CCSQ QualityNet Slack Navigation Basics

slack
It's a snap!

Workspace Menu
Find your profile, account settings, and more

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

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

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

Canvas
Window used like a bulletin Board for each channel and DM

Messages
Write and send messages

Send
Click to send your message

Attachments
Click to add attachments up to 1 GB in size

Formatting
Click to open text formatting toolbar

Emoji
Add an emoji (or two) 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

Formatting Toolbar
Appears after Formatting icon is clicked

Search CCSQ QualityNet

CCSQ QualityNet

 # hcd-share

+ Add a bookmark

- Threads
- Later
- Direct messages
- Mentions & reactions
- Drafts & sent
- Canvases
- Slack Connect
- Apps
- More

▾ Starred

▸ Connections

▾ Channels
- # ccsq-isg-ado-commun...   1
- # announcements-cms-qnet
- # announcements-slack
- 🔒 contractor-onboarding-su...
- # hcd-share
- # help-atlassian

▾ Direct messages
- Slackbot
- Wendy Goldband you
- Amy Castellani
- Amy Castellani, Emma Place

hcd-share ▾

Attend the HCD course An Introduction to Human-Centered Design to gain an introductory understanding of HCD and some basic HCD methods/activities that can be applied to your role at CCSQ.

Tuesday, May 30th ▾

Learn more and register on Eventbrite: https://www.eventbrite.com/e/human-centered-design-101-registration-608782784697?aff=QualityNetSlack

Monday, June 5th ▾

Amy Castellani 3:17 PM
📊 Schedule an Empathy Map Workshop for Your Team Now! 💬

Empathy workshops help teams or stakeholders understand and prioritize user needs before designing a solution.
Learn more about the Empathy Map Workshop as well as other available workshops, and what to expect upon project request. Contact us at HCD@cms.hhs.gov or #help-hcd to schedule a workshop now.

empathy-map-workshop (2).mp4 ▾

▶ 0:17

Message #hcd-share

Save time using keyboard shortcuts

Global shortcuts

	Mac	Windows
Preferences	cmd ,	Ctrl ,
Open Quick Switcher	cmd k	Ctrl K
View shortcuts	cmd /	Ctrl /

Channel navigation

	Mac	Windows
Next or previous channel in list	opt ↑ OR ↓	Alt ↑ OR ↓
Next or previous unread channel	opt shift ↑ OR ↓	Alt Shift ↑ OR ↓
Back or forward in history	cmd [OR]	Alt [OR]
Mark channel as read	esc	Esc
Mark all channels as read	shift esc	Shift Esc
Browse direct messages	cmd shift K	Ctrl Shift K
Change font size	cmd + cmd -	Ctrl + Ctrl -
Move focus to the next element	tab	Tab
Move focus to the previous element	shift tab	Shift Tab
Set a status	cmd shift Y	Ctrl Shift Y

Messages

	Mac	Windows
Mark message unread	opt Click a Message	Alt Click a Message
Edit your last message	↑ in empty message field	↑ in empty message field
React to latest message	cmd shift \	Ctrl Shift \
Upload a file	cmd U	Ctrl U