

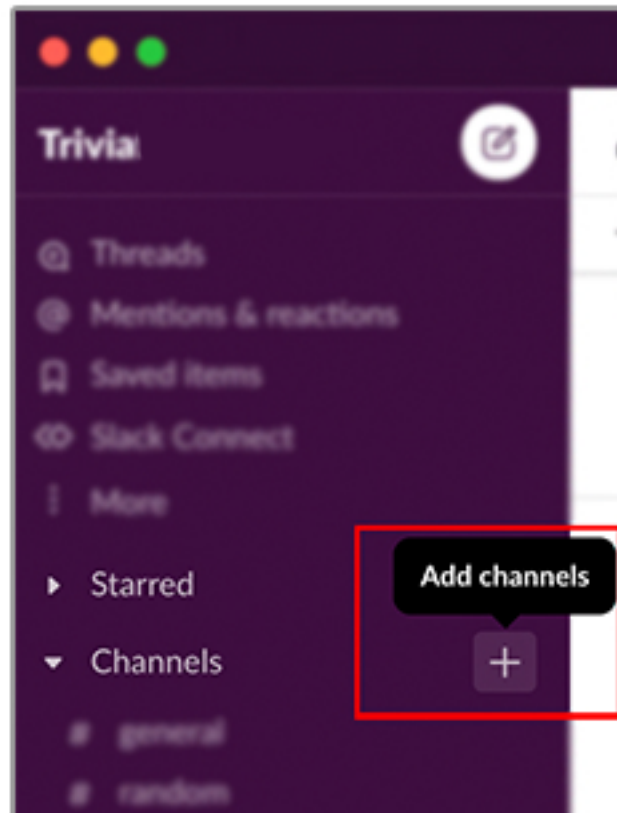


Slack set up guide

Note:

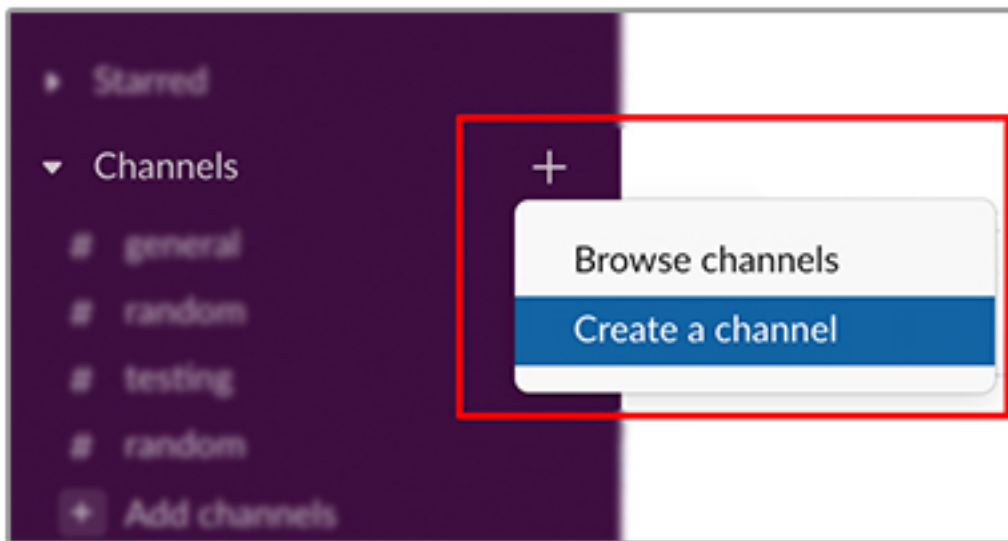
If a coworker has already invited you to a custom Slack channel, then skip to Step 5.

1. On Slack click on 'Add channels'





2. Click 'Create a channel'



3. Add a channel name > Make private > Create.

The screenshot shows the 'Create a private channel' dialog box. At the top, it says 'Create a private channel' with a close button (X). Below that, it explains: 'Channels are where your team communicates. They're best when organized around a topic — #marketing, for example.' There are three main sections: 1. 'Name': A text input field containing '# finance_team_trivia'. 2. 'Description (optional)': A text input field with the placeholder text 'What's this channel about?'. 3. 'Make private': A toggle switch that is currently turned on (green). Below the toggle, it says 'This can't be undone. A private channel cannot be made public later on.' At the bottom left, there is a 'Learn more' link. At the bottom right, there is a green 'Create' button.



4. Invite team members to channel.

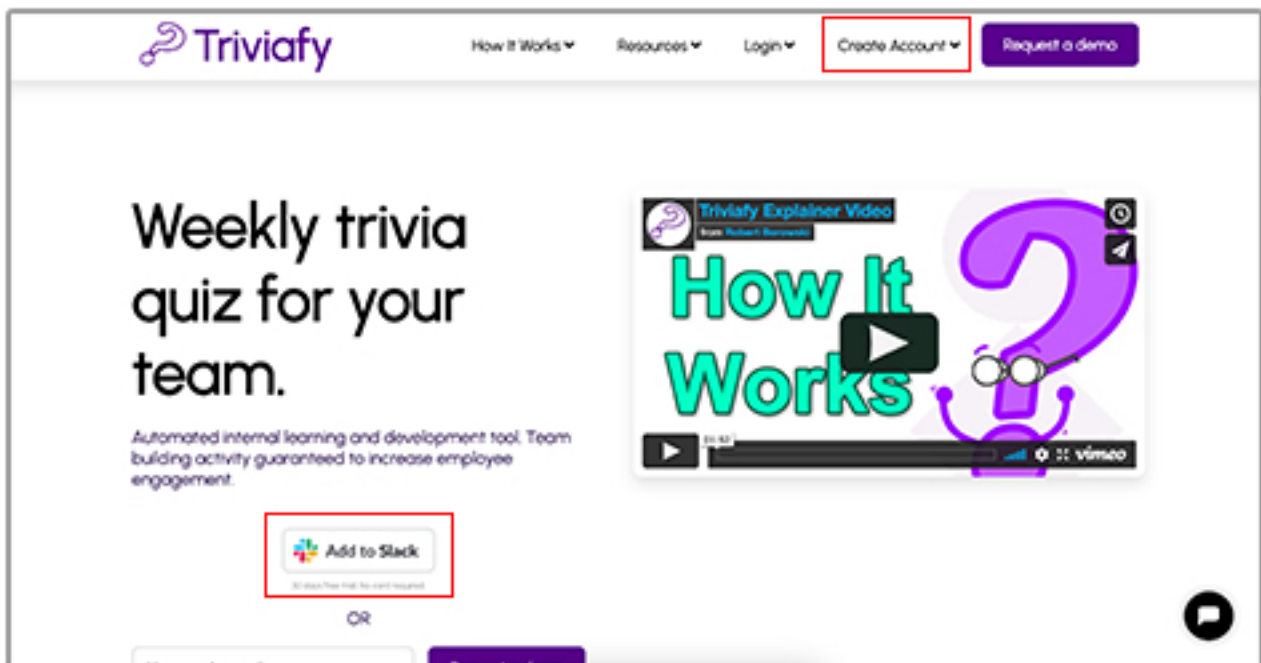
Add people ×

finance_team_trivia

Enter a name or email

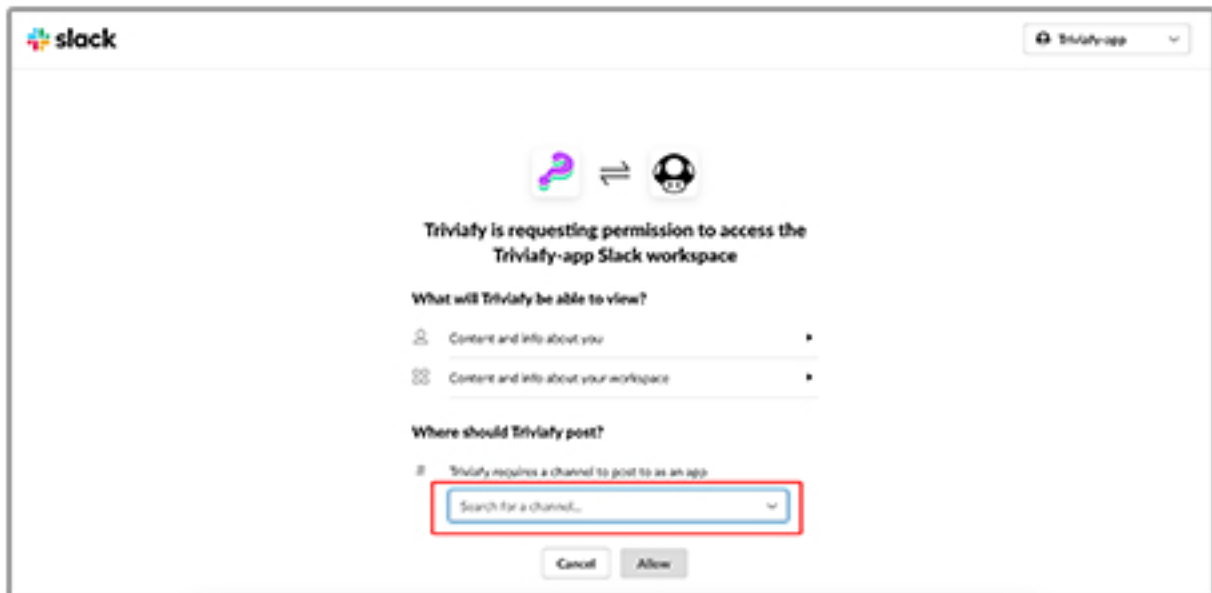
Done

→ 5. Each team member go to <https://triviafy.com/> and click the 'Create Account' > 'Add to Slack' button

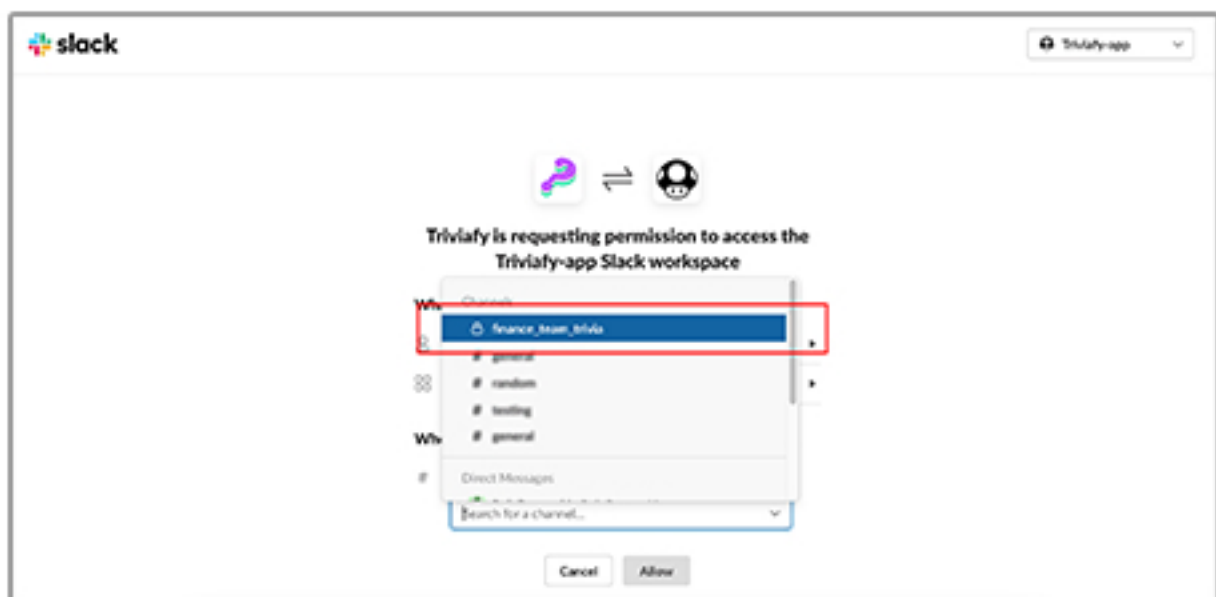




6. On the Slack redirected OAuth page, click on the 'Search for a channel...' bar.

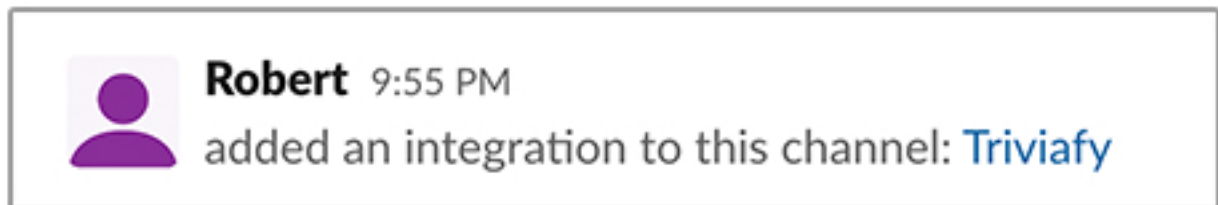


7. Select the Slack channel that you created/were invited to.





Success! Slack automatically generates one integration message per user.
This integration message confirms account creation.



Done, celebrate!

