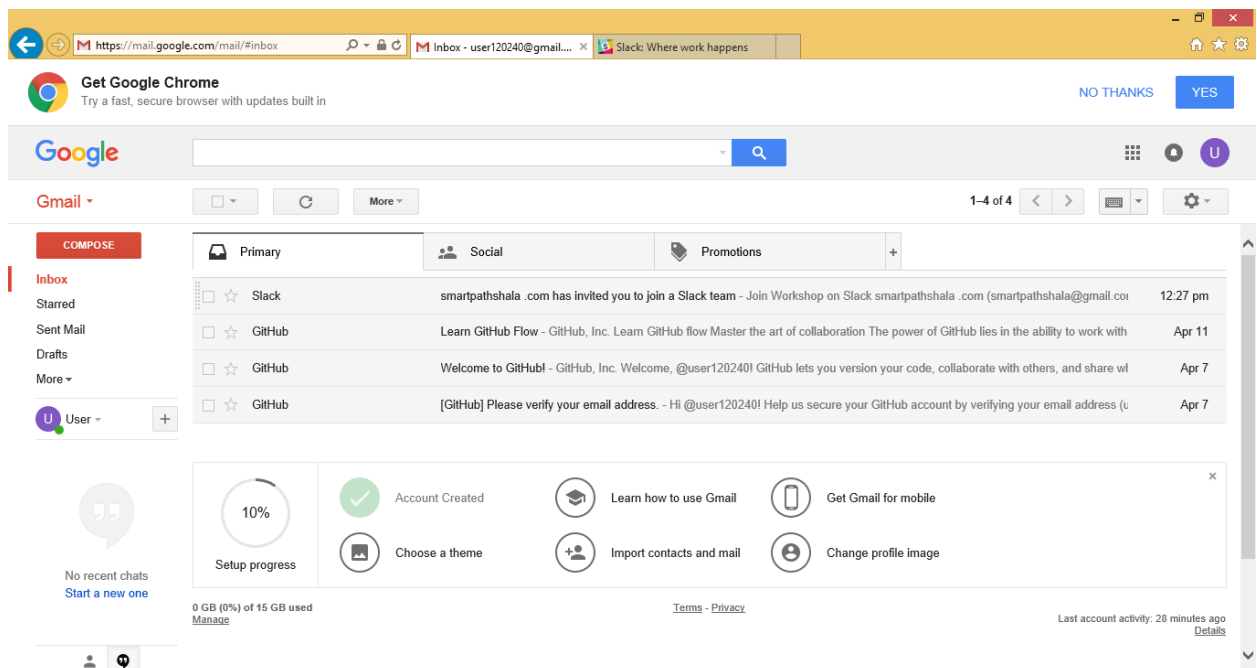


SLACK HELP GUIDE

Description: By completing this guide, you will be able join your slack team and different channels as well along with that you create new channels in your team.

Note: **You will be invited by using your Gmail id.**

1. Login to your gmail account and you will see invitation email from slack to join your slack team there.

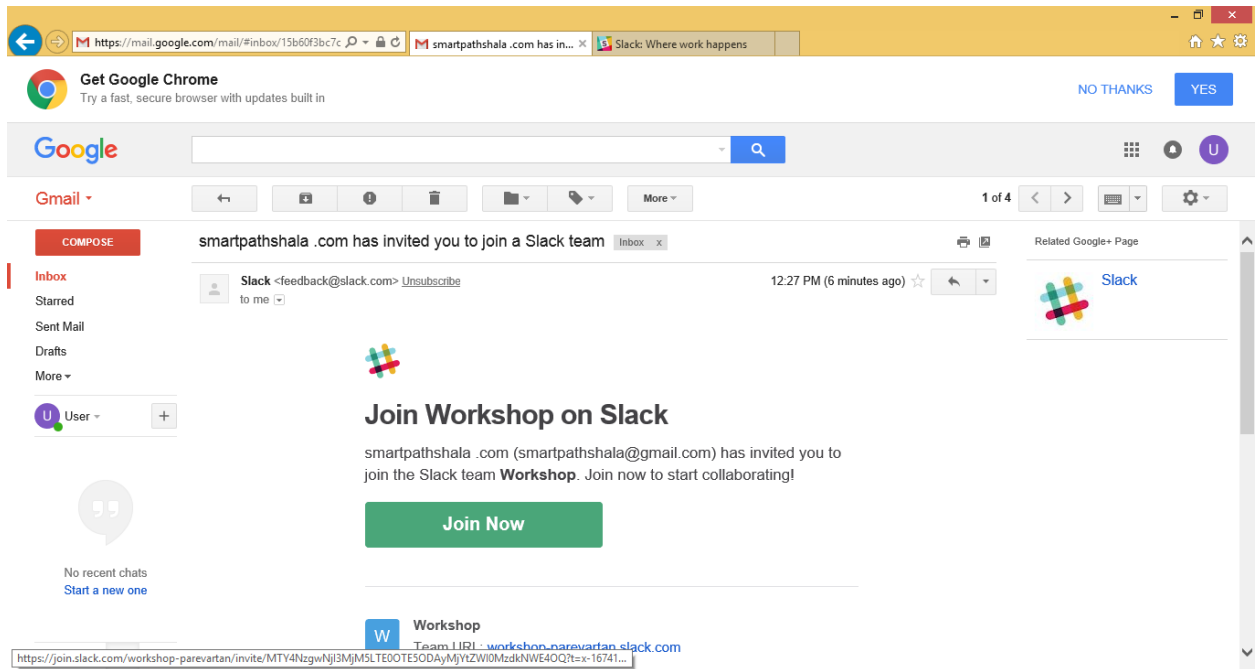


2. Open invitation email and you will see invitation message with “Join Now”

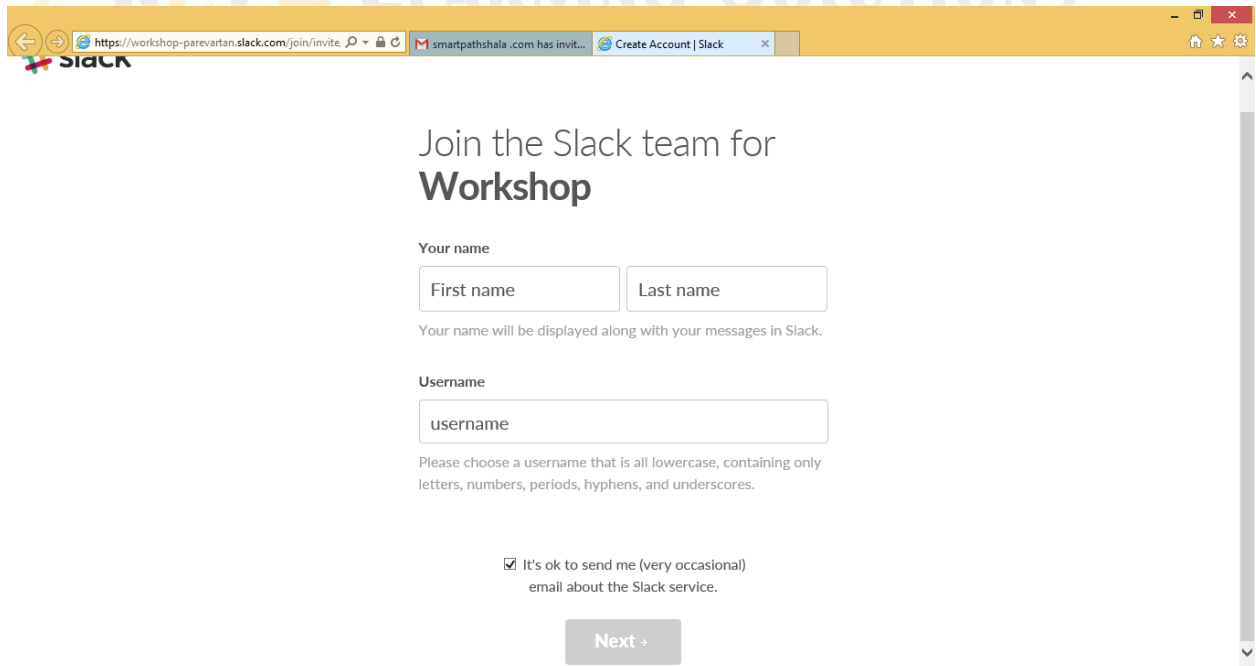
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button. Click on “**Join Now**” button. You will be redirected to slack team join page.



3. Slack team join page will be as shown below. Please fill your details.

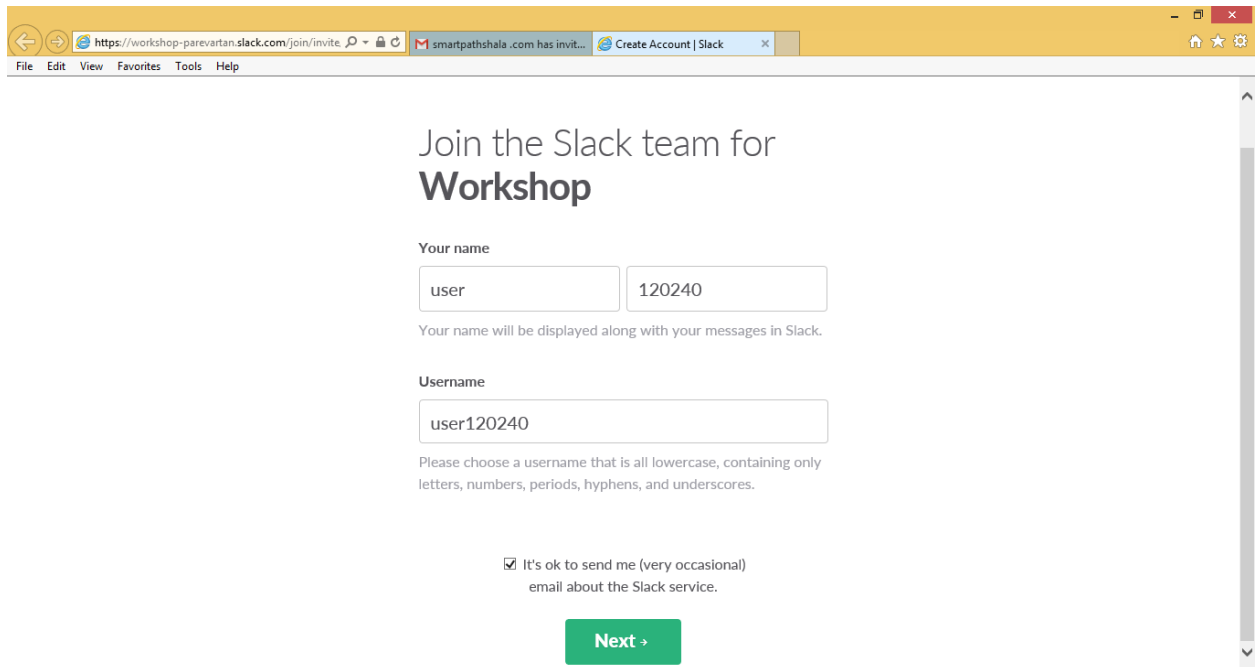


The screenshot shows the Slack team join page for 'Workshop'. The page title is 'Join the Slack team for Workshop'. There are two main input sections: 'Your name' and 'Username'. The 'Your name' section has two text boxes for 'First name' and 'Last name'. Below these boxes, a note states: 'Your name will be displayed along with your messages in Slack.' The 'Username' section has a single text box labeled 'username'. Below this box, a note states: 'Please choose a username that is all lowercase, containing only letters, numbers, periods, hyphens, and underscores.' At the bottom of the form, there is a checkbox labeled 'It's ok to send me (very occasional) email about the Slack service.' which is checked. A 'Next >' button is located at the bottom right of the form.

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4. After filling your **first name**, **last name** and **username**, click on “**Next**” button.



Join the Slack team for
Workshop

Your name

user 120240

Your name will be displayed along with your messages in Slack.

Username

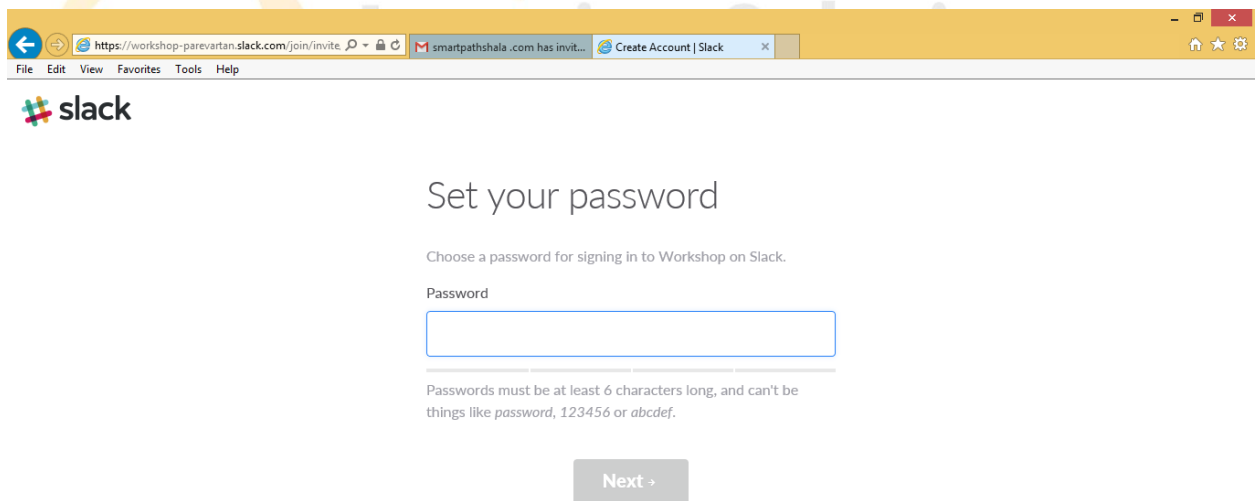
user120240


Please choose a username that is all lowercase, containing only letters, numbers, periods, hyphens, and underscores.

☒ It's ok to send me (very occasional) email about the Slack service.

Next >

5. You will be redirected to **password** setup page.



 slack

Set your password

Choose a password for signing in to Workshop on Slack.

Password

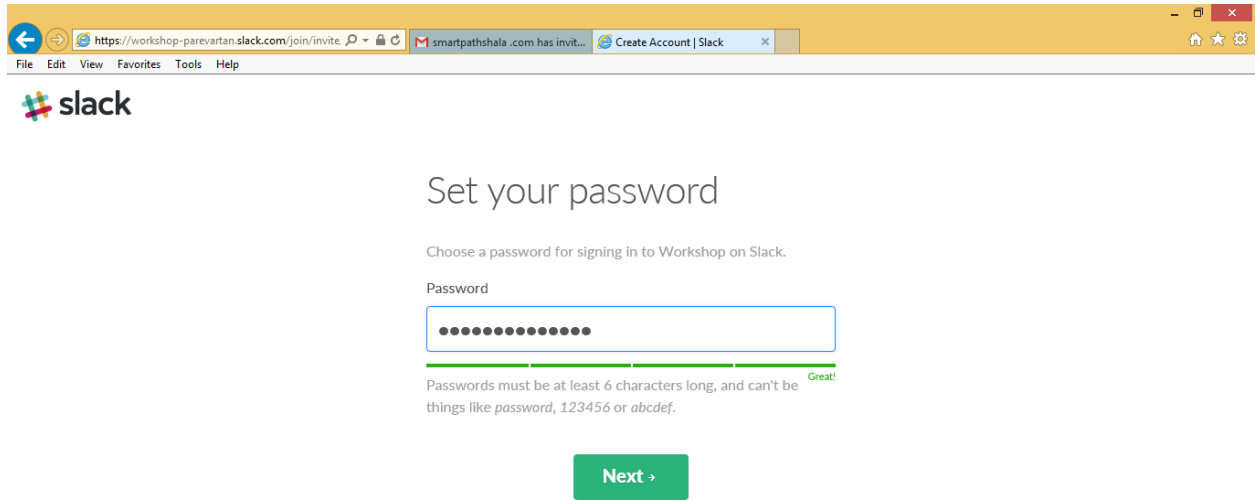
Passwords must be at least 6 characters long, and can't be things like *password*, *123456* or *abcdef*.

Next >

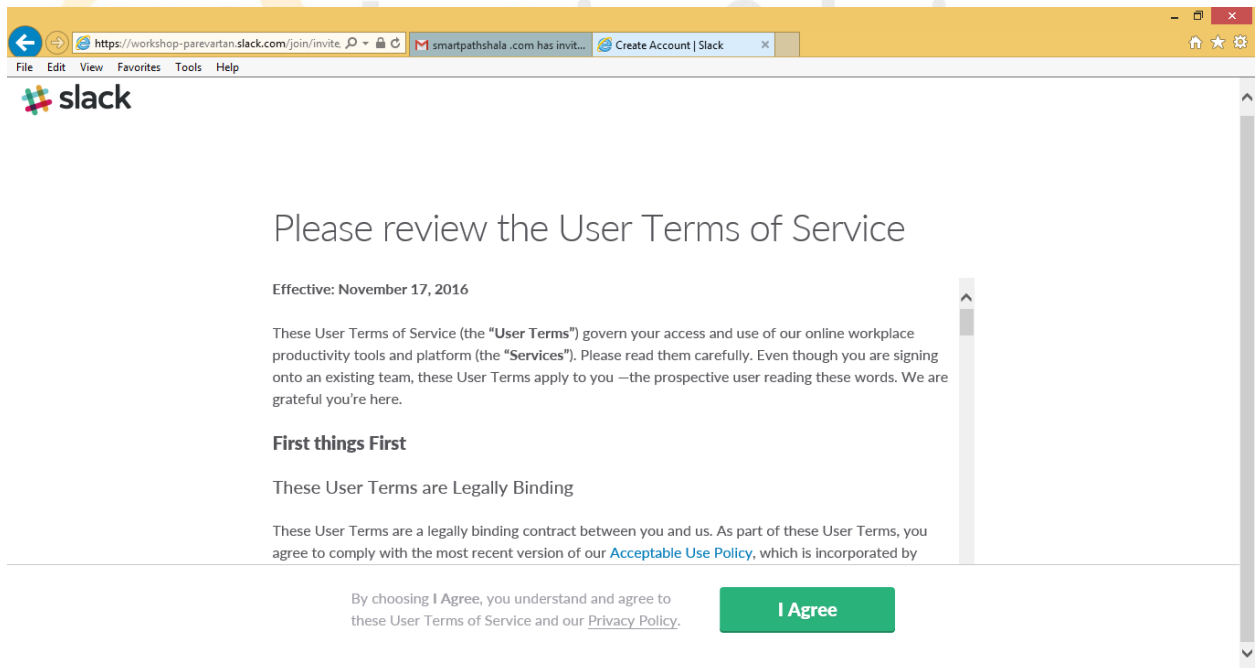
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6. Please choose a **password**. After entering password, click “**Next**” button.



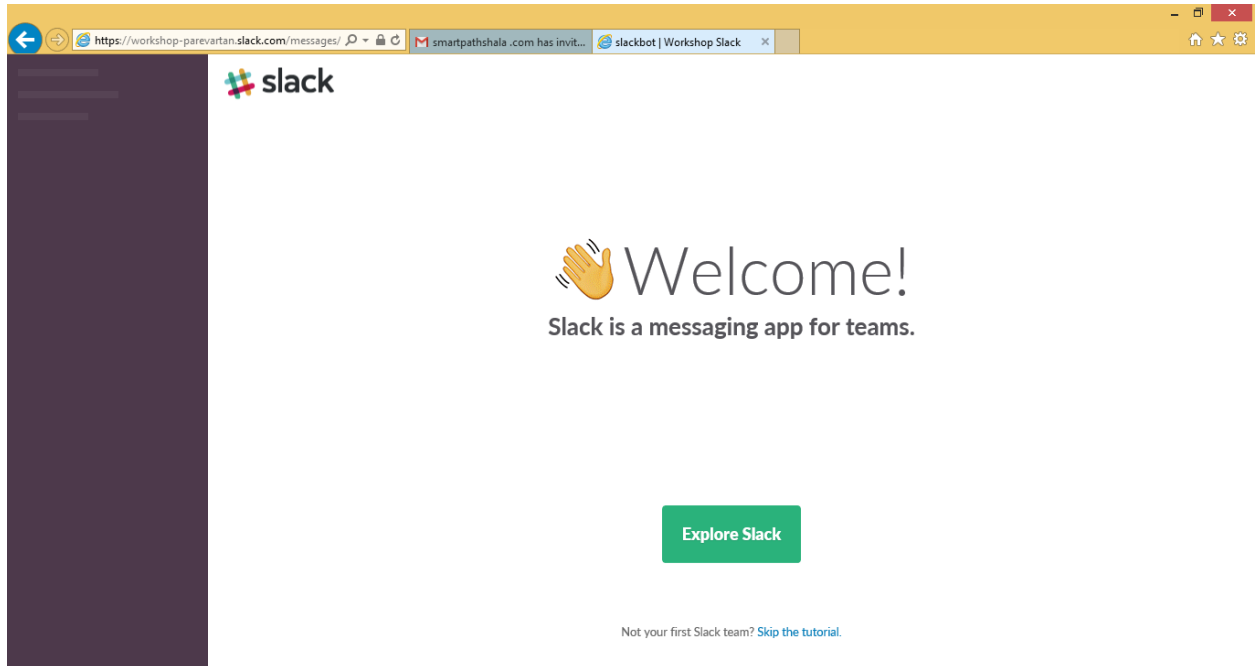
7. You will be redirected to **Terms** page. Please click on “**I Agree**” button.



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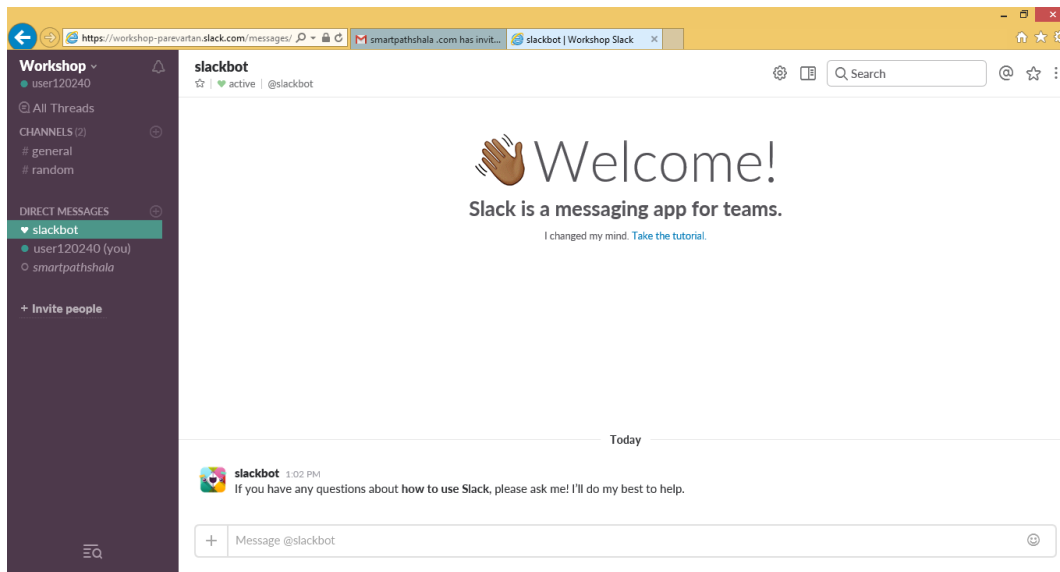
8. You will be redirected to home page of your slack team.



9. If you want to explore about slack, click on “**Explore Slack**” button.

Otherwise you can skip this by clicking on “**Skip this tutorial**”.

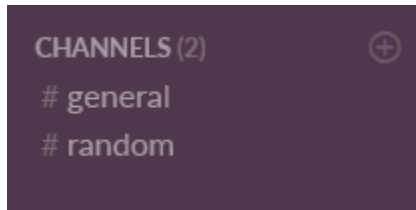
10. After skipping the tutorial, your home page will look like as shown below



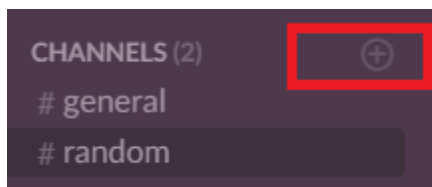
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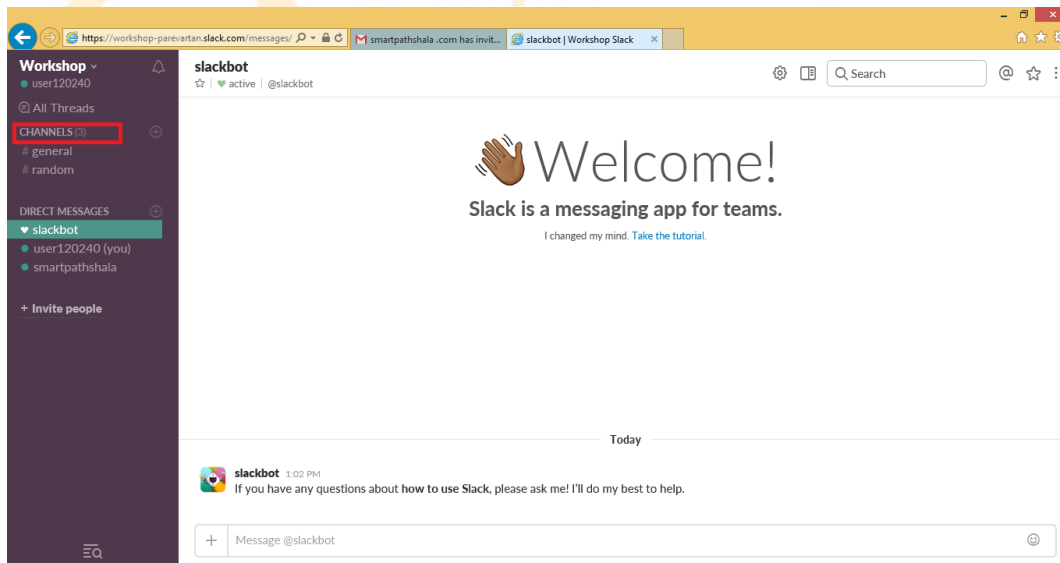
11. You will get a list of default joined **channels**.



12. To create new channel, click on “+” button.



13. To view all available channel, click on “CHANNELS”.



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14. You will see all available channels as shown below.

Browse all 3 channels

[New channel](#)

Sort by Channel Name & Membership ▼

Channels you can join

discussion

1

Created by *smartpathshala* on April 12th, 2017

To discuss among team

Channels you belong to

general JOINED

3

Created by *smartpathshala* on April 12th, 2017

This channel is for team-wide communication and announcements. All team members are in this channel.

random JOINED

3

Created by *smartpathshala* on April 12th, 2017

A place for non-work-related flimflam, faffing, hodge-podge or jibber-jabber you'd prefer to keep out of more focused work-related channels.

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15. To join a channel, click on channel name.

Browse all 3 channels

[New channel](#)


Sort by Channel Name & Membership ▼

Channels you can join

discussion

Created by *smartpathshala* on April 12th, 2017

To discuss among team

[← preview](#)

Channels you belong to

general JOINED

👤 3



Created by *smartpathshala* on April 12th, 2017

This channel is for team-wide communication and announcements. All team members are in this channel.

16. You will see below given message. Click on “**Join Channel**” button.

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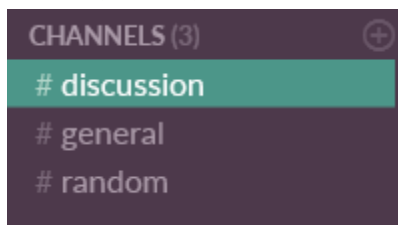
-  **smartpathshala** 1:27 PM
joined #discussion
-  **smartpathshala** 1:27 PM
set the channel purpose: To discuss among team

You are viewing a preview of #discussion

[Join Channel](#)

[Return ↵ to join](#)

17. After joining, channel will be listed below “**CHANNELS**” heading.



18. Congratulations!!! You have successfully joined your slack team and joined new channel.

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