

Slack Workflows

Be sure to join us in QualityNet Slack at:
[#qnet-slack-workflows-training-september19](#)

We will be practicing together in the channel during the training.

Agenda

- What are Workflows?
- Building Workflows
 - Triggers
 - Adding Steps
 - Buttons & Variables
 - Custom Icon
 - Collaborators
 - Setting, Workflow, & Activity Tabs
- Tracking
- Demos of Building Workflow with Different Triggers
- Miscellaneous info and workflow examples
- Glossary
- Q & A

What are Workflows?

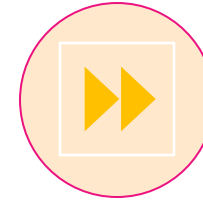
What are Workflows?



A no-code automation tool to run routine processes in the QualityNet Slack workspace



A type of message sent in Slack



A sequence of steps

All-New

Workflow Builder



Video

Workflows allow you to create consistent communications triggered by a certain event.

What are Workflows?

- Time of day
- Time of week
- Specific action triggers
 - Daily Reminders about meetings
 - Sprints
 - Onboarding information for new channel users on your team
 - Access to documents

Workflow Advantages



No coding required!







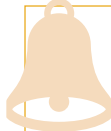









As simple or complex as
you'd like



Can connect to other apps
and services used to get
work done

Use Cases

 Onboarding	 Reminders	 Sending Documents	 Polling
 Suggestion Box	 Distributing Meeting Notes	 Status Report Reminders	 Birthday Greetings
 Checklists	 Feedback	 Travel Requests	 Recurring Messages
	 Incident Reports	 Project Updates	

Building Workflows

Workflow Building Steps

1. Decide how your workflow will start – its **trigger**.
2. Create your workflow **steps**. (actions your workflow can take)
 - Create and deliver forms
 - Create and deliver messages
3. Customize steps with **buttons** and **variables**.
4. Choose your **channel** where the workflow will be available.
 - You will be prompted to customize, depending on the trigger.
 - Workflows are channel-specific and can only be used in the channel you choose.
 - Cannot construct one workflow to run in multiple channels.
5. Add a custom workflow **icon**.
6. Add **Workflow Managers**.
7. Pick a **name** for your workflow. (e.g., “Welcome to the team!”; “Meeting time”; “Agenda”)
8. **Publish**.
9. Test your workflow and make any necessary edits.

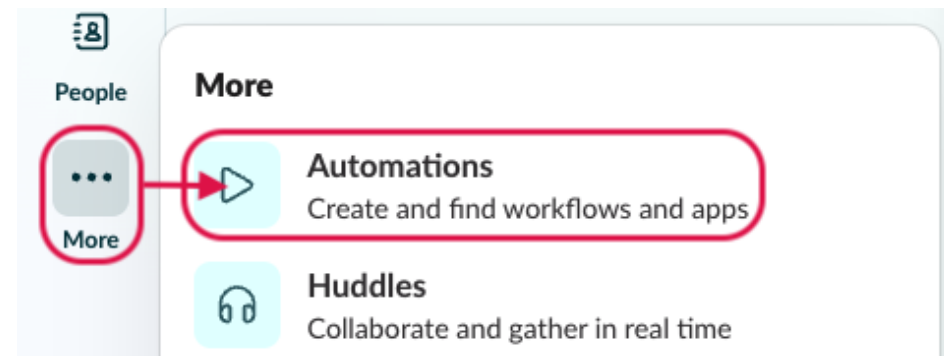
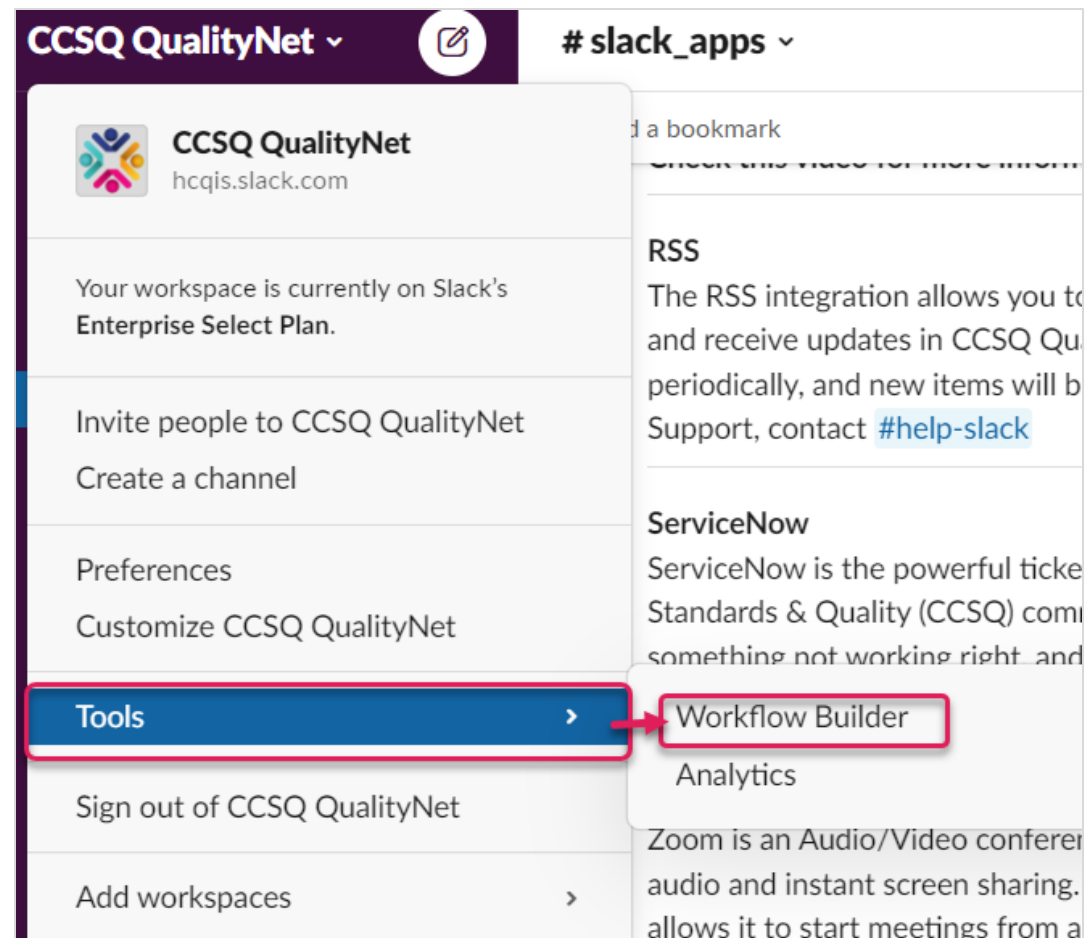
Beginning a Workflow

Two ways to open Workflow Builder:

1. From your desktop, click the **CCSQ workspace name** in the top left.
2. Select **Tools > Workflow Builder**

-or-

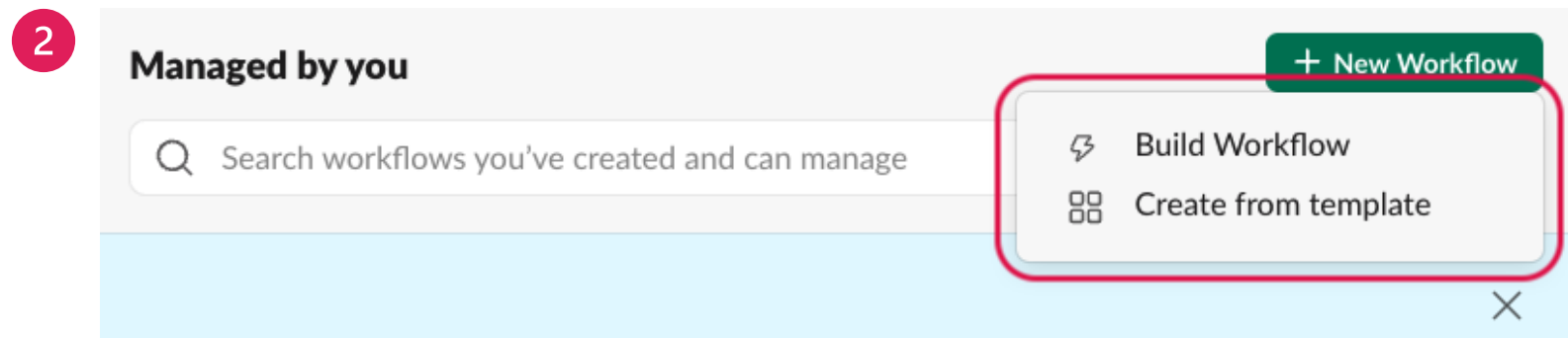
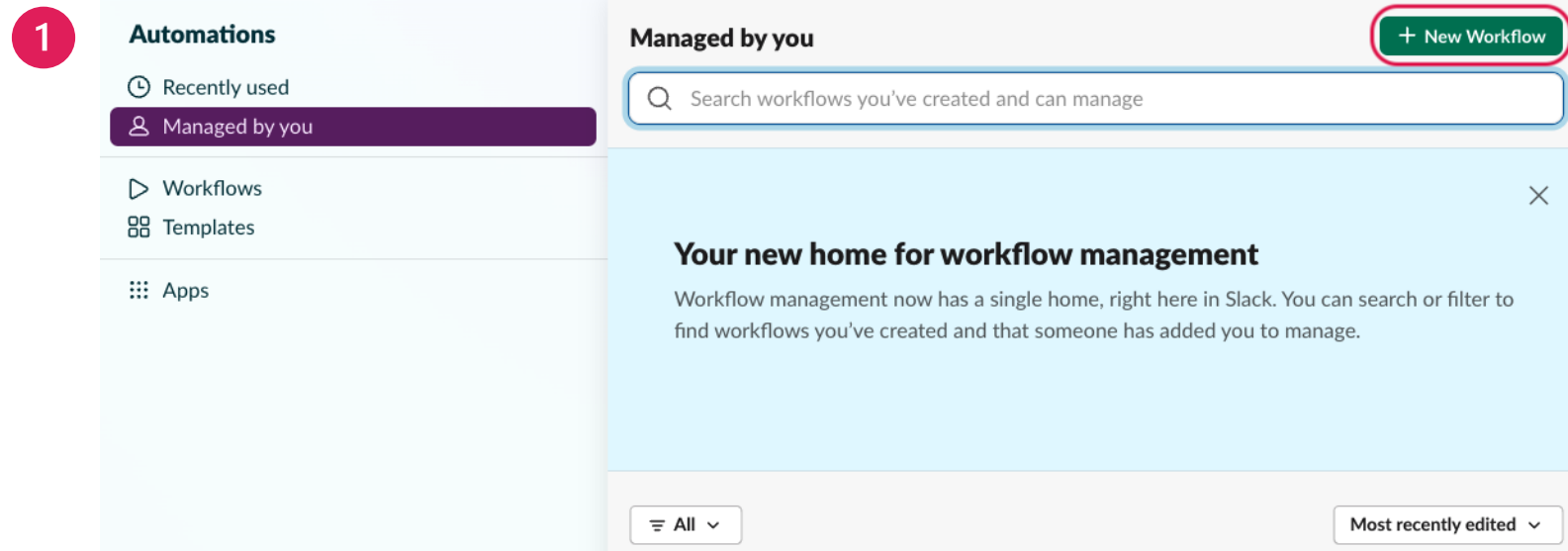
1. Click **More** on the left of Slack > **Automations**



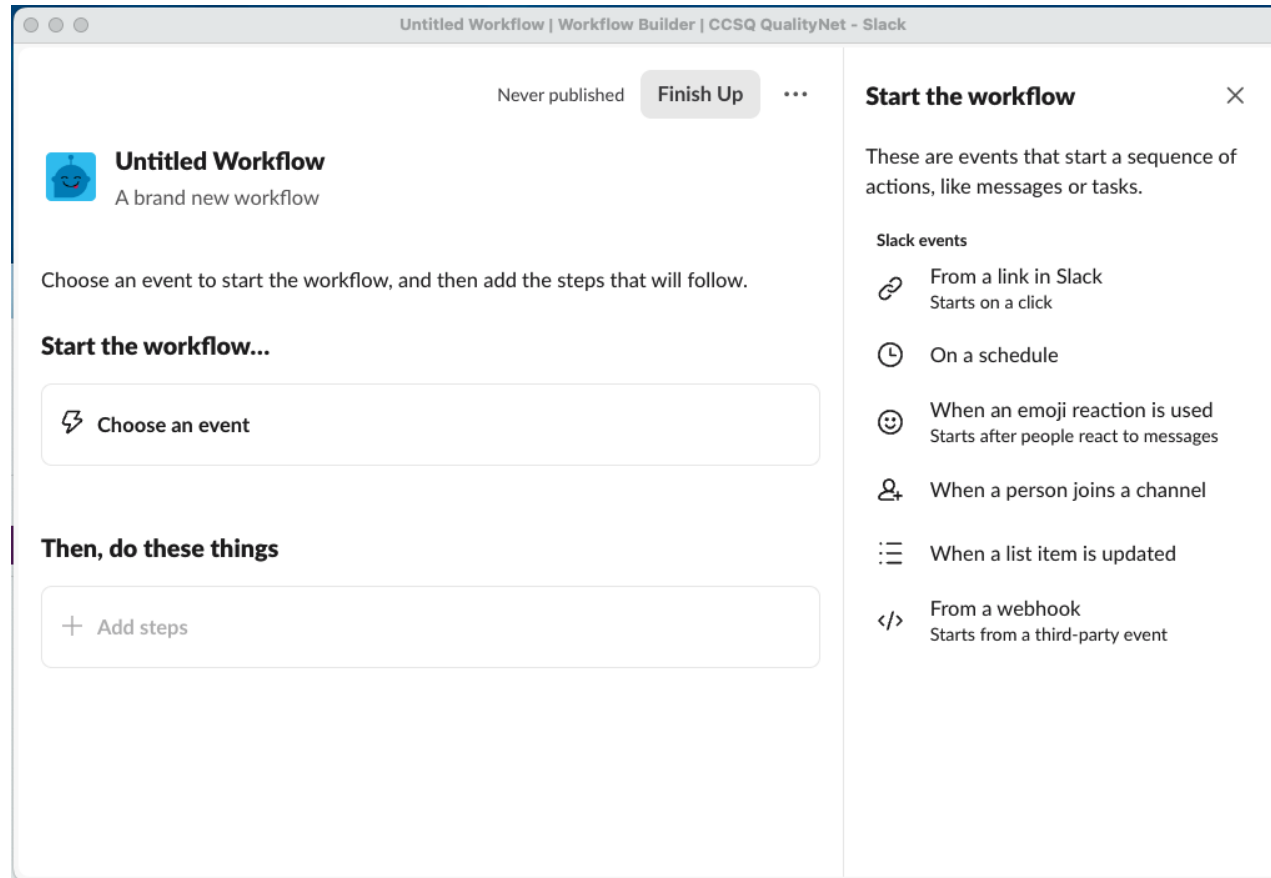
Selecting a Workflow Trigger

Choose your trigger:

1. From Automations, click **New Workflow** in the top right.
2. Select **Build Workflow** to start a blank workflow or **Create from Template** to select from a list of available templates



Triggers



Untitled Workflow | Workflow Builder | CCSQ QualityNet - Slack

Never published **Finish Up** ...

Untitled Workflow
A brand new workflow

Choose an event to start the workflow, and then add the steps that will follow.

Start the workflow...

⚡ Choose an event

Then, do these things

+ Add steps

Start the workflow ✕

These are events that start a sequence of actions, like messages or tasks.

Slack events

- 🔗 From a link in Slack
Starts on a click
- 🕒 On a schedule
- 😊 When an emoji reaction is used
Starts after people react to messages
- 👤 When a person joins a channel
- ☰ When a list item is updated
- </> From a webhook
Starts from a third-party event

Triggers, or “Slack events” allow you to select how the workflow will begin

Trigger - From a Link in Slack

- For on-demand workflows
- Once workflow link is created:
 - Post link in channel or a canvas
 - Or use slash commands `/[workflow name]`
 - Will post message in channel allowing anyone to run in the channel
 - Press “Start Workflow”
- Can run multiple times.

Other Triggers

1. More Folder



- Your workflow starts when someone selects **Automations** from the **More...** folder's dropdown menu.
- These workflows are easily accessible by members of a channel and can be used anytime.

2. Emoji Reaction



- Your workflow starts automatically when someone in the channel adds a certain emoji reaction to a message.

3. New Channel Member



- Your workflow starts automatically when someone joins the channel.

4. Scheduled Date & Time



- Your workflow starts automatically at a set date and time.

5. List update



- When the selected list is updated, your workflow will start


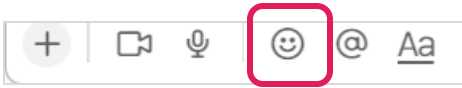


6. Canvas update



- When the selected list is updated, your workflow will start.

****Note:** Your workflow determines how each trigger will start in the specific channel you've chosen

Other Triggers

- 1. On a schedule** 
 - Your workflow starts automatically at a set date and time.
- 2. When an emoji reaction is used** 
 - Your workflow starts automatically when someone in the channel adds a certain emoji reaction to a message.
- 3. When a person joins a channel** 
 - Your workflow starts automatically when someone joins the channel.
- 4. When a list item is updated** 
 - When the selected list is updated, your workflow will start

****Note:** Your workflow determines how each trigger will start in the specific channel you've chosen

Advanced Triggers

1. From a webhook



- Workflow starts automatically when a custom webhook sends a web request to Slack from another app or service.
- Creating workflows with webhooks requires more technical expertise.

Steps

- Steps are a series of actions taken to complete a workflow.
- Add a step that launches right after someone starts your workflow.
- Once your workflow starts, your steps appear in the order you specify.
- Steps can collect or send information in Slack, or between Slack and other services.

Steps

- Types of steps:
 1. Canvas
 2. Channels
 3. Forms
 4. List
 5. Messages
 6. Users
 7. Workflow Control
 8. Custom
 9. Steps from apps installed to your workspace (If applicable)

What Each Step Does

Canvas

- Take actions on new or existing canvas in Slack
- Actions include:
 - Create a canvas
 - Create channel canvas
 - Share a canvas
 - Share canvas in thread
 - Update a canvas

Channels

- Manage channels with workflows.
- Actions include:
 - Add a Bookmark to a channel
 - Add users to a channel
 - Archive a channel
 - Create a channel
 - Pin a message
 - Update the channel topic

What Each Step Does

Forms

- Add forms to organize and collect information.
- Forms can include custom responses, or prompt people to choose options from a list.
- Completed forms can be sent to a channel or specific person via DM.
- Note: Form responses cannot be edited once submitted via Workflows.
- Answer types supported for questions include:
 - Line of text
 - Paragraph
 - A User
 - Multiple users
 - A Channel
 - Multiple Channels
 - Dropdown
 - Multiple Choice
 - Checkboxes
 - Date and Time
 - A Number

List

- Manage new and existing lists from workflows
- Actions include:
 - Add an item to a list
 - Copy a list
 - Delete a list item
 - Send notification to activity feed
 - Share a list with people
 - Update a list item

What Each Step Does

Messages

- Send messages to communicate information to the person who kicked it off, or others in Slack who need to take action from the information.
- Messages can be sent to:
 - Specified people (Direct messages)
 - Channels
 - Threads
- Messages only visible to recipient(s)
- Messages are automatically formatted and can include hyperlinks.

Users

- Create a user group or add or remove users from a user group.

Workflow Control

- Ability to delay your workflow by adding a timer in minutes.
- Causes workflow to wait that selected time.

Customize with Buttons & Variables

Customize steps with buttons and variables.

- Helps reference information.
- Allows pausing at a certain step while people take an action.

Buttons

- Workflow won't proceed until button is clicked.
- Buttons can only be clicked once per workflow.
- Don't add when multiple people use the workflow — e.g., a scheduled date & time workflow reminder for a team to share daily status updates.

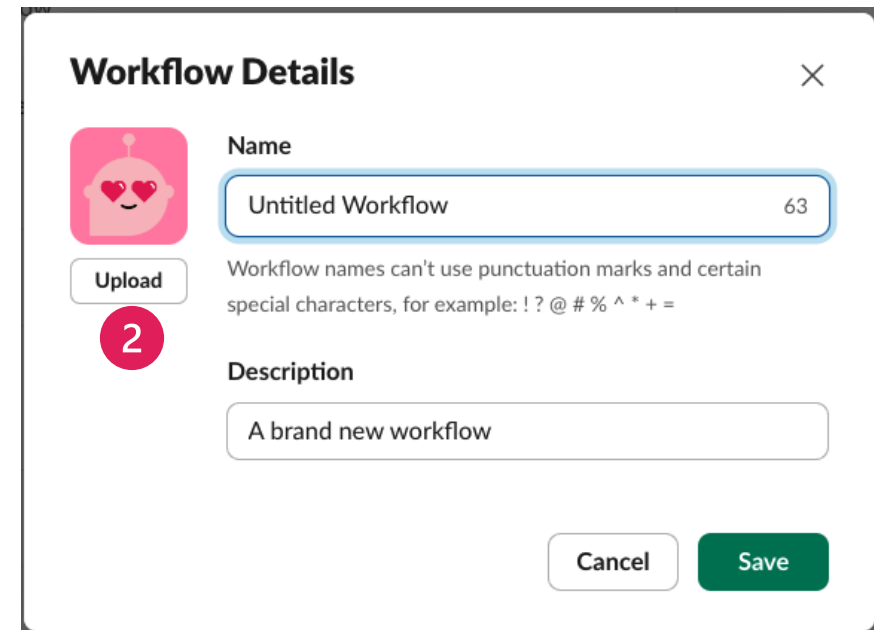
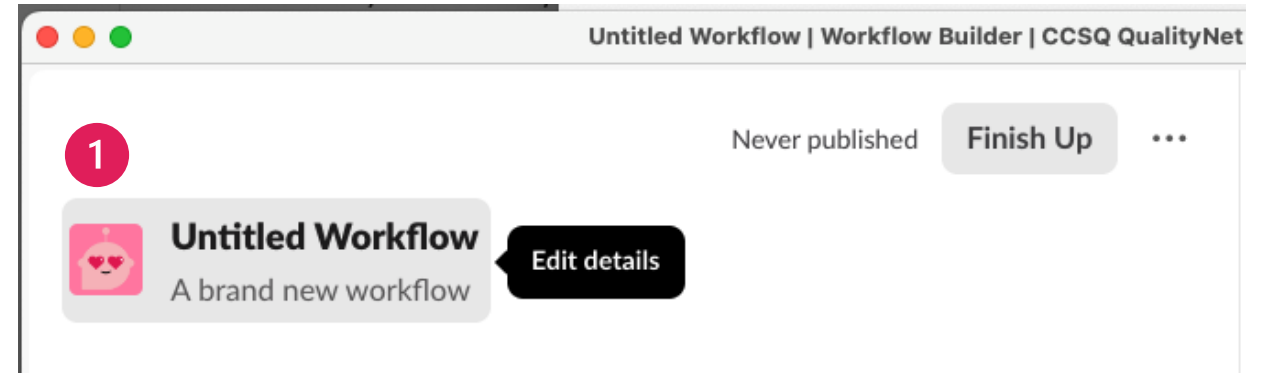
Variables

- Allow you to insert information from previous steps in your workflow in subsequent steps, giving more flexibility to personalize workflows and connect information across various steps.
- Available variables depend on:
 - how the workflow starts
 - who interacts with steps at various points
 - information requested (like responses to a form)

Add a Custom Icon

Add a custom workflow icon

1. Open your workflow.
2. Click the **workflow icon** to edit details.
3. Select **Choose File** to upload a file.
4. Crop your icon if you'd like.
5. Click **Save**.



Workflow Managers

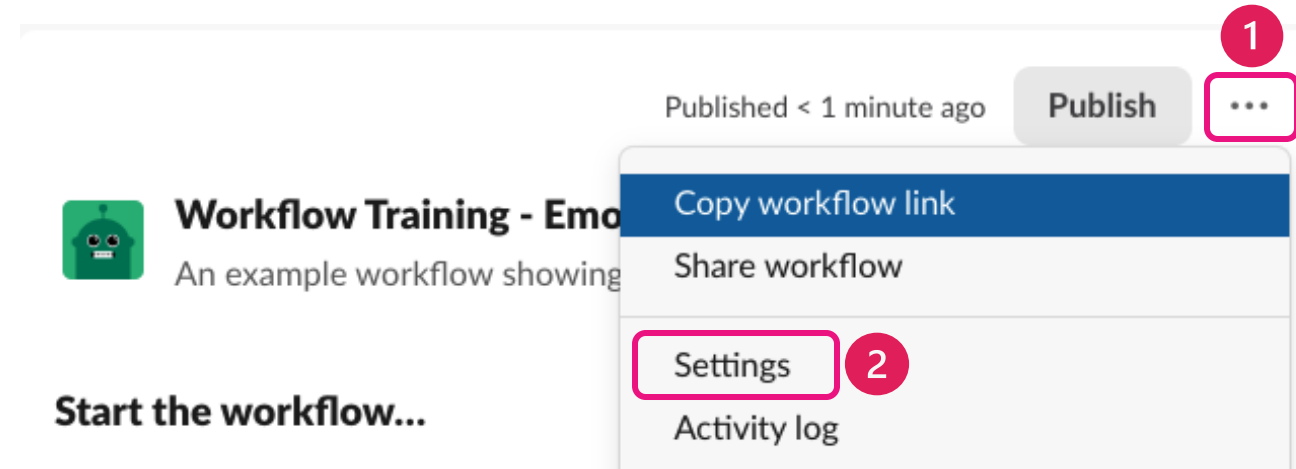
- Grant others permission to manage a workflow.
- Managers have same permissions as the workflow creator.
 - Change a workflow's name and custom icon
 - Edit or remove workflow steps
 - Unpublish or delete a workflow
 - Manage workflow Managers
 - Add and remove other Managers, including admins
- Workspace Owners and Admins can add themselves as Managers on any published workflow in their workspace.
 - If they add themselves in private channels they don't belong to, they won't be able to see the name of the channel

****Tip:** Only Managers can view a workflow before it's published!

Adding Managers

Steps 1-3

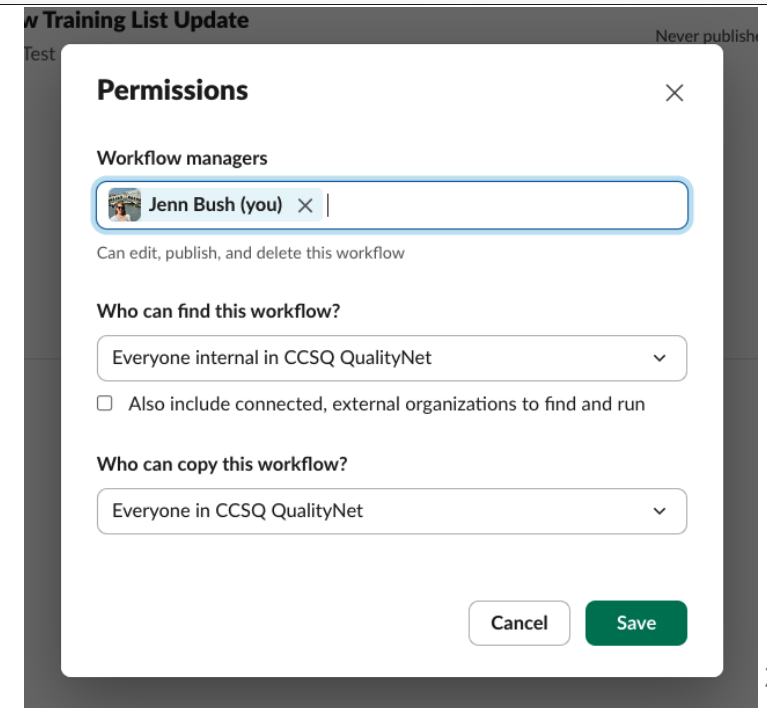
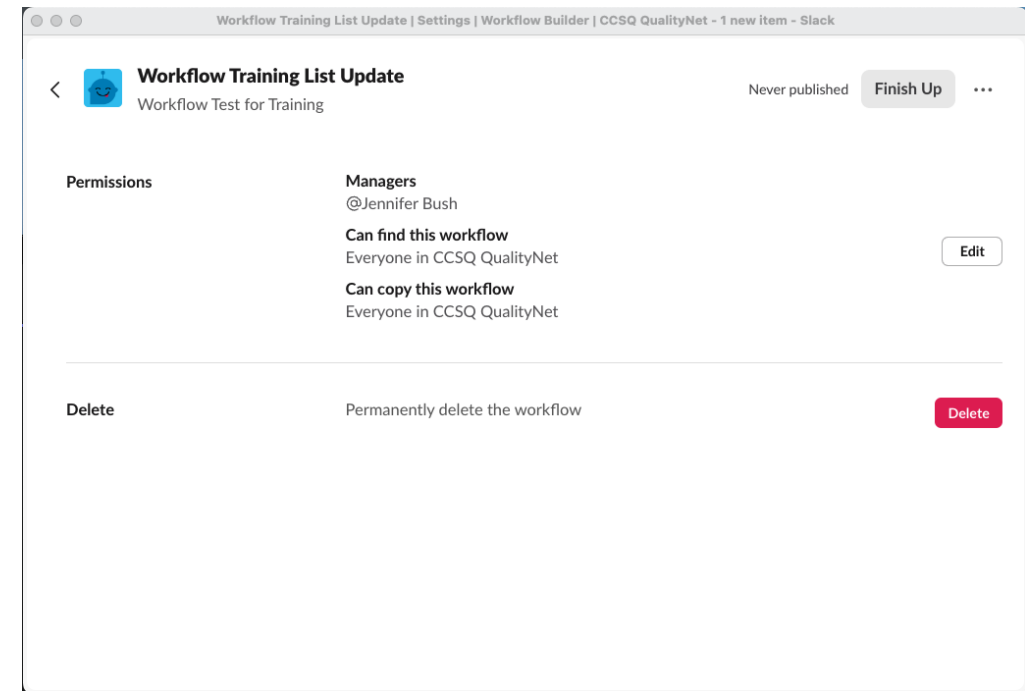
- Select **Tools** from the CCSQ Workspace menu, then click **Workflow Builder**.
-or-
- Select **More** from your sidebar then **Automations**
- Click **Managed by you** on the top left of under Automations, then select a workflow from the list.
- Click the 3 dots at the top then select **Settings**.



Adding Managers

Steps 4-7

- Click **Edit** next to the **Permissions** section.
 - Search for people you'd like to add, then select their names from the drop-down menu.
 - Slackbot will notify each person to let them know they've been added as a Manager.
 - Click **Close**.
- *Note: You can always remove Managers by clicking the **x** next to the name of any Manager.



Testing Workflows Before Publishing

Want to check how your workflow behaves?

- Add it to a test channel.
- Try it out.
- Click Edit to make changes.
- Move the workflow to your preferred channel.
- Publish the changes.

Publishing Workflows

Pick a **name** for your workflow. (e.g., “Welcome to the team!”; “Meeting time”; “Agenda”) before publishing.

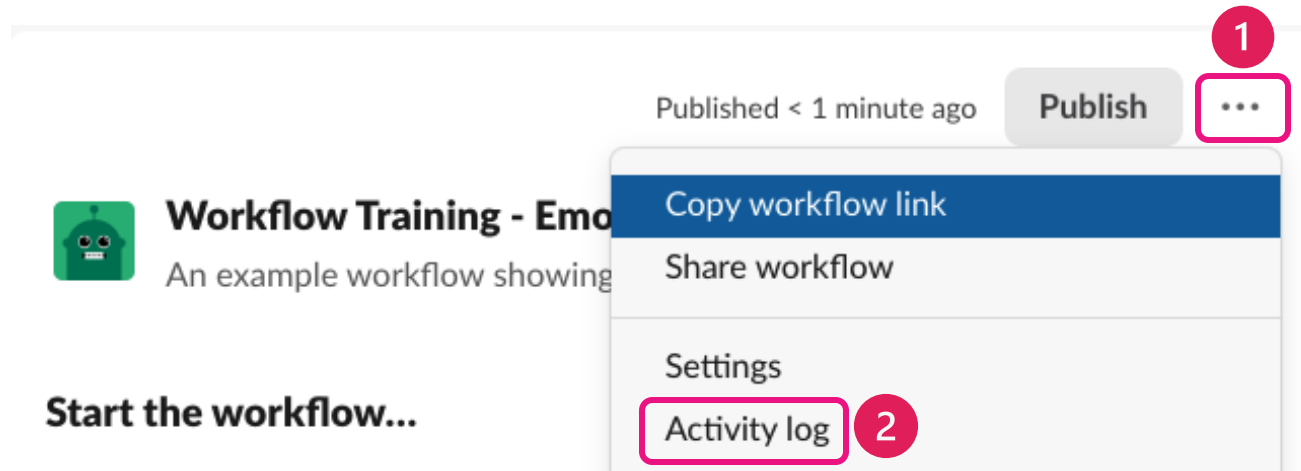
Once a workflow is published, it will launch each time it’s triggered.

Your workflow will post a message to the channel to let all members know it's been added.

Tracking Workflows

The Activity Tab

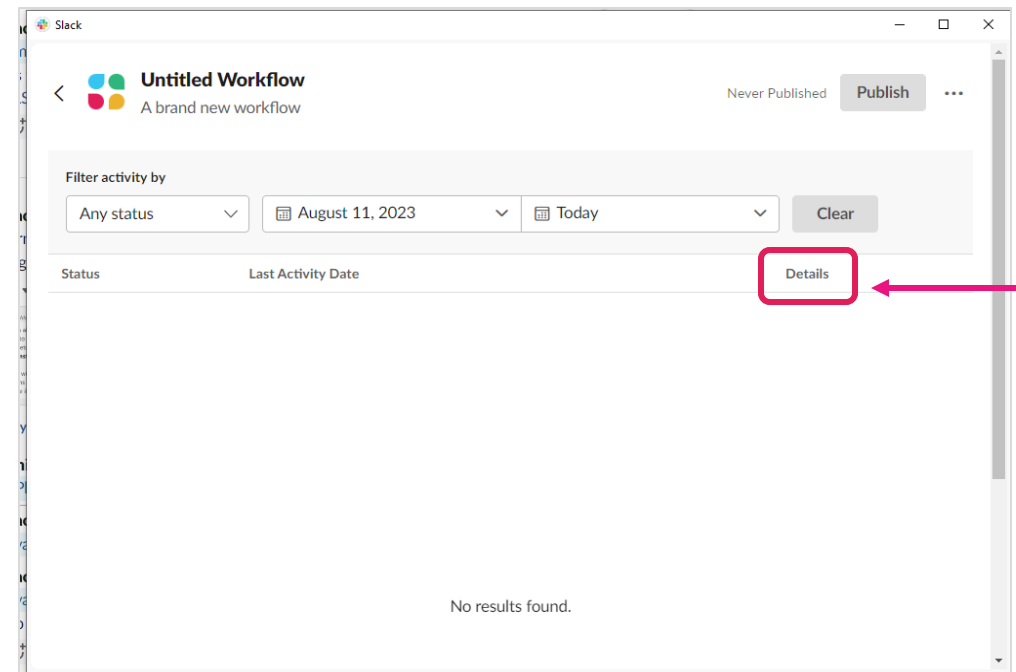
The **Activity log** tracks each time a workflow is activated.



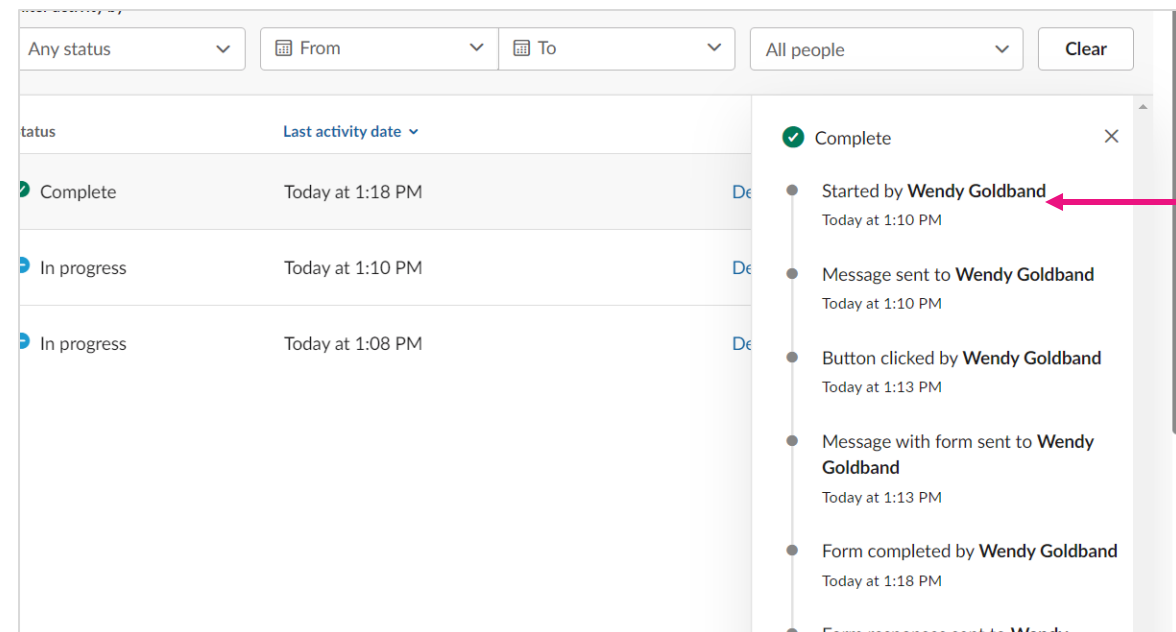
Tracking a Workflow in the View Activity Log

Tracking workflow activity

1. Open your workflow in Workflow Builder.
2. Click **Activity** tab at the top of the screen.
3. Click **Details** next to each activity date.
4. Variables chosen like name and time will be in the details for each **Status** listing.



Details



Variables

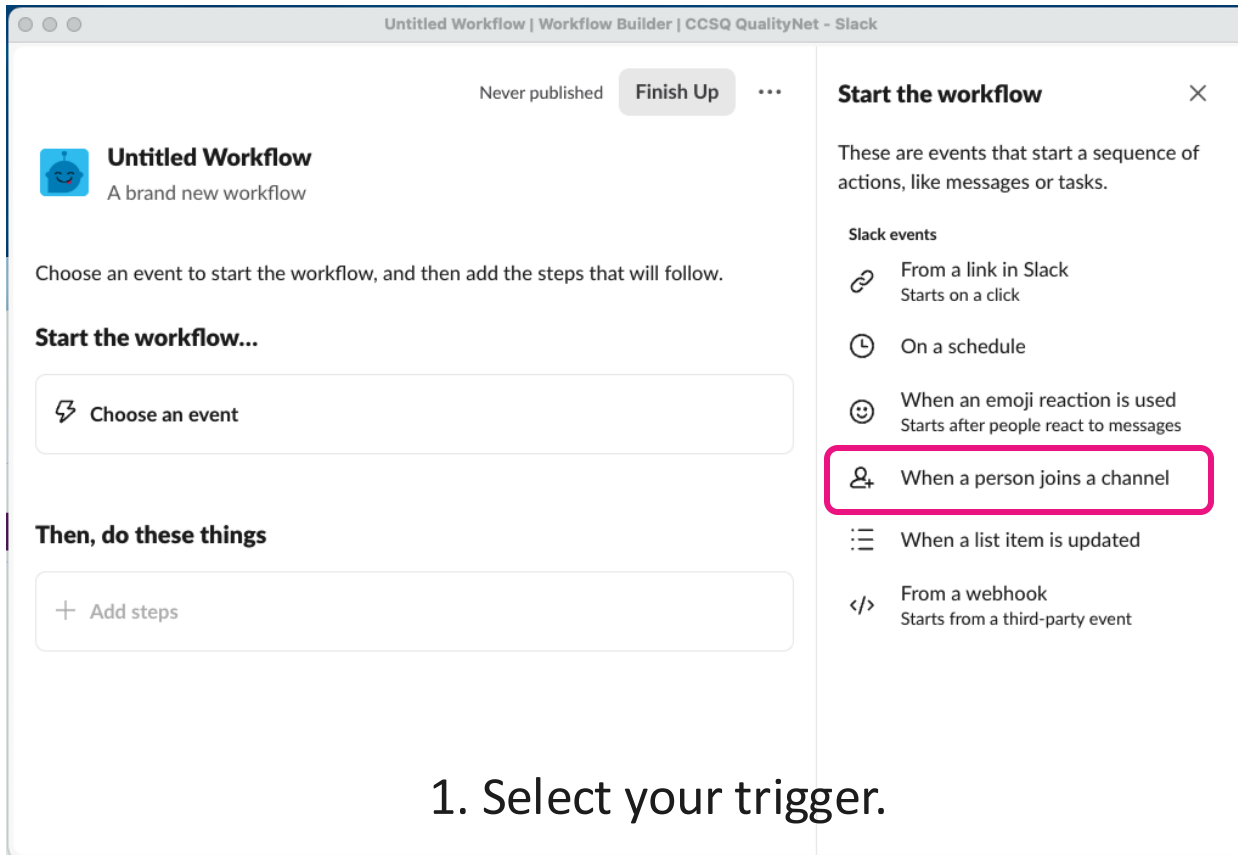
Download Form Responses as a CSV File

1. Click the top left **CCSQ workspace menu**.
2. Select **Tools**.
3. Click **Workflow Builder**.
4. Find the workflow you'd like to download under the **Workflow tab**.
5. Click the **three dots icon**.
6. If your workflow includes multiple forms, you must select only one at a time from the drop-down menu.
7. Receive a direct message from Slackbot with a link to the file when it's ready.
8. Select **Download form responses**.
9. Click **Save**.

****Note:** Form responses can only be downloaded for workflows with a form step included.

New Channel Member Trigger

New Channel Member Trigger



Never published **Finish Up** ...

Start the workflow ×

These are events that start a sequence of actions, like messages or tasks.

Slack events

- From a link in Slack
Starts on a click
- On a schedule
- When an emoji reaction is used
Starts after people react to messages
- When a person joins a channel**
- When a list item is updated
- From a webhook
Starts from a third-party event

Untitled Workflow
A brand new workflow

Choose an event to start the workflow, and then add the steps that will follow.

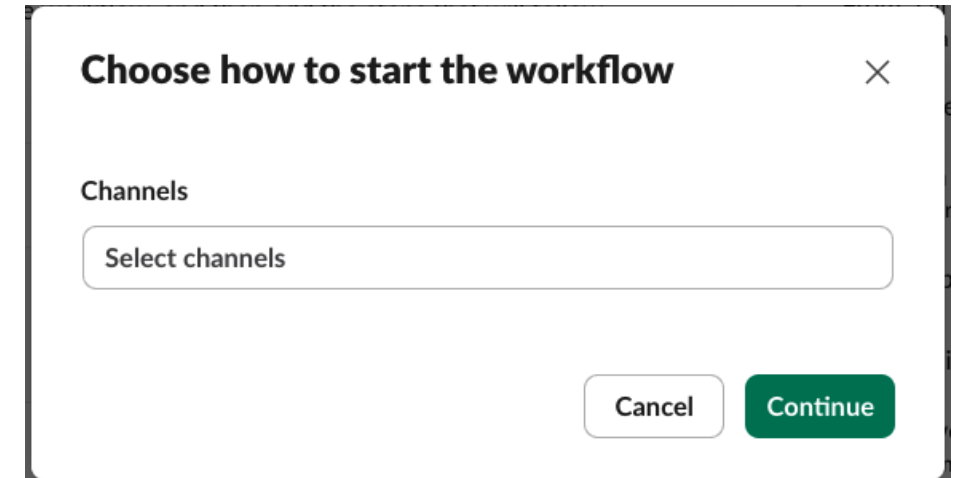
Start the workflow...

Choose an event

Then, do these things

+ Add steps

1. Select your trigger.



Choose how to start the workflow ×

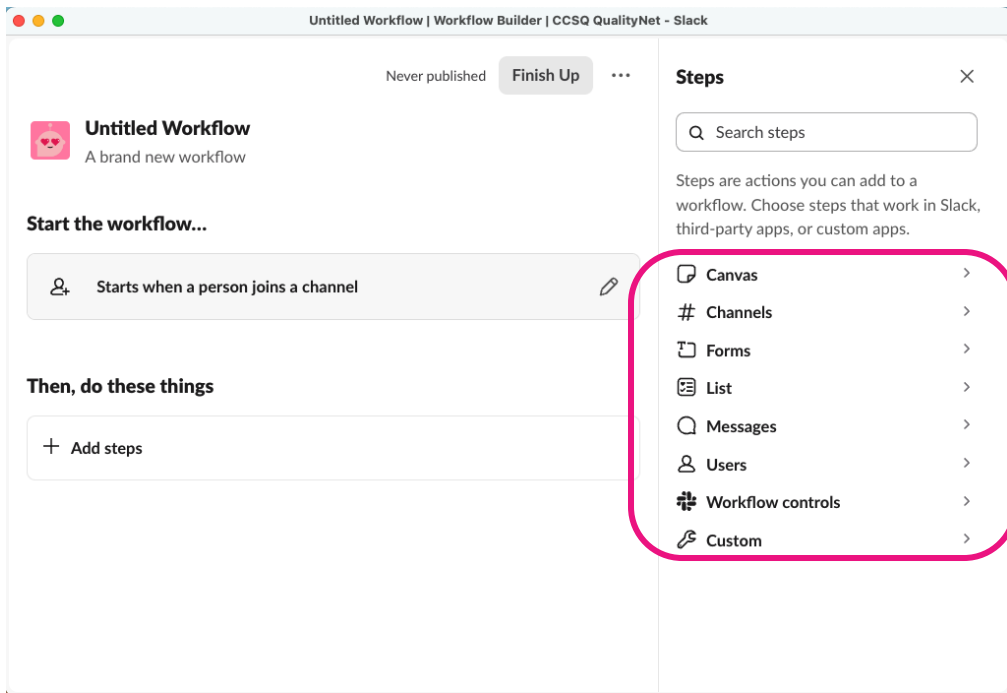
Channels

Select channels

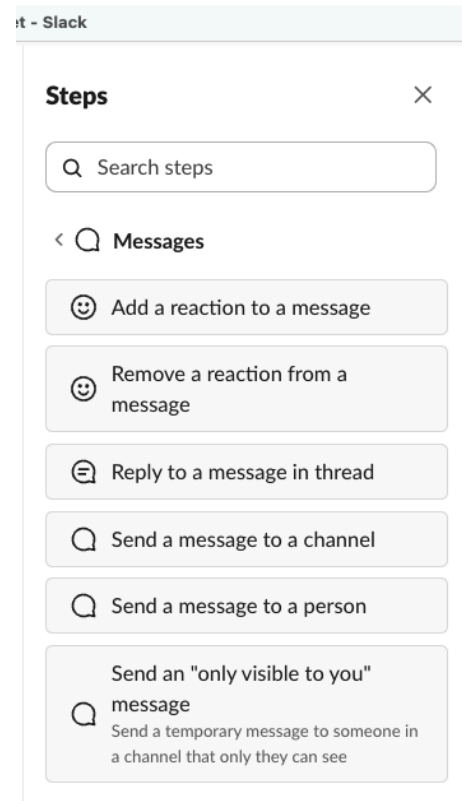
Cancel Continue

2. Select your channel

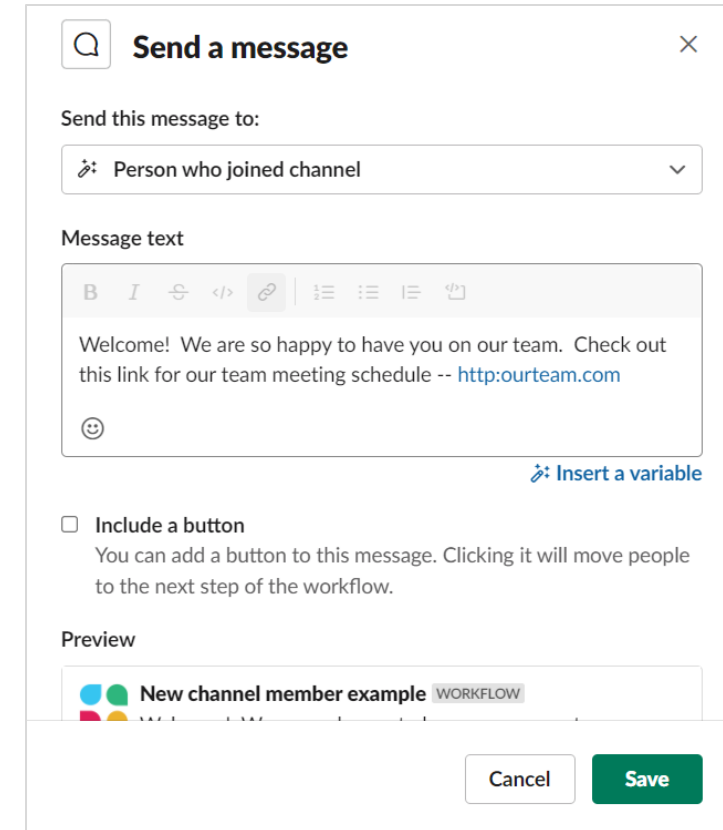
New Channel Member Trigger



1. Select a Step category on the right side.

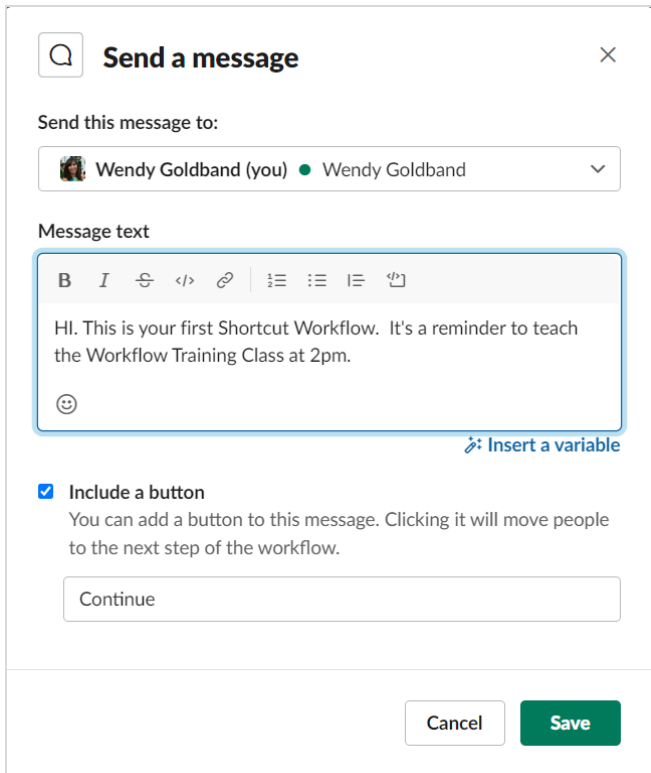


2. Select your Step.

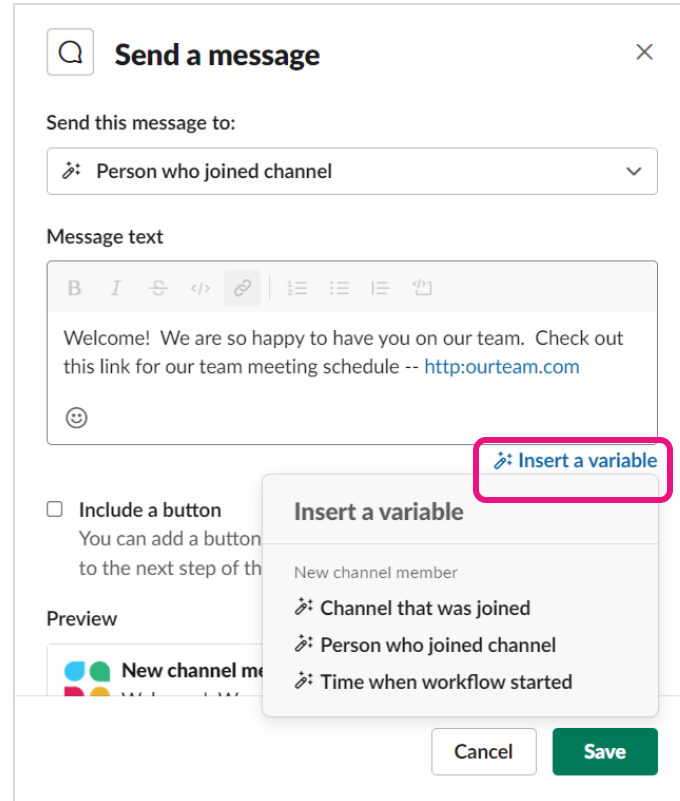


3. Customize Step 1.

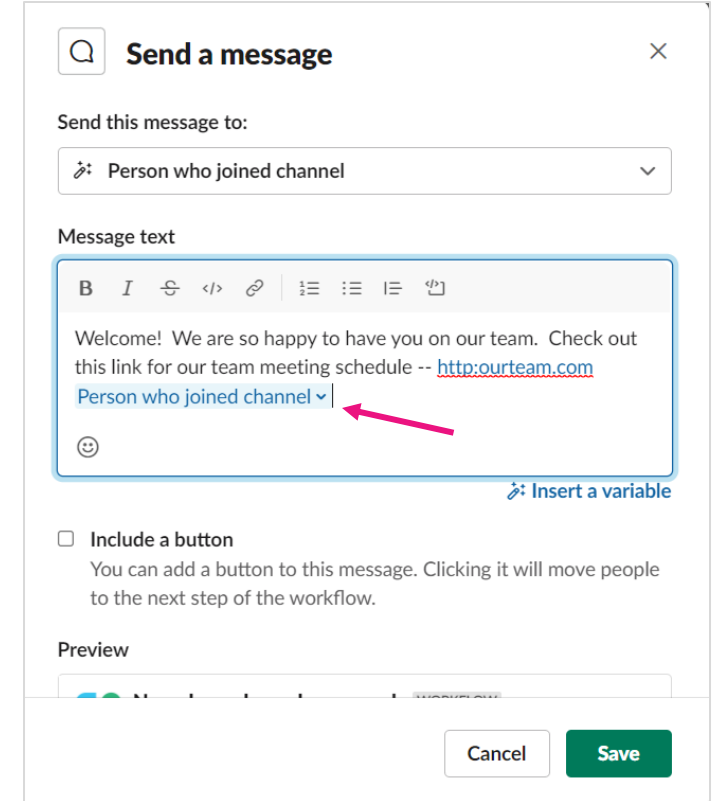
New Channel Member Trigger



Send a message
1st step selected and customized

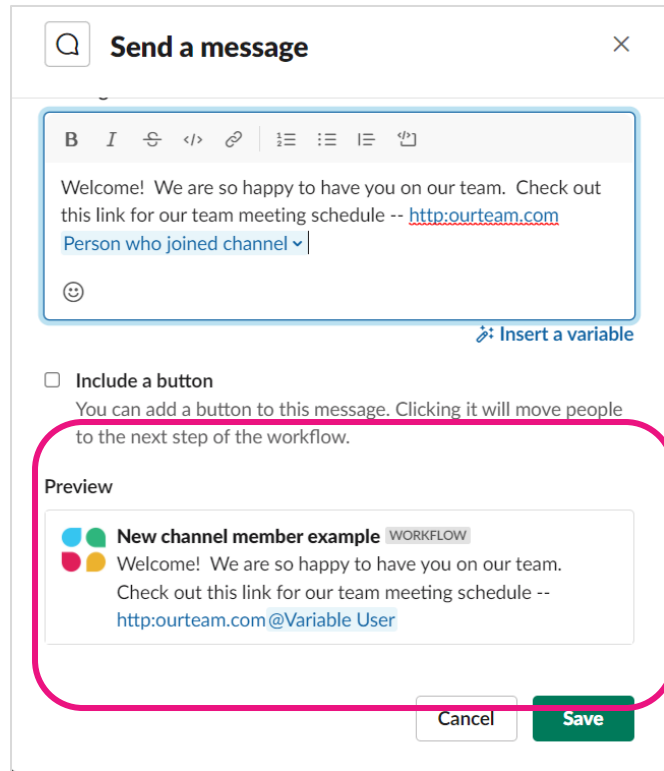


Option to insert variables



One variable chosen

New Channel Member Trigger




Send a message

Welcome! We are so happy to have you on our team. Check out this link for our team meeting schedule -- <http:ourteam.com> Person who joined channel

Include a button
You can add a button to this message. Clicking it will move people to the next step of the workflow.

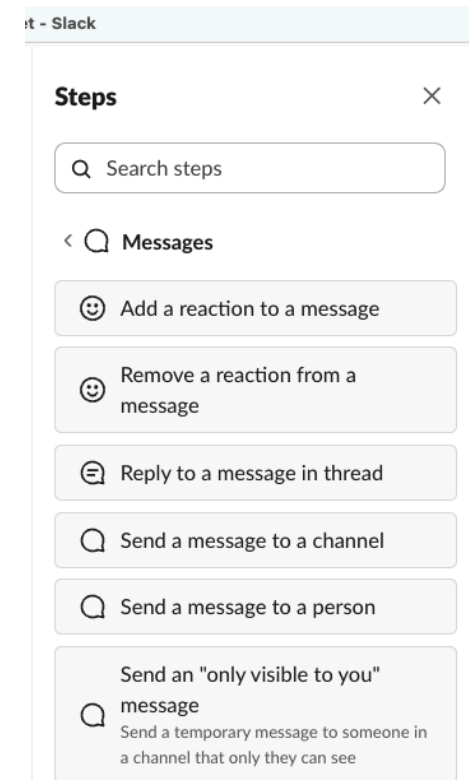
Preview

 **New channel member example** WORKFLOW

Welcome! We are so happy to have you on our team. Check out this link for our team meeting schedule -- <http:ourteam.com@Variable User>

Cancel Save

Preview the step.



Steps

Search steps

Messages

- Add a reaction to a message
- Remove a reaction from a message
- Reply to a message in thread
- Send a message to a channel
- Send a message to a person
- Send an "only visible to you" message
Send a temporary message to someone in a channel that only they can see

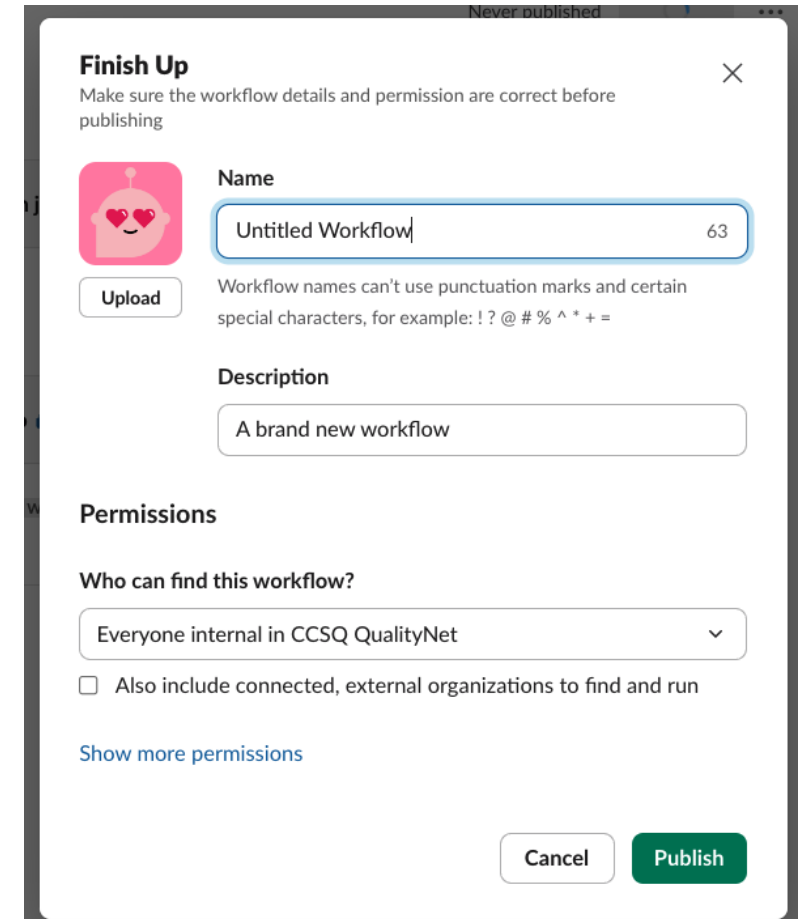
Choose to add another step from the Steps menu on the right side if needed.

Final Steps

New workflows click the **Finish Up** button in the top right.




1. Give your workflow a **name**, **description**, and a **workflow icon**.
2. Select **Permissions** if applicable.
3. Click **Publish**



Never published

Finish Up

Make sure the workflow details and permission are correct before publishing

 **Name** 63

Workflow names can't use punctuation marks and certain special characters, for example: ! ? @ # % ^ * + =

Description

Permissions

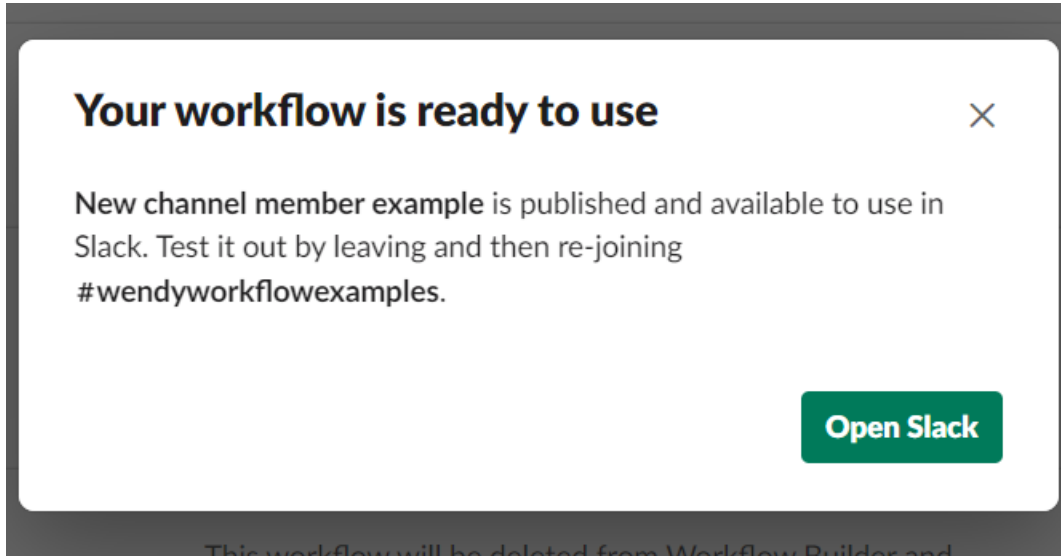
Who can find this workflow?

▾

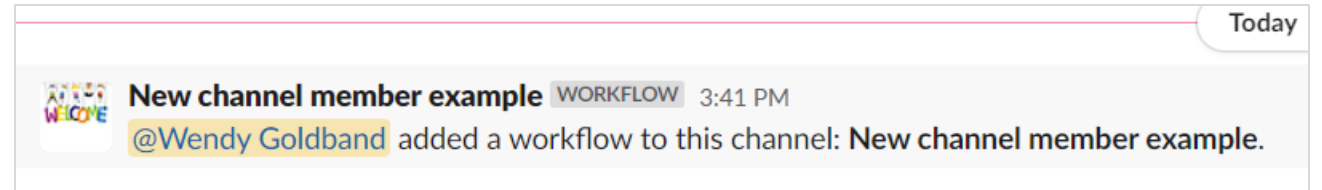
Also include connected, external organizations to find and run

[Show more permissions](#)

Published Workflow New Channel Member Trigger



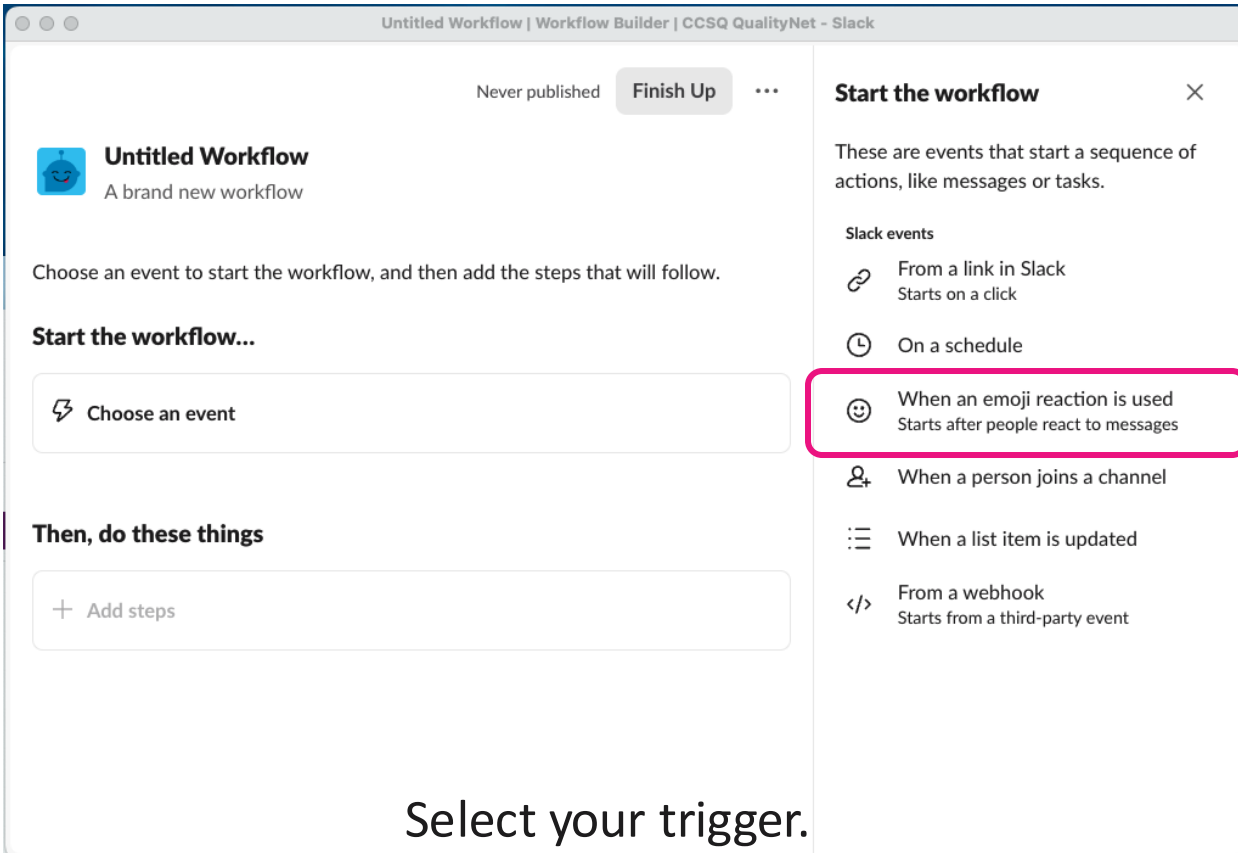
Workflow published



Published workflow message displayed in channel
(Note the custom icon.)

Emoji Reaction Trigger

Emoji Reaction Trigger



Untitled Workflow | Workflow Builder | CCSQ QualityNet - Slack

Never published **Finish Up** ...

Start the workflow ×

These are events that start a sequence of actions, like messages or tasks.

Slack events

- From a link in Slack
Starts on a click
- On a schedule
- When an emoji reaction is used**
Starts after people react to messages
- When a person joins a channel
- When a list item is updated
- From a webhook
Starts from a third-party event

Choose an event to start the workflow, and then add the steps that will follow.

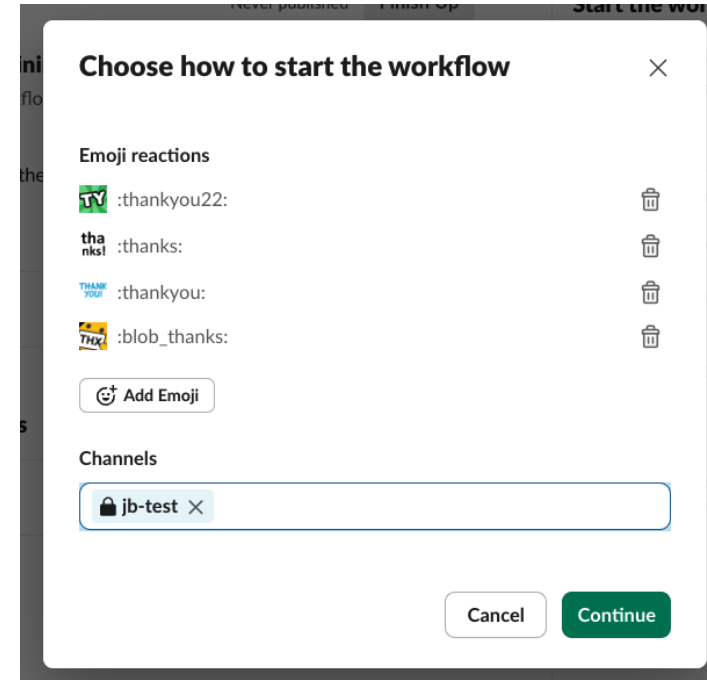
Start the workflow...

Choose an event

Then, do these things

+ Add steps

Select your trigger.



Choose how to start the workflow ×

Emoji reactions

- :thankyou22:
- :thanks:
- :thankyou:
- :blob_thanks:

Add Emoji

Channels

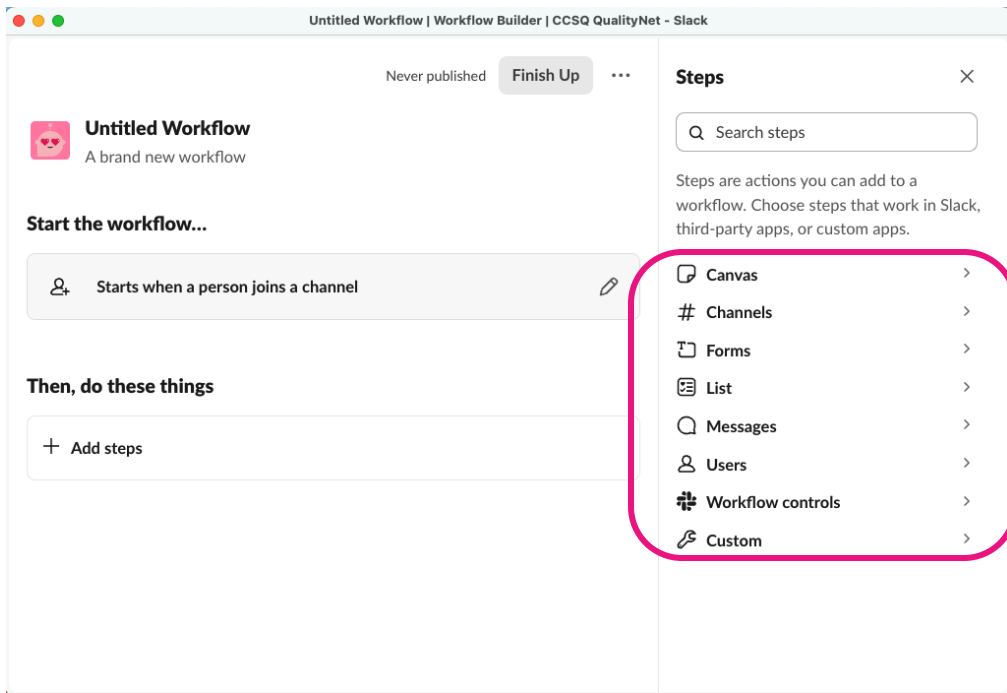
jib-test ×

Cancel Continue

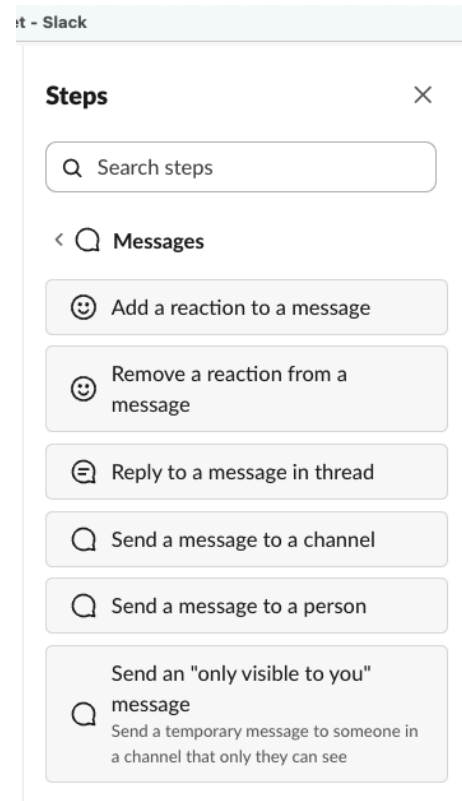
Customize your trigger.

- Select your channel.
- Add emoji reaction(s).

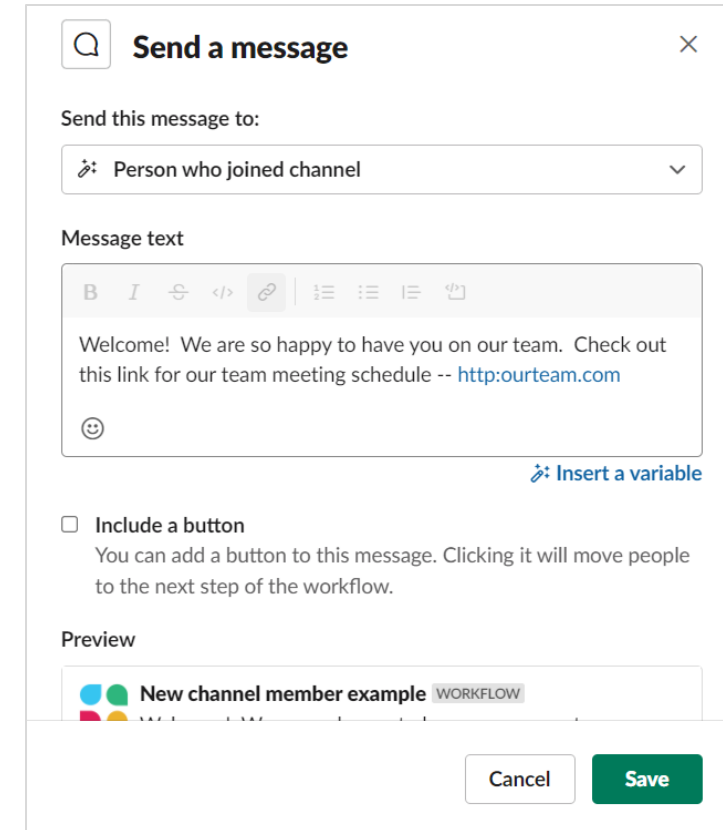
Emoji Reaction Trigger



1. Select a Step category on the right side.

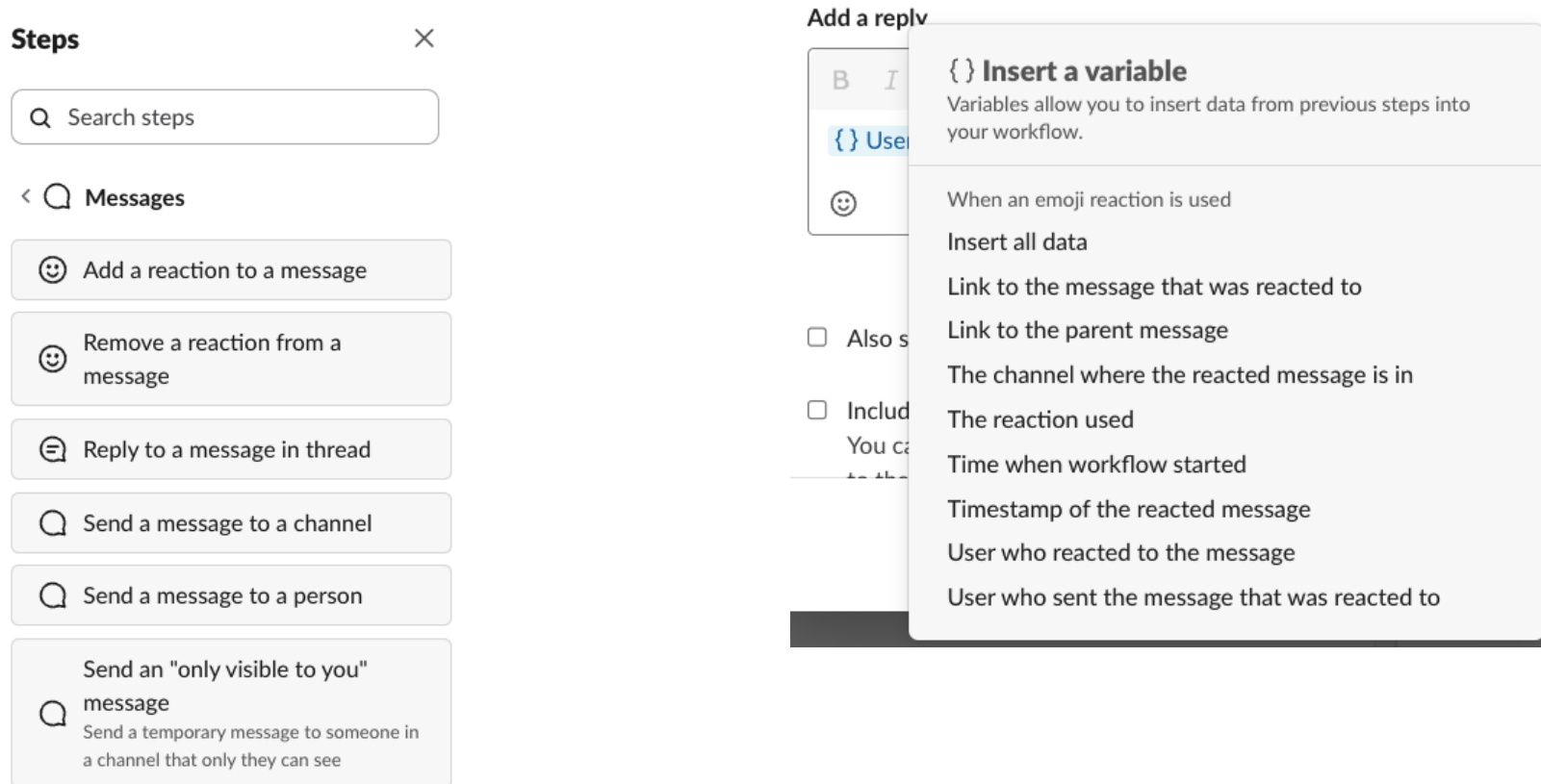


2. Select your Step.



3. Customize Step 1.

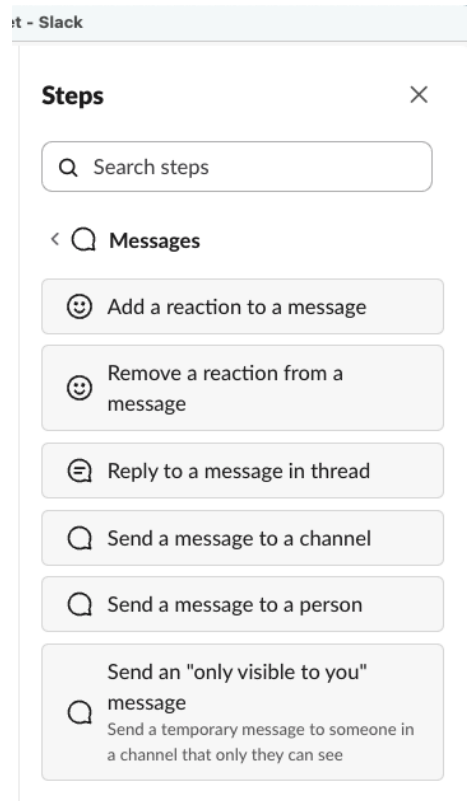
Emoji Reaction Trigger



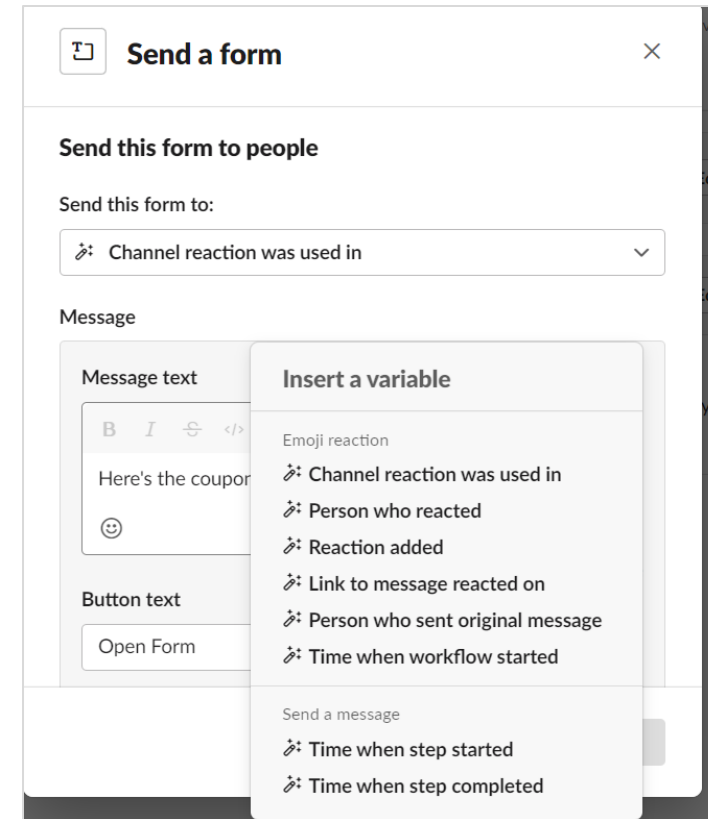
The screenshot displays the Slack workflow builder interface. On the left, a 'Steps' panel shows a list of actions: 'Add a reaction to a message', 'Remove a reaction from a message', 'Reply to a message in thread', 'Send a message to a channel', 'Send a message to a person', and 'Send an "only visible to you" message'. The 'Add a reaction to a message' step is selected. On the right, a 'Add a reply' dialog is open, showing a list of variables for selection. The 'Insert a variable' section is expanded, showing a list of variables including 'When an emoji reaction is used', 'Insert all data', 'Link to the message that was reacted to', 'Link to the parent message', 'The channel where the reacted message is in', 'The reaction used', 'Time when workflow started', 'Timestamp of the reacted message', 'User who reacted to the message', and 'User who sent the message that was reacted to'.

*Note greater recipient and variable selection for Emoji Reaction step when sending message.

Emoji Reaction Trigger



Choose to add another step from the Steps menu on the right side or Publish.



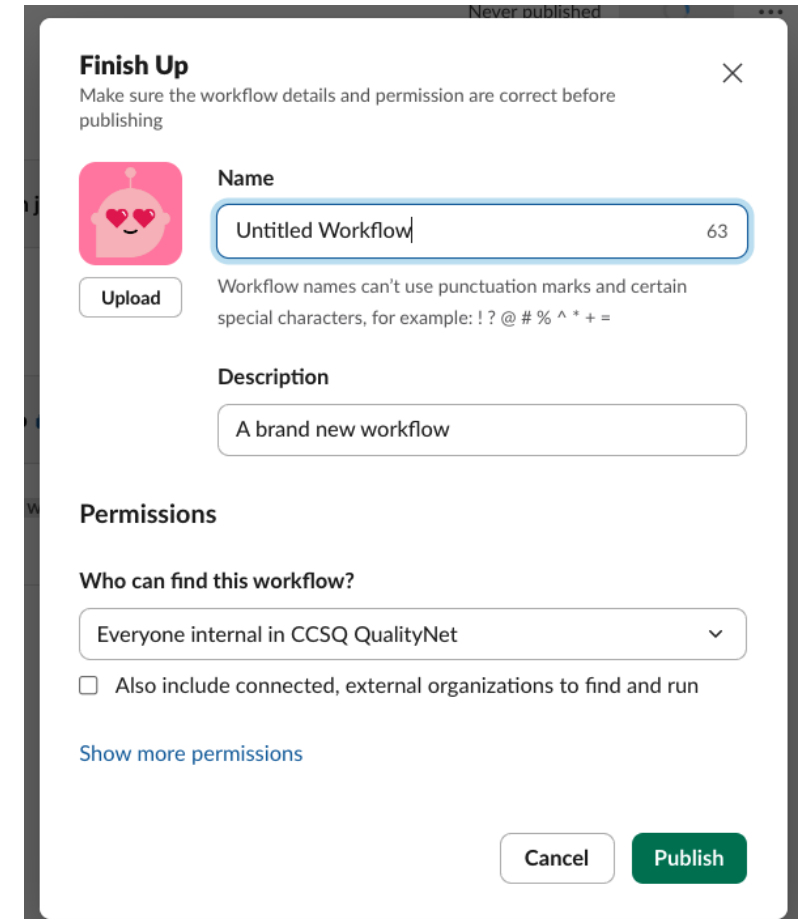
Here are some of the variables for sending a form in the Emoji reaction trigger.

Final Steps

New workflows click the **Finish Up** button in the top right




1. Give your workflow a **name** and **description**
2. Select **Permissions** if applicable
3. Click **Publish**



Never published

Finish Up

Make sure the workflow details and permission are correct before publishing

 **Name** 63

Workflow names can't use punctuation marks and certain special characters, for example: ! ? @ # % ^ * + =

Description

Permissions

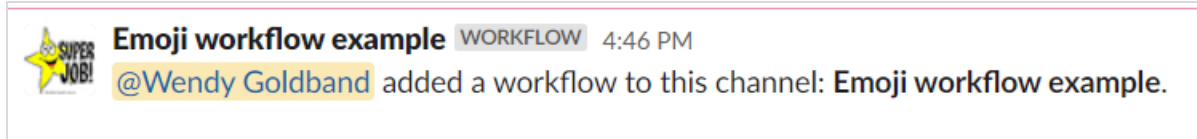
Who can find this workflow?

▾

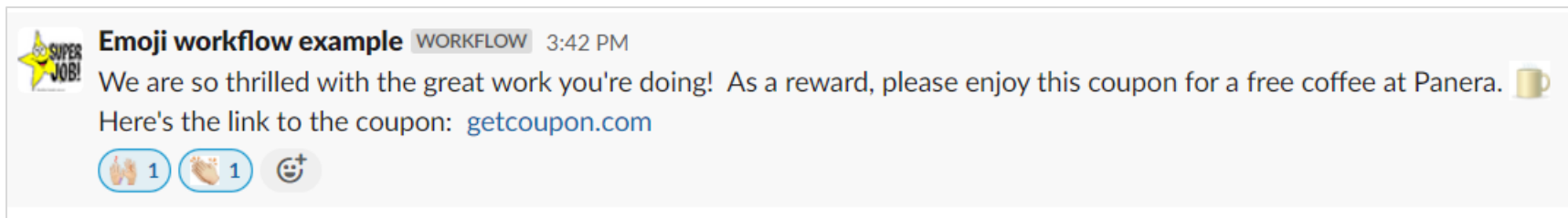
Also include connected, external organizations to find and run

[Show more permissions](#)

Published Emoji Reaction Trigger



Message that Emoji workflow was published is displayed in channel (Note the custom icon.)

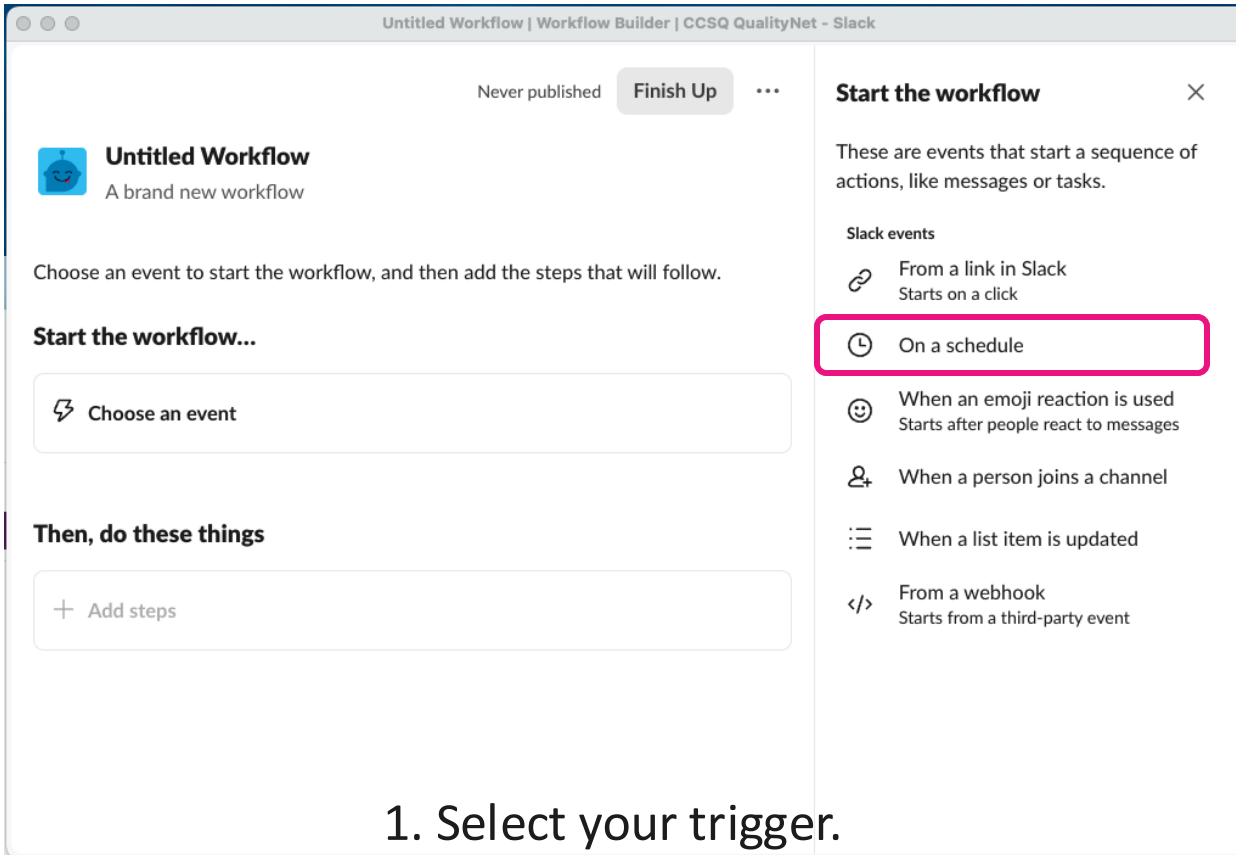


Here is the message triggered by an emoji reaction in the channel.

****Note:** Emoji must be placed as a reaction to another comment in order for the trigger to work. The emoji cannot be in a separate message of its own for the workflow to be triggered.

On a Schedule Trigger

On a Schedule Trigger



Untitled Workflow | Workflow Builder | CCSQ QualityNet - Slack

Never published **Finish Up** ...

Untitled Workflow
A brand new workflow

Choose an event to start the workflow, and then add the steps that will follow.

Start the workflow...

⚡ Choose an event

Then, do these things

+ Add steps

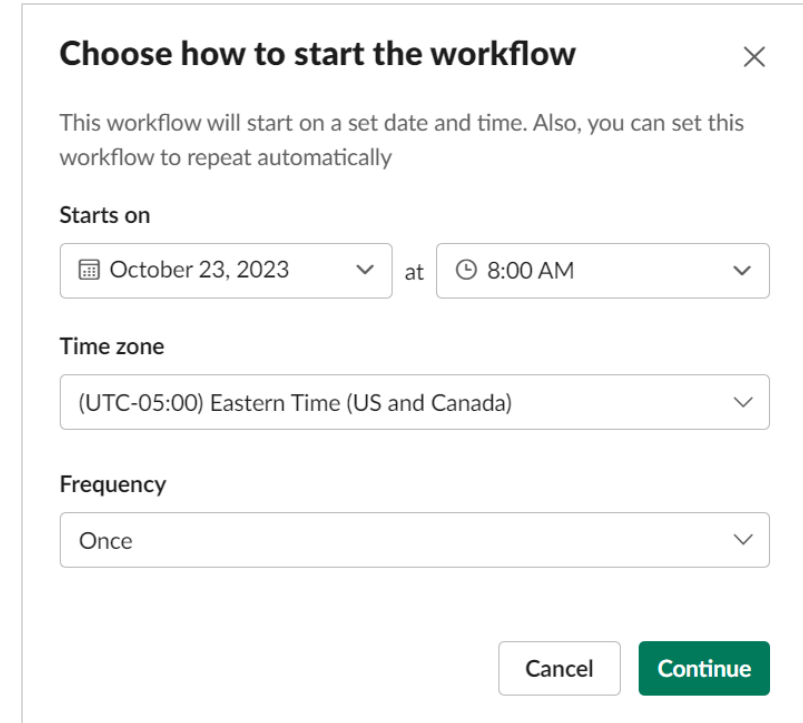
Start the workflow ✕

These are events that start a sequence of actions, like messages or tasks.

Slack events

- 🔗 From a link in Slack
Starts on a click
- 🕒 On a schedule**
- 😊 When an emoji reaction is used
Starts after people react to messages
- 👤 When a person joins a channel
- ☰ When a list item is updated
- ⌘ From a webhook
Starts from a third-party event

1. Select your trigger.



Choose how to start the workflow ✕

This workflow will start on a set date and time. Also, you can set this workflow to repeat automatically

Starts on

📅 October 23, 2023 ▼ at 🕒 8:00 AM ▼

Time zone

(UTC-05:00) Eastern Time (US and Canada) ▼

Frequency

Once ▼

Cancel Continue

2. Customize your trigger.

On a Schedule Trigger

Frequency

Please select an option

- Once
- Daily
- Every weekday (Monday to Friday)
- Weekly on Mondays
- First Monday of every month
- Annually on April 4
- ✓ Custom...

Select your **Frequency**.

Choose how to start the workflow

This workflow will start on a set date and time. Also, you can set this workflow to repeat automatically

Starts on

📅 Tomorrow at 🕒 8:00 AM

Time zone

(UTC-05:00) Eastern Time (US and Canada)

Frequency

Custom

Repeat every

1 Week

Repeat on

Sun Mon Tue Wed **Thu** Fri Sat

Ends

Never

After a specific date

📅 September 27, 2024

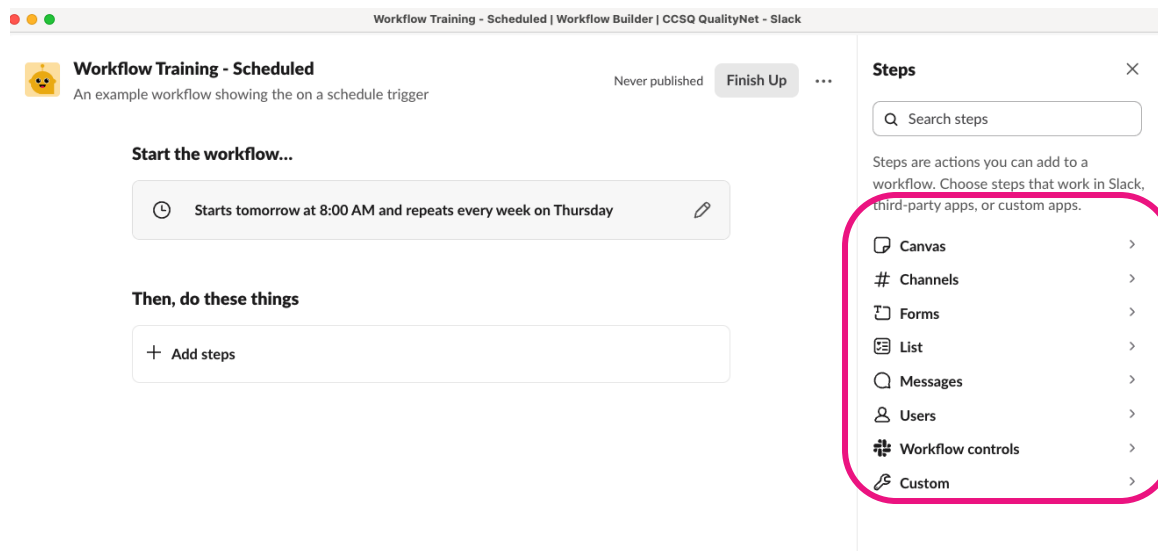
After a set number of occurrences

Cancel

Continue

Custom Frequency
Select:
date, time, how often repeats, & end date or after a set number of occurrences.

On a Schedule Trigger



Workflow Training - Scheduled | Workflow Builder | CCSQ QualityNet - Slack

Workflow Training - Scheduled
An example workflow showing the on a schedule trigger

Never published **Finish Up** ...

Start the workflow...

🕒 Starts tomorrow at 8:00 AM and repeats every week on Thursday

Then, do these things

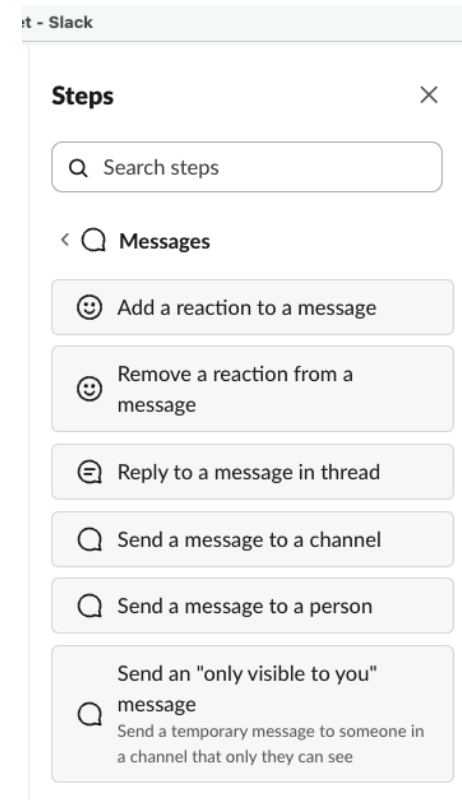
+ Add steps

Steps

Search steps

Steps are actions you can add to a workflow. Choose steps that work in Slack, third-party apps, or custom apps.

- Canvas
- # Channels
- Forms
- List
- Messages
- Users
- Workflow controls
- Custom



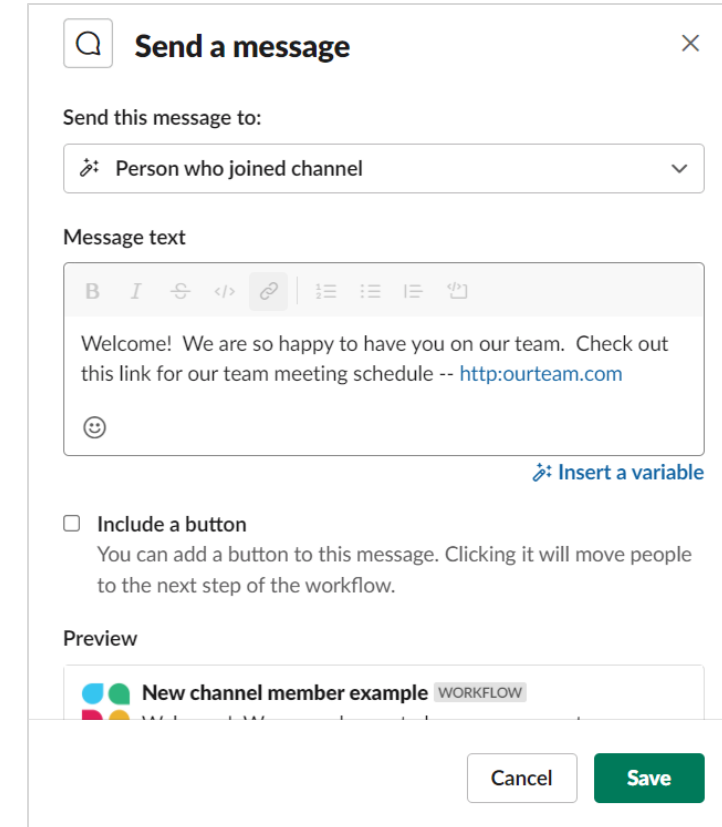
it - Slack

Steps

Search steps

< Messages

- Add a reaction to a message
- Remove a reaction from a message
- Reply to a message in thread
- Send a message to a channel
- Send a message to a person
- Send an "only visible to you" message



Search **Send a message**

Send this message to:

Person who joined channel

Message text

Welcome! We are so happy to have you on our team. Check out this link for our team meeting schedule -- <http:ourteam.com>

Insert a variable

Include a button
You can add a button to this message. Clicking it will move people to the next step of the workflow.

Preview

New channel member example WORKFLOW

Cancel Save

1. Select a Step category on the right side.

2. Select your Step.

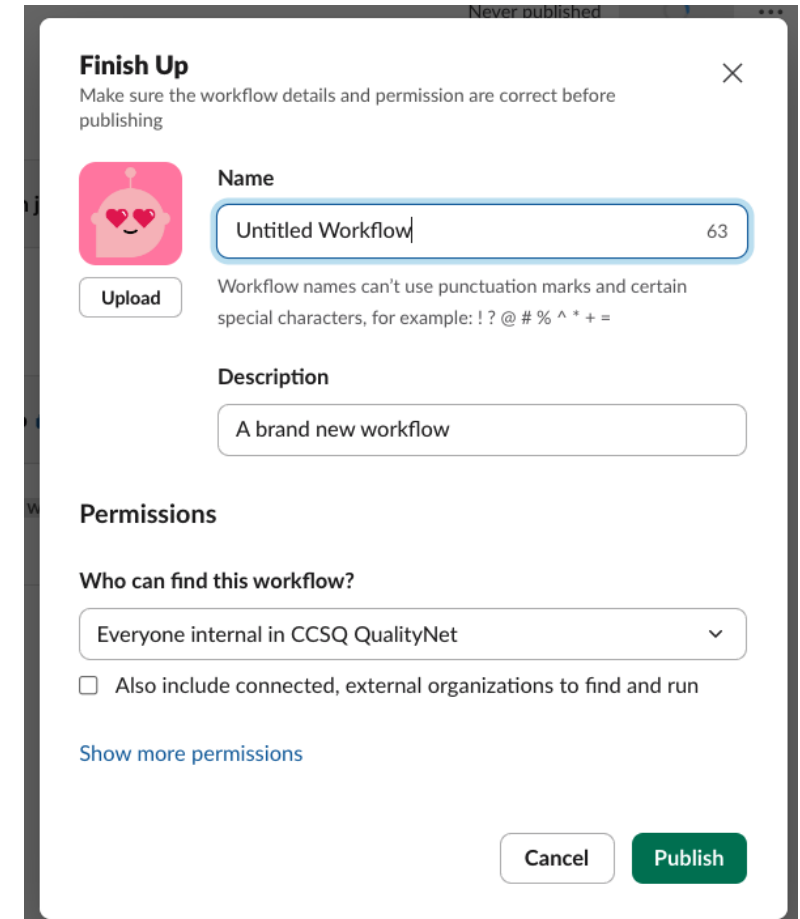
3. Customize Step 1.

Final Steps

New workflows click the **Finish Up** button in the top right




1. Give your workflow a **name** and **description**
2. Select **Permissions** if applicable
3. Click **Publish**



Never published

Finish Up

Make sure the workflow details and permission are correct before publishing

 **Name** 63

Workflow names can't use punctuation marks and certain special characters, for example: ! ? @ # % ^ * + =

Description

Permissions

Who can find this workflow?

▾

Also include connected, external organizations to find and run

[Show more permissions](#)

Miscellaneous Info & Examples

Workflow Templates

You can also create a workflow from available templates.

Open Workflows:

1. Click on workspace name **CCSQ QualityNet**.
2. Click **Tools > Workflow Builder**.

-or-




1. Click **More > Automations**.

View Templates:

1. Click your **Templates** on the left.
2. Select a template from the options on the right.













Workflow Templates

▼ Featured templates

 <p>Weekly updates</p> <p>Send a weekly message to request updates from your team</p>	 <p>New hire onboarding</p> <p>Let newcomers join team channels from a simple link</p>	 <p>Scheduled message</p> <p>Schedule a recurring message to ask for status or project updates</p>
---	--	--

All templates

All connectors ▾

 <p>Scheduled message</p> <p>Schedule a recurring message to ask for status or project updates</p>	 <p>Welcome new channel members</p> <p>Welcome newcomers and let them introduce themselves</p>	 <p>Weekly kudos</p> <p>Celebrate team wins with this weekly message</p>
 <p>New sales deal tracking list</p> <p>Create a list for tracking sales deals</p>	 <p>Emoji reaction notification</p> <p>When someone emoji reacts to a message, send them a link to the message.</p>	 <p>Weekly updates</p> <p>Send a weekly message to request updates from your team</p>
 <p>Weekly meeting agenda</p> <p>Collect agenda topics in a form, share them in channel, and log them in a list</p>	 <p>Weekly canvas status updates</p> <p>Track weekly updates in a team canvas</p>	 <p>Feedback report</p> <p>Log feedback from a form in a list, and then share it in a channel</p>
 <p>Incident response</p> <p>Collect incident info, create a response channel, and track tasks in a list</p>	 <p>New hire onboarding</p> <p>Let newcomers join team channels from a simple link</p>	 <p>PTO request</p> <p>Track PTO request in a list and manage approvals with a form</p>

Learn more

- Learn more about helpful workflow templates:
 - <https://slack.com/blog/productivity/workflow-builder-templates-remote-teams>
 - <https://slack.com/blog/productivity/automate-tasks-in-slack-with-workflow-builder>
- Get Slack certified with workflows:
 - Take the **Automate business processes with Workflow Builder** Slack Certified badge course to strengthen your Slack workflow skills and earn a badge to share upon completion.
 - <https://www.slackcertified.com/automate-business-processes-with-workflow-builder>
- If you're a developer, visit [Slack API](#) for details on building workflow steps for a Slack app.

Example of Standup Form

Create a form ✕

Questions

Tasks you are working on today? ↑ ↓ ✎

Any Blockers? ↑ ↓ ✎

Add a question

Any additional details to share? 16

Choose a question type

Long answer ▼

Make this required

Delete Done

Add Question

Send submitted responses to a channel or to someone in a DM

Remove Cancel Save

Example of Message to go with Standup Form

Note the variables you can include for tracking

Send a message

Send this message to:

Channel where workflow started

Message text

Person who clicked "Standup Notes" is working from
Response to: "Tasks you are working on today?" today.
Response to: "Any additional details to share?"

Include a button

You can add a button to this message. Clicking it will move people to the next step of the workflow.

Preview

Remote Work Status Update WORKFLOW

@Variable User is working from Variable text today.
Variable text

Remove Cancel Save

Example of Project Status Workflow

Project Status

In Progress

Last milestone completed (optional)

got the document

Next Milestone (optional)

needs review

Assigned PM (Optional) (optional)

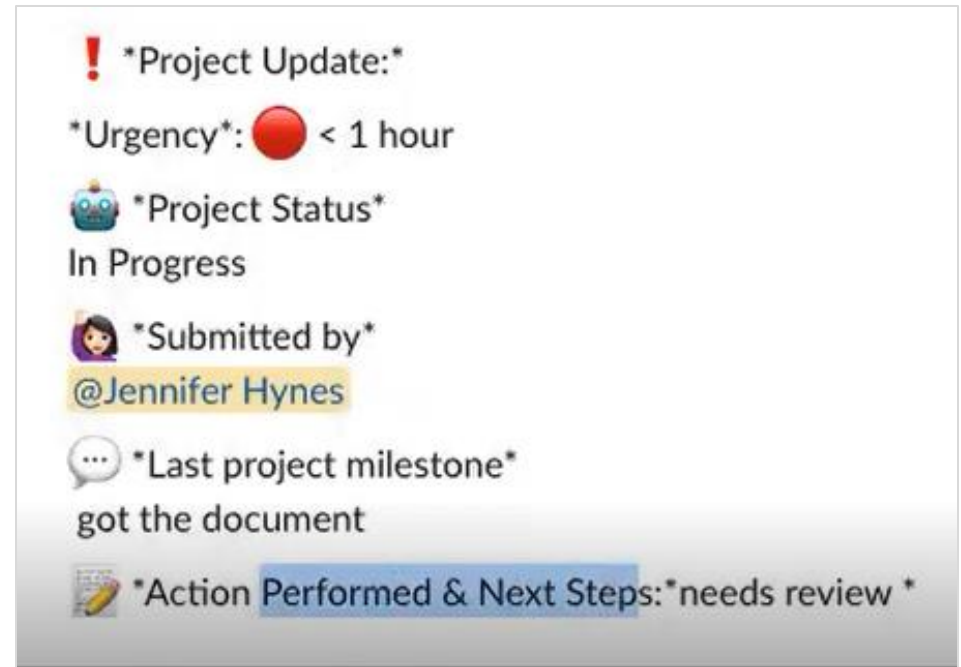
Denise Smith

Urgency of blocker (Optional) (optional)

< 1 hour

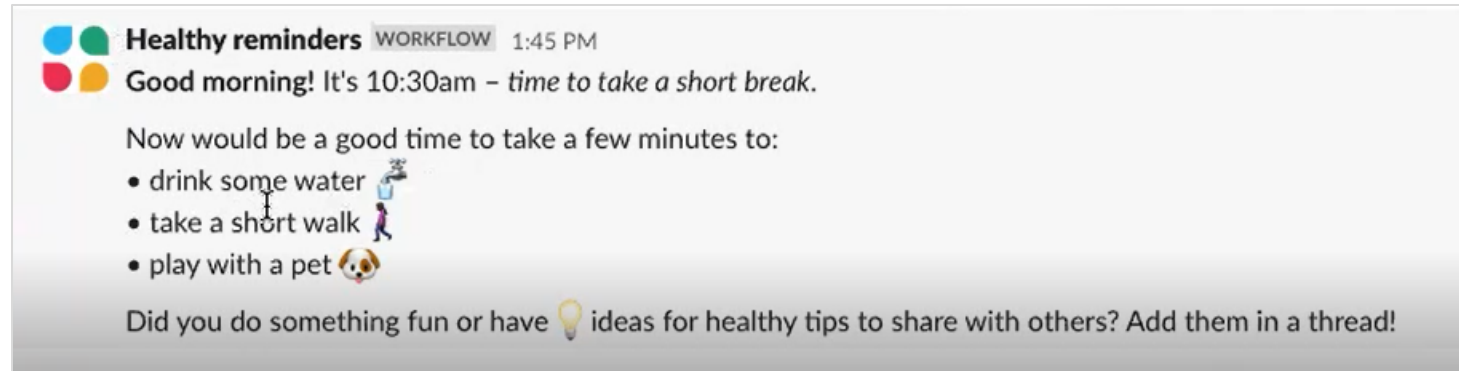
Cancel Submit

Example of Project Status Workflow



Each response seen in channel

Example of Healthy Reminder Workflow



This is a message posted daily in channel by the Workflow.

Workflow Glossary

Trigger	How your workflow will start. You can choose a shortcuts menu trigger to launch your workflow from the menu in a channel, or another trigger to start your workflow automatically when a certain action is taken.
Step	How people interact with your workflow. You can add steps that send messages, custom forms, or use steps from Slack apps to link your workflow to other tools.
Variable	Information submitted to your workflow that can be referenced in steps. More variables will be available to choose from as you add steps to your workflow.
Workflow Manager	A member of your workspace with permission to manage your workflow. Any manager can change or remove steps, manage other manager, and unpublish or delete a workflow.

Training Survey

Thanks for attending!

<https://www.surveymonkey.com/r/96FJ7JK>

We'd love for you to take a minute and fill it out
so we can continue to improve.

REMINDER!

Do NOT Access QualityNet Resources from Outside the U.S.

Lately, there has been an increase in the number of users accessing QualityNet resources from outside the United States (U.S.). This is particularly evident for the Slack application. This notice is a reminder that contractual requirements and security policy prohibit this type of access.

When access from outside the U.S. is detected, the user's HARP roles will be removed (i.e., access will be disabled) until the investigation is complete and the user returns to the U.S.

It is recommended that you remove the Slack app from your phone if you are traveling abroad and reinstall it after you return to the U.S. If this is not feasible, you must log out of CCSQ Slack before you leave the U.S. and do not log in again until you return. Take these steps to ensure you are logged out from all devices:

1. From your desktop, navigate to your Account settings by following this link: <https://my.slack.com/account>.
2. Click Sign out all other sessions and follow the prompts.

Thank you for your attention and cooperation. If you have any questions, please reach out to your CMS Information System Security Officer (ISSO) or Contracting Officer's Representative (COR).