SLACK USER GUIDE

Sia Bhowmick

PORTFOLIO Technical Writing

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Why Use Slack

Slack is a chat platform that allows easy communication within a company or private organization. It allows private one-on-one chats and easy-access group chats that can be categorized as *channels*. There are no limitations to the maximum number of users that can be added to a channel or the number of channels that can be created. Channels may be private, open to all employees within the company by default, or accessible on permission basis.

Apart from the chatting feature, Slack is great for quick file sharing from desktop or cloud, depending on the permissions set by the administrator. Slack is also customizable with a range of default apps. There is also an option to create personalized apps according to the company's requirements. However, it should be noted that only a limited number of existing apps are available on the free version of Slack.

Slack permits users to sign into multiple workspaces corresponding to different organizations a user is associated with and toggle between each easily. It is, however, not possible to share features specific to individual workspaces and invite users from one organization into another unless permitted by the administrator. Note that you can appoint multiple administrators for a workspace.

1. Getting Started

1.1. Creating a Workspace

Once you create a workspace you become the primary owner of the workspace, in other words, the administrator. Therefore, if the Slack workspace is for work, it is important to use an email address with the company's domain. Create a new workspace for your organization by following the steps outlined below, depending on the device used.

1.1.1. Desktop

1. Go to slack.com/create.
2. Enter your work email address, then click **Next**. This will generate an email from Slack proving a 6-digit code that is valid for a short period of time.
3. Enter the 6-digit code and click **Next**.
4. Enter the name of your company or team as your workspace name and click **Next**.

5. Enter your first and last names, as you would like other users to view your name (this can be changed later) and enter a secure password.
6. You can **Create a new channel** for your workspace. By default, the channel #general is created which in future will automatically add all users of the workspace.
7. Add employees' or coworkers' email addresses. This is optional at this point and users can be invited to the workspace later after any advanced configurations are set.
8. Select **Finish Signing Up** at the top of the screen.
9. Review your workspace name and URL – this completes the setup.

1.1.2. iOS

1. Download the Slack app and open it.
2. Tap **Get Started.**
3. Enter your work email address, then tap **Next**.
4. Open the email sent by Slack from your device and tap **Confirm Email Address** to return to the Slack app.
5. Now, tap **Create a new workspace**.
6. Enter the name of your company or team as your workspace name and click **Next**.
7. Enter your first and last names, as you would like other users to view your name (this can be changed later) and enter a secure password.
8. You can **Create a new channel** for your workspace. By default, the channel #general is created which in future will automatically add all users of the workspace.
9. Add employees' or coworkers' email addresses. This is optional at this point and users can be invited to the workspace later after any advanced configurations are set.
10. Tap **I Agree** to accept the Terms of Service for the app.
11. Tap **Done**.

1.1.3. Android

1. Download the Slack app and open it.
2. Tap **Get Started.**
3. Enter your work email address, then tap **Next**.
4. Open the email sent by Slack from your device and tap **Confirm Email Address** to return to the Slack app.
5. Now, tap **Create a new workspace**.
6. Enter the name of your company or team as your workspace name and click **Next**.

7. Enter your first and last names, as you would like other users to view your name (this can be changed later) and enter a secure password.
8. You can **Create a new channel** for your workspace. By default, the channel #general is created which in future will automatically add all users of the workspace.
9. Add employees' or coworkers' email addresses. This is optional at this point and users can be invited to the workspace later after any advanced configurations are set.
10. Tap **I Agree** to accept the Terms of Service for the app.
11. Tap **Done**.

1.2. Sign in to a Workspace

Slack can be accessed from desktop (browser or app), iOS, and Android devices. Irrespective of the device of choice, there are two ways to sign in to a Slack workspace:

- Using the Slack workspace URL, email address, and password, or
- Use the workspace finder tool by using your email address.

1.2.1. Desktop Browser

Direct sign in

1. From your browser of choice, go to https://slack.com/signin.
2. Enter your workspace URL, then click **Continue**.
3. Enter your email and password.
4. Click **Sign in**.

Using the find your workspace option

1. If you do not know the workspace URL, click **Find your workspace** from the Sign in page.
2. Alternatively, from your browser of choice, go to https://slack.com/get-started#find.
3. Enter your email address associate with the workspace, then click **Continue with email**.
4. This will prompt an email from Slack, and from the email click **Confirm Email Address**.
5. Click **Launch** next to the workspace you would like to sign into.

1.2.2. Desktop App

Direct sign in

1. From the Slack desktop app, click **Sign In**.
2. This will open the browser.
3. Enter your workspace URL, then click **Continue**.
4. Enter your email and password.
5. Click **Sign in**.
6. Click **Open Slack** to return to the desktop app.

Using the find your workspace option

1. If you do not know the workspace URL, click **Find your workspace** from the Sign in page.
2. Alternatively, from your browser of choice, go to https://slack.com/get-started#find.
3. Enter your email address associate with the workspace, then click **Continue with email**.
4. This will prompt an email from Slack, and from the email click **Confirm Email Address**.
5. Click **Launch** next to the workspace you would like to sign into.

1.2.3. iOS

Manual sign in

1. Open the Slack app, then tap **Sign in**.
2. Tap **I'll sign in manually**.
3. Enter your workspace URL, then click **Continue**.
4. Enter your email and password.
5. Click **Sign in**.

Get a magic link

1. Open the Slack app, then tap **Sign in**.
2. Tap **Email me a magic link**.
3. Enter your email address and tap **Next**.
4. Then, tap **Open Email App**.
5. Tap **Next** to sign in.
6. Enter your email and password.
7. Click **Sign in**.

1.2.4. Android

Manual sign in

6. Open the Slack app, then tap **Sign in**.
7. Tap **I'll sign in manually**.
8. Enter your workspace URL, then click **Continue**.
9. Enter your email and password.
10. Click **Sign in**.

Get a magic link

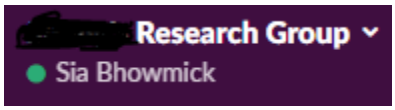
8. Open the Slack app, then tap **Sign in**.
9. Tap **Email me a magic link**.
10. Enter your email address and tap **Next**.
11. Then, tap **Open Email App**.
12. Tap **Next** to sign in.
13. Enter your email and password.
14. Click **Sign in**.

1.3. Sign in to Multiple Workspaces

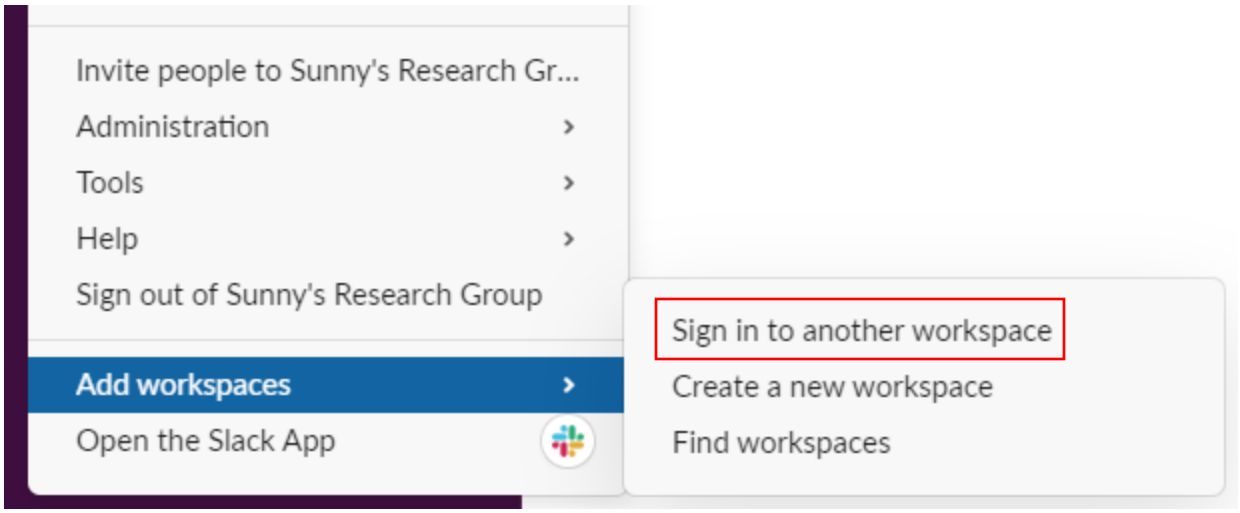
Slack allows signing in to multiple workplaces with the ability to toggle between each.

1.3.1. Desktop Browser

1. Once you are signed in to Slack from the browser, click your existing workspace name on the top left.



2. From the drop-down list, click **Add workspaces**, then **Sign in to another workspace**.



3. Enter your workspace URL, then click **Continue**.
4. Enter your email and password.
5. Click **Sign in**.

1.3.2. Desktop App

1. From the Slack desktop app, click the + **plus sign** below the existing workspace name.
2. Click **Sign in to another workspace**.
3. This will open the browser on your desktop.
4. Enter your workspace URL, then click **Continue**.
5. If you are already signed in to the workspace from the browser, go to step 8.
6. Enter your email and password.
7. Click **Sign in**.
8. Click **Open Slack** to return to the desktop app.

1.3.3. iOS

1. Click on the icon for your existing workspace.
2. Click + **Add workspaces** below the existing workspace name.
3. Tap **Sign in to another workspace**.
4. Enter your workspace URL, then click **Continue**.
5. From the same mobile device, open the email from Slack and tap **Confirm Email Address** to return to the Slack app.

1.3.4. Android

6. From the **Home** tab, swipe right.
7. Click the **plus sign** below the existing workspace name.
8. Tap **Sign in to another workspace**.
9. Enter your workspace URL, then click **Continue**.
10. From the same mobile device, open the email from Slack and tap **Confirm Email Address** to return to the Slack app.