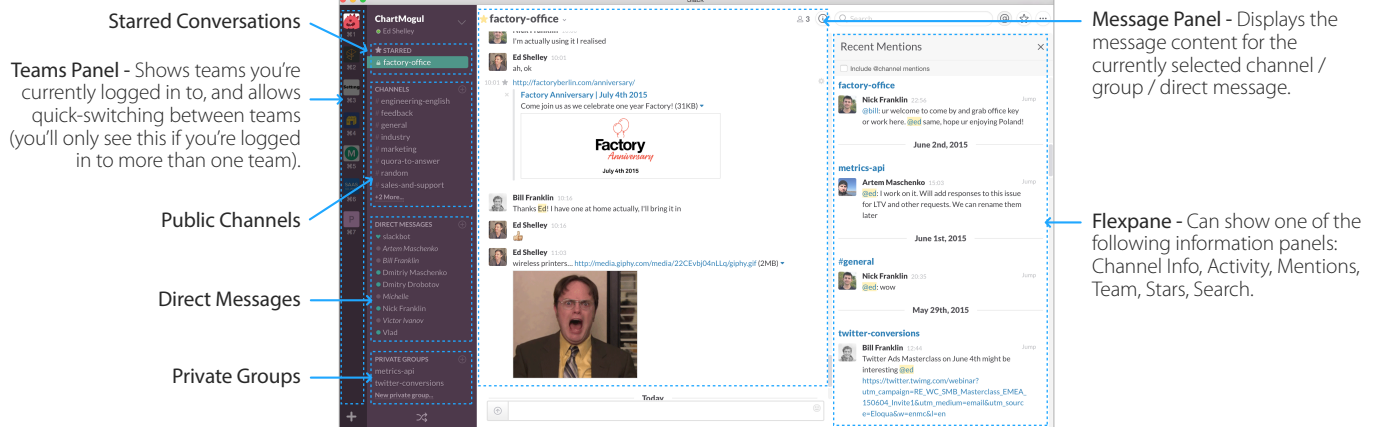


# The Ultimate Slack Cheat Sheet

## The Slack User Interface



## Keyboard Shortcuts

### Channels

Action	Mac	Win
Previous channel	Option ↑	Alt ↑
Next channel	Option ↓	Alt ↓
Previous unread	Option Shift ↑	Alt Shift ↑
Next unread	Option Shift ↓	Alt Shift ↓
Go backward in history	⌘ [	Alt ←
Go forward in history	⌘ ]	Alt →
Mark channel as read	Esc	Esc
Mark all channels as read	Shift Esc	Shift Esc
Set message as oldest unread	Alt + Click message	Alt + Click message

### Conversations

Action	Mac	Win
New line	Shift Return	Shift Return
Mention a user (notifies them)	@[name]	@[name]
Mention a group (notifies everyone)	@[group_name]	@[group_name]
Mention a channel (notifies everyone)	@[channel_name]	@[channel_name]
Add an emoji 🐼🐼🐼	:[emoji_name]	:[emoji_name]
Upload a file	⌘ U	Ctrl U
Create a snippet	⌘ Enter	Ctrl Shift Enter
Paste clipboard as new snippet	Shift ⌘ V	Shift Ctrl V
Edit last message	↑ (in empty field)	↑ (in empty field)

### Useful "/" Commands

Action	Command
Toggle your "away" status	/away
Close a channel / group / DM	/close
collapse all inline images	/collapse
Remove someone from the conversation	/kick [username]
Set the topic for the current channel	/topic [text]
Append a "\_(ツ)_/" to your message	/shrug [text]

### Using Multiple Teams

With the Slack desktop and mobile apps, you can log into more than one Slack team at once! To log into another team, click the down arrow next to your current team name, and click Sign in to another team.

You can quick-switch between any teams you're signed into:

Next team (Mac)	⌘ Shift [
Next team (Win)	Ctrl Shift [
Prev. team (Mac)	⌘ Shift ]
Prev. team (Win)	Ctrl Shift ]
Go to team (Mac)	⌘ + [team member]
Go to team (Win)	Ctrl + [team member]

On iOS, you can even quick-switch between teams with a 3-finger swipe left or right!

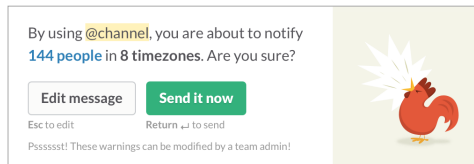
Get all your SaaS metrics with one-click, right from your Stripe, Braintree, Recurly or Chargify account.

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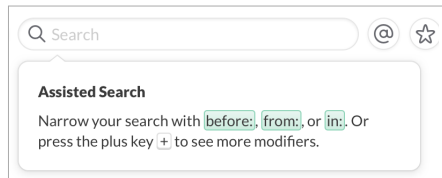
# The Ultimate Slack Cheat Sheet

## Tip: Restrict @channel messages

Although Slack helpfully warns you when posting @channel messages that could wake up (or simply annoy) a lot of people in different timezones, you might want to restrict the use of @channel at: [\[yourteam\].slack.com/admin/settings#messaging\\_restrictions](https://yourteam.slack.com/admin/settings#messaging_restrictions)



## Advanced Search



Search specific locations

- in:[channel]
- in:[group]
- in:[name]
- from:[user] / from:me

Search by message content

- has:link
- has:star

Narrow down the time range

- before:[time]
- after:[time]
- on:[time]
- during[time]

(where [time] is a date, year, month, week)

## The Quick Switcher

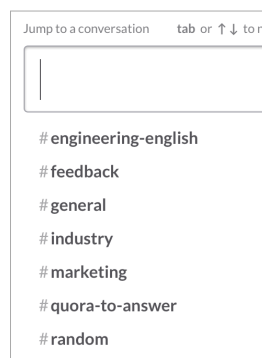
⌘+K or ⌘+T, CTRL+K

The Quick Switcher is your best friend, and your quickest way to move around Slack conversations.

Just open the switcher, start typing the name of a conversation and hit return.

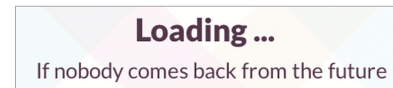
You can search for:

- Channel name
- User name
- Private group name

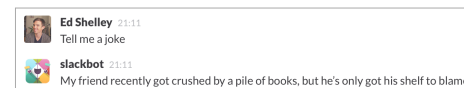


## Customize Your Team

Add custom loading messages at [\[yourteam\].slack.com/customize/loading](https://yourteam.slack.com/customize/loading)



Add custom Slackbot responses at [\[yourteam\].slack.com/customize/slackbot](https://yourteam.slack.com/customize/slackbot)



Upload custom Emoji at [\[yourteam\].slack.com/customize/emoji](https://yourteam.slack.com/customize/emoji)



## Top Integrations

Integrations are modules that you can plug into your slack community to connect it to other services on the web. Here are some "must-have" integrations:



**Dropbox / Google Drive** If you store your files in either of these services, add the integration to slack to import, export and search your files easily.



**Hubot** is probably the most flexible integration out there - script your own robot, and integrate it with other services.



**Giphy** allows you to post animated GIF images to your channels with a simply /giphy command.



**IFTTT** is a service that connects web services together. Use it to connect pretty much any popular web service out there to your Slack channels.

## Advanced Tips

- Link to a message by right-clicking the timestamp - "Copy Link"
- Get slack to remind you of things: **/remind me in [time] to [task]**
- Type the hex code of a color (e.g. #0033CC) to display the color next to your message
- Use Stars (★) as a task list - star items to work on, and view your list in the Stars flex flexpane ( **[Shift] [⌘] [S]** or **[Shift] [Ctrl] [S]** )
- Subscribe to RSS feeds and get updates from your favourite sites with **/feed subscribe [RSS feed address]**