

Getting started

Everything you need to know to get started and get to work in Slack.

Getting Started Using Slack Your Profile Connect Tools Administration

Tutorials

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Getting started for new Slack users

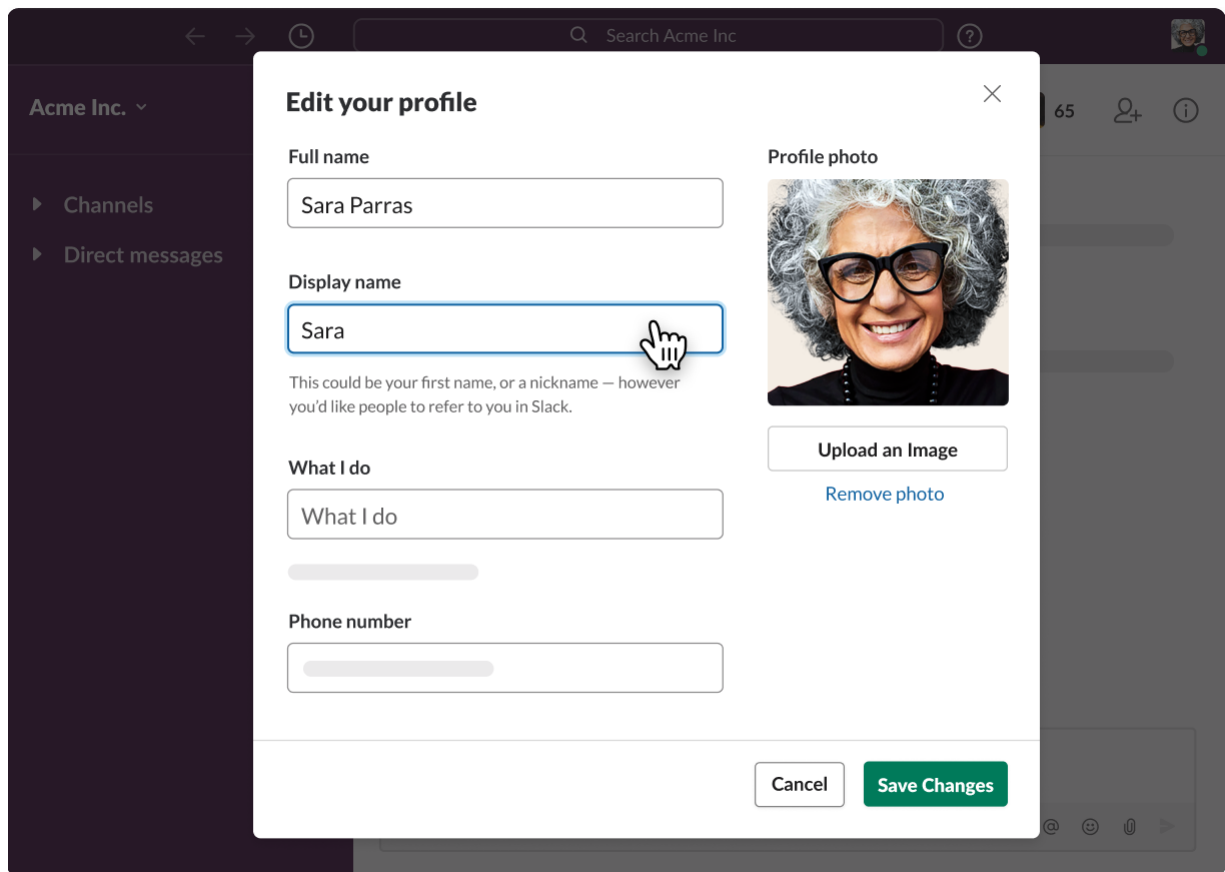
A Slack workspace is a single place for your team and your work. If you've recently joined one, this guide will help you get set up in Slack so you can get started. Before you dive in, make sure you've [downloaded the desktop app](#) and you're able to [sign in to your workspace](#).

1. Fill out your profile

Your [profile](#) will help the others you work with in Slack know who you are.

- 1 From your desktop, click the default profile picture in the top right.
- 2 Click **Profile** from the menu, then click **Edit profile**.
- 3 Let people know what you do and [add a profile photo](#).

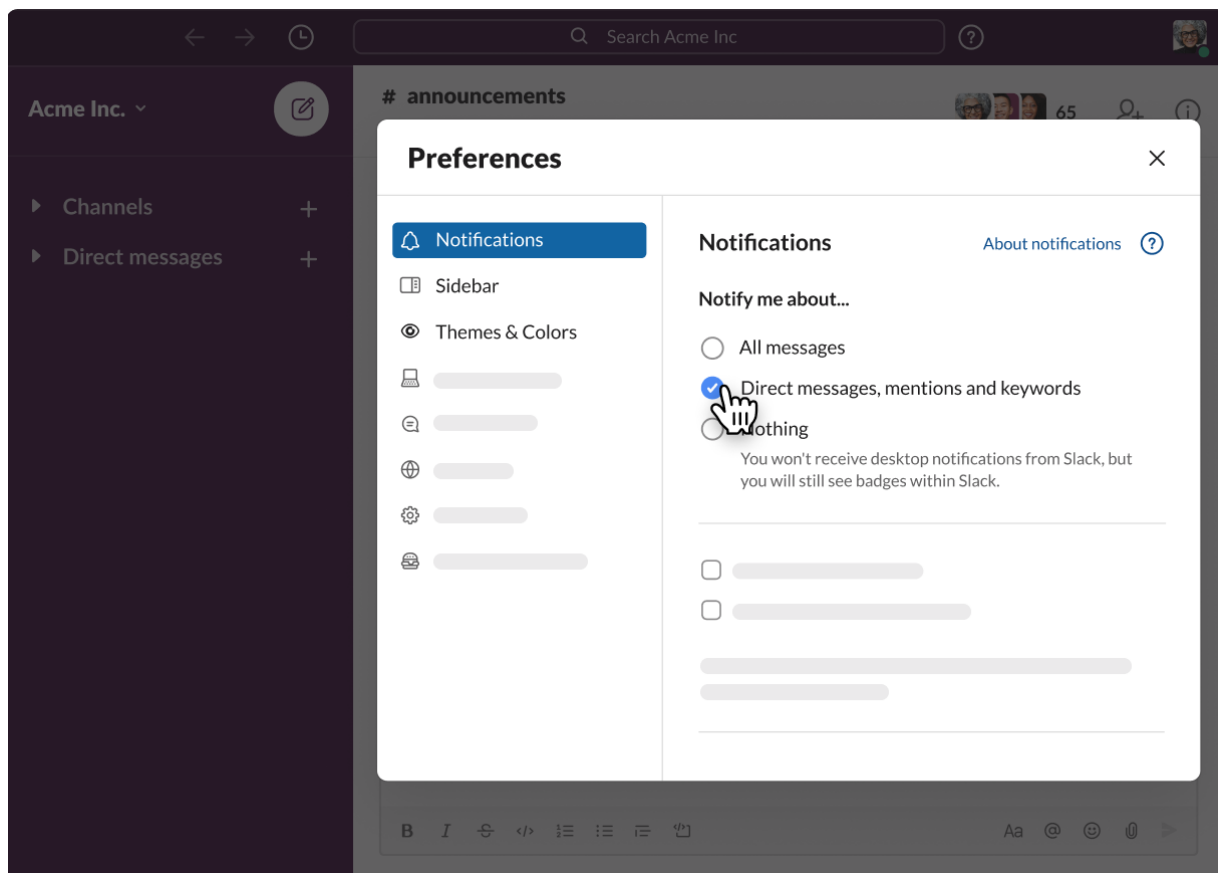
4 Click **Save Changes**.



2. Configure your notifications

Your [notifications in Slack](#) will alert you of activity in your workspace. You can decide what messages will trigger notifications for you and set other details from your preferences.

- 1 From your desktop, click your profile picture in the top right.
- 2 Select **Preferences** from the menu to open your notification preferences.
- 3 Choose the activity you'd like to get notified about, then configure any additional notification preferences you'd like.

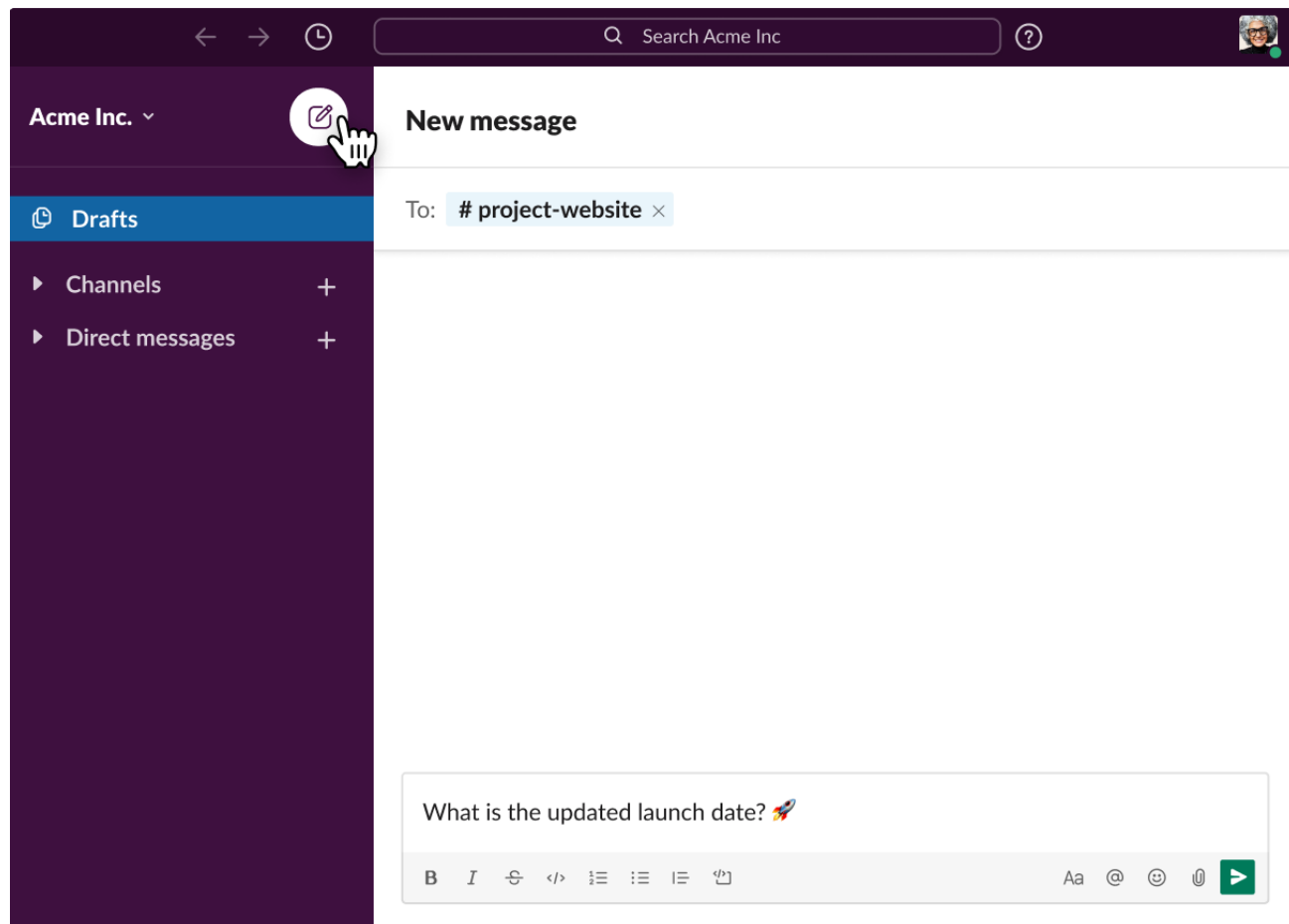


Visit [Configure your Slack notifications](#) to learn about all of the available notification preferences in Slack.

3. Learn how to send messages

In Slack, you can send messages to other people you work with. If you need to communicate with a group of people, send a message in a [channel](#). To have a one-to-one conversation with someone, send them a [direct message](#).

To start a new message, click the  **compose button** in the top left.



Visit [Find and start conversations in Slack](#) to learn more about sending messages.



Note: If you've been invited to a workspace as a [guest](#), you can only send messages in channels you have access to, and DM people in the same channels as you.

4. Learn about other Slack features

Now that you're set up in Slack, you're ready to get started and explore other features.

- Visit [How to use Slack: your quick start guide](#) for an overview of the basics.
- Explore our [Slack 101](#) and [video tutorials](#) to learn how to work in Slack.
- Use the keyboard shortcut F1 to open **Help** in Slack and find answers quickly.

 **Was this article helpful?**

Yes, thanks!

Not really
