

# Your Guide to Slack

## Navigation basics

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

**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 these confidential conversations.

**Direct Messages**  
Talk 1:1 or in groups of up to eight people.

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

**Channel Menu**  
Change notification preferences, invite members, leave the channel, and more

**Channel Details**  
View a channel's members, files, pinned items, and more.

**Channel Settings**  
Adjust notification preferences, invite new members, leave the channel, and more.

**More Items**  
Access files, downloads, the directory, user groups, and more.

**Starred Items**  
Star messages as a personal to-do list or to quickly reference important conversations or files.

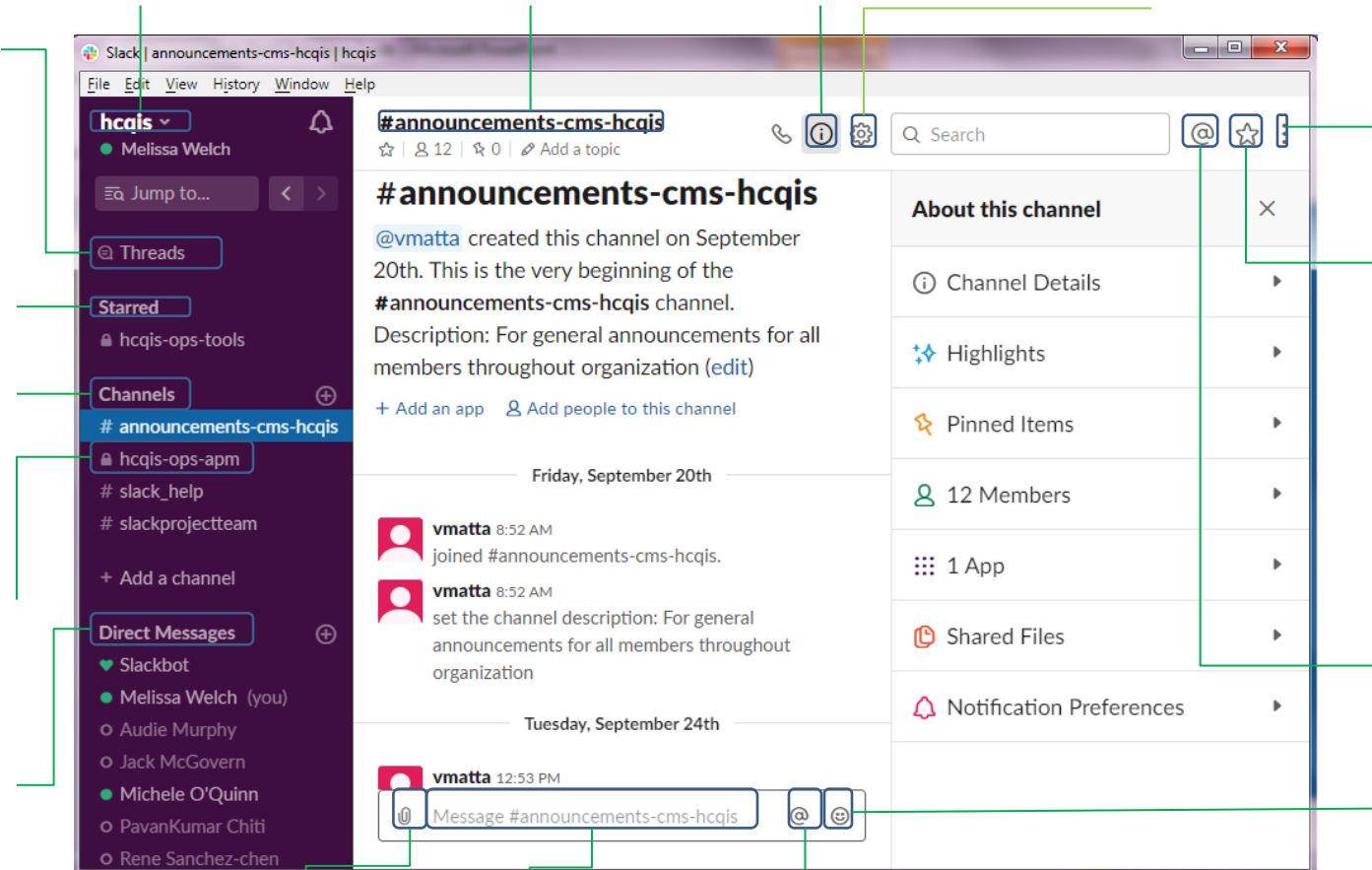
**Activity**  
View messages that mention you and emoji reactions to your messages.

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

**Upload**  
Add files to a conversation or create snippets and posts.

**Messages**  
Write and send messages.

**Mentions**  
Find people to mention in messages.



# Save time using keyboard shortcuts

## Global shortcuts

- Preferences
- Open Quick Switcher
- View shortcuts

## Channel navigation

- Next or previous channel in list
- Next or previous unread channel
- Back or forward in history
- Mark channel as read
- Mark all channels as read
- Browse direct messages
- Change font size
- Move focus to the next element
- Move focus to the previous element
- Set a status

## Messages

- Mark message unread
- Edit your last message
- React to latest message
- Upload a file

## Mac

- cmd ⌘
- cmd ⌘ k
- cmd ⌘ /

- opt ⌥ ↑ ⌘ ↓
- opt ⌥ shift ↑ ⌘ ↓
- cmd ⌘ [ ⌘ ]
- esc
- shift esc
- cmd ⌘ shift K
- cmd ⌘ + cmd ⌘ -
- tab
- shift tab
- cmd ⌘ shift Y

- opt ⌥ Click a Message
- ↑ in empty message field
- cmd ⌘ shift \
- cmd ⌘ U

## Windows

- Ctrl ⌘
- Ctrl ⌘ K
- Ctrl ⌘ /

- Alt ⌥ ↑ ⌘ ↓
- Alt ⌥ Shift ↑ ⌘ ↓
- Alt ⌥ [ ⌘ ]
- Esc
- Shift Esc
- Ctrl ⌘ Shift K
- Ctrl ⌘ + Ctrl ⌘ -
- Tab
- Shift Tab
- Ctrl ⌘ Shift Y

- Alt ⌥ Click a Message
- ↑ in empty message field
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