

# Slack Channel Naming Guide

## Default channels

- *#help-slack*
- *#announcements-cms-hcqis*
- *#app-requests*

## General notes about channel names

- Letters, numbers, dashes, and underscores only
- Lowercase with no spaces or periods
- International (non-Latin) channel names are supported
- Limit of 80 characters

## Do be strategic in creating new public channels

- Browse existing channels before you create a new channel. Check whether something exists that is similar.
- Do a thorough job. Clearly state the intent in the channel name, purpose, and topic to make your channel discoverable. Drive good conversation by inviting the right users to join.

## Make sure there's a business reason to create private channels.

- Private channels should be used rarely and only when confidential information needs to be shared amongst a select group of people.

## Channel Naming Conventions Help

- Keep the channel sidebar organized
- Make discoverability and searching easier
- Prevent channel duplicates

## Channel Naming Conventions

- Use standard prefixes
- Create channels for things like:
  - **Teams:** #ado-team, #pm3-team, #hids-team
  - **Help:** #help-it, #help-hr
  - **Projects:** #proj-dev, #proj-planning

## Add channel topic

- The channel topic appears in the channel header (communicate current information). It's a quick way to let the community know what members in the channel are working on or important dates like project deadlines.

## Add channel purpose

- A channel's purpose is a short description of the channel's intended use (overall long-term purpose of the channel). On desktop, it appears when members browse channels as well as in the channel details pane.

## Slack Webinar

- Review Slack webinar for [Getting Started with Channels](#).