CCSQ QualityNet Slack Navigation Basics

Workspace menu
Find your profile, account settings, and more.

Workspace name
Identify if you are in CCSQ QualityNet workspace (CCSQ community *and contractors*).

Filter
Narrow down what activity you'd like to view.

Compose icon
Compose a message specifically addressed to person/channel.

Search bar
Search for any topic or conversation in Slack.

Workspace icon
Identify if you are in CCSQ QualityNet workspace. Click and toggle to switch to another workspace to which you belong.

Canvas
Use like a bulletin or announcement board.

Home
See all your conversations in both channels and DMs.

Channel name

Threads
Read side conversations and replies in conversations you follow.

DMs
A list of all DMs that can be searched and filtered.

Starred
Star channels or DMs to bring them to the top your list.

Activity
View all your mentions, reactions, threads, and app notifications.

Later
View your reminders and saved messages in one place. The folder is divided into In progress, Archived, and Completed tabs.

More
View canvases, files, workflows (located in Automations), people and user groups, and more.

Direct messages
Talk 1:1 or in groups up to 9 people.

Create button
Kick off a new huddle, canvas, message or channel.

Profile
Your profile information and Preferences settings.

Formatting toolbar
Appears after Formatting icon is clicked.

Message composition box
Write and send.

Attachments
Click to add attachments up to 1GB in size.

Shortcuts
Click for shortcuts like GIFs.

Formatting
Click to open text formatting toolbar.

Emoji
Add an emoji (or two) to your message.

Mentions
Find people you want to mention in messages.

Video clips
Record a video message.

Audio clips
Record an audio message.

Channels
- canvas-test
- grant-member-test
- # hcqis-atlassian
- # random
- # wendy-canvas-screenshot
- + Add channels

Direct messages
- Grant Miller
- Trevor Dowd
- Service Account, Trevor Dowd
- Test Goldband you
- + Add coworkers
- Apps

Test Goldband 10:41 AM
https://hcqistest.slack.com/archives/D04SY7YU43F/p1683291696830529
Grant Miller
The weather in Baltimore today is sunny, 57F, with a light breeze. Chance of rain is 1% and the humidity is 63%.
Direct Message | May 5th | View conversation

Test Goldband 2:22 PM
Shared this canvas: new canvas

This file was deleted.

Test Goldband 4:29 PM
@wgoldband_test1

Jot something down