

# CCSQ QualityNet Slack Navigation Basics

**Workspace Menu**  
Find your profile, account settings, and more

**Workspace Name**  
Identify if you are in the CCSQ QualityNet workspace (CCSQ community and contractors)

**Threads**  
Read side conversations and replies in the threads you follow

**Activity**  
View messages that mention you and emoji reactions to your messages

**Drafts & Sent**  
View messages that you've started drafting, but not yet sent. Also view Scheduled and Sent messages

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

**Channels**  
Collaboration happens in channels, open to anyone in your workspace

**Private Channels**  
Invite others to confidential conversations in channels signified by a lock icon

**Compose a Direct Message**  
Compose a message specifically addressed to someone

**Channel Menu Name**  
Notification preferences, members, leave channel, and more

**Search Bar**  
Search for any topic or conversation in Slack

**Profile**  
Edit your profile and other personal information

**Members**  
See who is a member of the channel and add others

**Canvas**  
Window used like a bulletin board for each channel and DM

**Messages**  
Write and send messages

**Send**  
Click to send your message

**Formatting Toolbar**  
Appears after Formatting icon is clicked

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

**Formatting**  
Click to open text formatting toolbar (or two) to your message

**Emoji**  
Add an emoji to your message

**Mentions**  
Find people to mention in messages

**Video Clips**  
Record a video message

**Audio Clips**  
Record an audio message

**Shortcuts**  
Click for shortcuts

**Direct Messages**  
Talk 1:1 or in groups up to 9 people