Summary of Slack

Slack is a tool for team and group communication. In slack, we can share our ideas at any time, update individual progress status, make an appointment to our group meetings and client meetings, and post the relevant information about our project.

It is flexible, people can work in their own time.

Also, people in the slack have the same access to all the information.

Sign up:

It is easy to sign up a slack account:

Simply fill in the profile.

Let other teammates/group members to know your email address.

Or create a channel by yourself, you can add other teammates/group members to your new channel.

Mange your notifications.

Now you can send message to communicate with your group members just like normal chat application.

Use Slack effectively:  
Sidebar – from the sidebar, there are lots of functions.

1. Channel: people can switch channel easily to communicate with different group.

In each channel message field, people can react to other people, and mark as read, or other funny emoji reactions. Also, people can share their files to other people and mention other group members.

And you can format your own message, like bold and italics.

1. Direct messages: people can direct message to each group members.
2. Compose: Simply type the name that you wish to send the message, and the slack will help you find it.

Using other application in Slack – people can add lots of other application in the slack

1. Simply go to sidebar app, install the application, request app approval and link the account to slack. User can now use other application in the slack.

App list:

Enterprise-ready apps:

Salesforce, Lingvanex, Box

Working from home:

Reclaim, polly, invision app, Monday.com, donut, pagerduty

Daily tools:

Bluejeans, gmail, outlook, zoom, google calendar, outlook calendar

Essential apps:

Trello, jira, zapier, workflow, gotomeeting, twitter

And so on.

Creating own functions in the slack.

1. Group can set up their automated responses to some questions, like a small bot
2. Allow other users to create help desk tickets
3. Can generate small analysis of your group and create a small report.
4. Create a bot in workspace, once you invite the bot, the bot can do mentioned, sent dm, upload files and can be invited or removed.