SLACK TIPS AND TRICKS
Slack is a digital teaming tool that enhances visibility and efficiency across teams and cohorts.

Discussions are organized into channels so there's a place for every project, team or department.

Persistent messaging means conversations are never lost and email clutter is reduced.
Why Slack?

Alignment
Hold #daily_standup and refine work in #working_sessions

Rapid iteration
Post early drafts, gather feedback during #forreview

Transparent
Follow along in threads without receiving notifications

Adaptable
Set-up channels and rules to mirror your project structure

helps your team to iterate faster
Navigating Slack

- Slack offers three ways to communicate with teams and colleagues within a Workspace

**Public Channels**
Access open to entire workspace without needing approval
Any member of the workspace can create a channel
New members can read all prior messages
Information is valuable and non-confidential
To promote transparency, every channel should have a clear topic and purpose

**Private Channels**
Access limited to only those who are members of the channel
New members must be either added by an existing member or you must create the private channel
New members can read all prior messages
Information is valuable and confidential

**Direct Messages**
Communicate with anyone on enterprise Slack regardless of workspace
Participants cannot be added to or removed from a conversation
Adding a new member to a conversation starts a new direct message
Best used for one-off or confidential conversations
Features & Shortcuts

- Slack has a variety of features and keyboard shortcuts that make work easier
  - You can leverage slack features and keyboard shortcuts to achieve enhanced efficiency in our day-to-day workflow

Features

- Creating a topic specific channel in a workspace
- Sharing an email message
- Customizing your Slack sidebar
- Adjusting your notification settings
- Asking built-in bots questions

Keyboard Shortcuts

- Browse all channels
- Show channel info pane
- Open direct messages menu
- Previous channel or DM
- Next channel or DM
- Read all Unread messages
- Starred Items
Create a Channel in a Workspace

You can

- limit topical discussions or projects to specified channels and keep track of team work
- quickly search thru channel discussions with Slack's search feature

1. Click the plus icon next to Channels in the left sidebar
2. Enter a channel name. Names must be lowercase, without spaces or periods, and shorter than 80 characters
3. Add a purpose to let others know what the channel is about
4. Add others to the channel: start typing a name, then select it from the dropdown menu to add that person. You can also add members later on
5. Use the toggle to make the channel public or private

When you're ready, click Create Channel
Share an email with a channel or colleague

Quickly forward an email to a channel or DM using email integration

This allows you to:
• easily share information with colleagues
• ensure information is in one central location
• continue collaborating with your team in Slack

1. Open Preferences and click on Messages and Media

2. At the bottom of the Messages and Media page, click on the button to get a forwarding address

3. Copy the custom email address and paste in the "To:" email line of any emails you would like to forward into your Slack workspace

<table>
<thead>
<tr>
<th>Bring Emails into Slack</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can upload any important email to Slack by forwarding it to a unique email address. Slackbot will deliver the email, and you can keep it private or share it with your team.</td>
</tr>
<tr>
<td>Get a Forwarding Address</td>
</tr>
</tbody>
</table>

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<th>Bring Emails into Slack</th>
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<tbody>
<tr>
<td>Copy and paste this address to forward or bcc any important email to Slack. (Slackbot will upload the email for you.)</td>
</tr>
<tr>
<td>Your forwarding address</td>
</tr>
<tr>
<td><a href="mailto:v6h2e717x4z2k6i3@acmesites.slack.com">v6h2e717x4z2k6i3@acmesites.slack.com</a></td>
</tr>
<tr>
<td>Copy</td>
</tr>
</tbody>
</table>

4. Messages sent to that address will arrive instantly in Slackbot, from where you can share the email into any channel or send directly via DM
Customize your Slack sidebar

Doing so will allow you to:

- Reduce noise and stay organized in Slack
- Bring starred channels and DMs under the Starred section in your sidebar (click on the star icon under a channel or DM)
- Group all unread messages from any channel or DM into one place

1. From your desktop, click your workspace name in the top left
2. Select Preferences from the menu
   - Set a status...
   - Profile & account
   - Preferences
   - Set yourself to away
   - Help & feedback
3. Choose Sidebar
   - Under Sidebar Settings, select the option that works for you. You may modify your appearance to show only the types of messages or adjust your message grouping settings. You can also choose to show All Unreads in your sidebar

**Appearance**
- Choose what is visible in your sidebar.
  - **Everything**: All of your conversations.
  - **Unreads and starred conversations**: Your unread conversations and conversations you’ve starred.
  - **Unreads only**: Only your unread conversations.

**Sorting and grouping**
- Choose how channels in your sidebar are sorted.
  - **Alphabetical**: Sort conversations alphabetically (default)
  - **Priority**: Sort conversations scientifically (based on how you use Slack)
  - List private channels separately
  - List shared channels separately
  - List organization channels separately

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Adjust notification settings to match work priorities

You can:

• Create custom keyword notifications for possible channel discussions you want to see
• Turn on Do Not Disturb for a specified time (esp. useful if need uninterrupted time for a deliverable or meeting)
• Choose how you want notification alerts (sound, appearance, etc.)

1. Click your workspace name in the top left, and select Notifications from the menu

2. Adjust your desired notification settings to meet your priorities and work load

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If you ever have questions... ask Slackbot!

- Slackbot will provide solutions to your Slack-specific questions

Open Slackbot under your Direct Messages in your sidebar. You can type your question in the message bar and slack will provide solutions or suggest helpful articles from the Slack Help Center.

Example:

Cody Bradford 11:49 AM
What’s the Wi-Fi password?

Slackbot 11:49 AM
Hello! The password is LightningFast! Visit #help-it if you need assistance.
# Slack Commands

- **Time-savers to help you navigate Slack quickly**

<table>
<thead>
<tr>
<th>Slash Commands</th>
<th>Actions</th>
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<tr>
<td><code>/remind</code></td>
<td>Set reminder for member or channel</td>
</tr>
<tr>
<td><code>/join</code></td>
<td>Open a channel and become a member</td>
</tr>
<tr>
<td><code>/open</code></td>
<td>Open a channel</td>
</tr>
<tr>
<td><code>/who</code></td>
<td>List members in the current channel</td>
</tr>
<tr>
<td><code>/prefs</code></td>
<td>Open your preferences</td>
</tr>
<tr>
<td><code>/collapse</code></td>
<td>Collapse inline images and video</td>
</tr>
<tr>
<td><code>/away</code></td>
<td>Toggle your away status</td>
</tr>
<tr>
<td><code>/leave</code></td>
<td>Leave a channel</td>
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<tr>
<td><code>/status</code></td>
<td>Set or clear your status</td>
</tr>
<tr>
<td><code>/topic</code></td>
<td>Set the channel topic</td>
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<tr>
<td><code>/mute</code></td>
<td>Mute or un-mute a channel</td>
</tr>
<tr>
<td><code>/archive</code></td>
<td>Archive the current channel</td>
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<tr>
<td><code>/msg</code></td>
<td>Send a private direct message</td>
</tr>
<tr>
<td><code>/remind help</code></td>
<td>Learn more about setting reminders</td>
</tr>
<tr>
<td><code>/shortcuts</code></td>
<td>Open the keyboard shortcuts menu</td>
</tr>
<tr>
<td><code>/apps</code></td>
<td>Search for Slack apps in the App Directory</td>
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Slack Commands ctd.

- Time-savers to help you navigate Slack quickly

**Slash Commands**

- `/invite @someone`
- `/dnd [some description of time]`
- `/remove @someone`
- `/remind list`
- `/search [your text]`

**Actions**

- Invite a member to a channel
- Start or end a do not disturb session
- Remove a member from a channel
- Get a list of reminders you set
- Search Slack messages and files
Slack Shortcuts

- **Time-savers to help you navigate Slack quickly**

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<th>Keyboard Shortcuts</th>
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<th><strong>PC</strong></th>
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<tbody>
<tr>
<td>Open direct messages menu</td>
<td>Cmd + Shift + K</td>
<td>Ctrl + Shift + K</td>
</tr>
<tr>
<td>Previous channel or DM</td>
<td>Option + ^</td>
<td>Alt + ^</td>
</tr>
<tr>
<td>Next channel or DM</td>
<td>Option + _</td>
<td>Alt + _</td>
</tr>
<tr>
<td>Starred items</td>
<td>Cmd + Shift + S</td>
<td>Ctrl + Shift + S</td>
</tr>
<tr>
<td>Search the current channel or conversation</td>
<td>Cmd + F</td>
<td>Ctrl + F</td>
</tr>
<tr>
<td>Open All Unreads view</td>
<td>Cmd + Shift + A</td>
<td>Ctrl + Shift + A</td>
</tr>
<tr>
<td>Switch to previous workspace</td>
<td>Cmd + Shift + [</td>
<td>Ctrl + Shift + Tab</td>
</tr>
<tr>
<td>Switch to next workspace</td>
<td>Cmd + Shift + ]</td>
<td>Ctrl + Tab</td>
</tr>
<tr>
<td>Edit your last message</td>
<td>in empty message box</td>
<td>in empty message box</td>
</tr>
<tr>
<td>Create a new line in your message</td>
<td>Shift + Enter</td>
<td>Shift + Enter</td>
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<tr>
<td>Upload a file</td>
<td>Cmd + U</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Quick Switcher</td>
<td>Cmd + K</td>
<td>Ctrl + K</td>
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Check [Slack Help Center](https://slack.com/help) for a complete list of hotkeys
The Slack Advantage: A Functional Comparison

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<tr>
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<td>☹️</td>
<td>☺️</td>
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<tr>
<td>Content Organization</td>
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