Your Guide to Slack

Navigation basics

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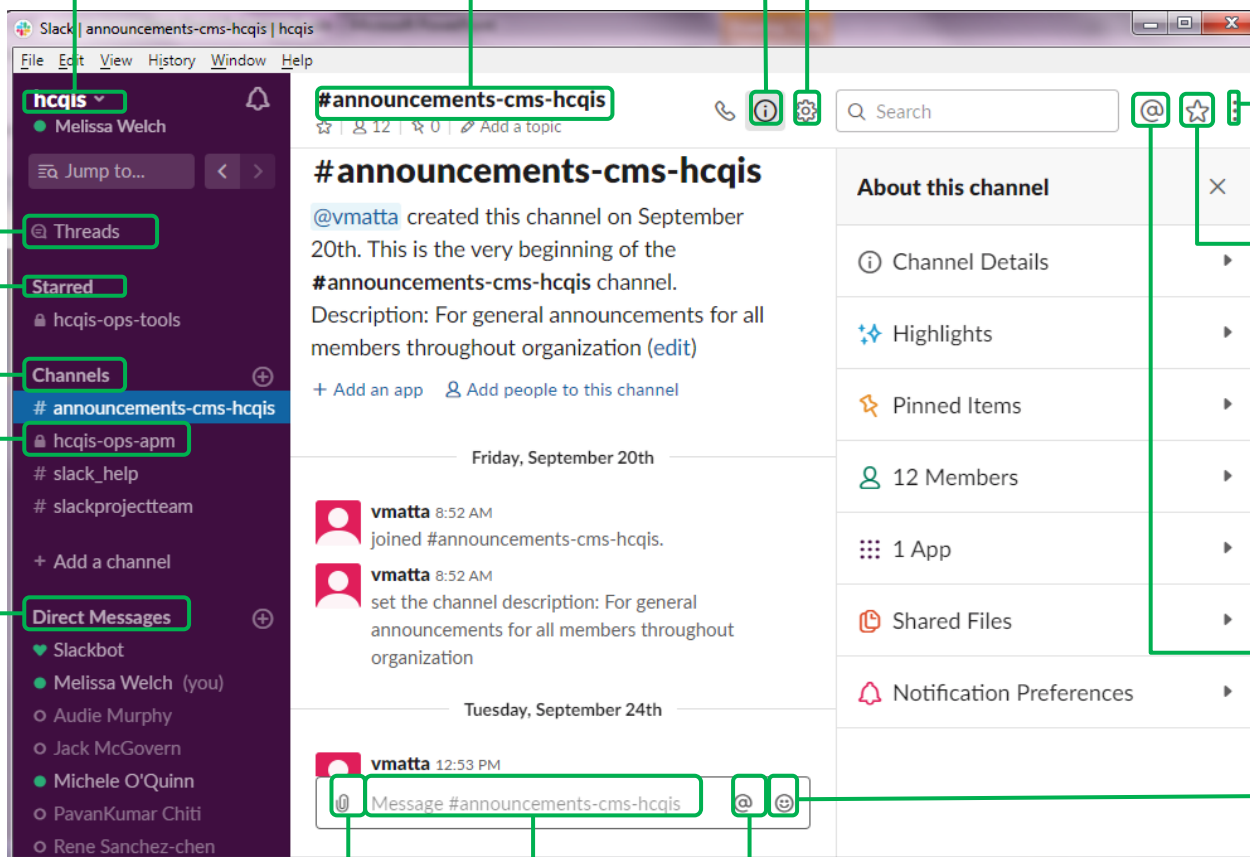View a channel's members, files, pinned items, and more.

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

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

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

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.

Starred Items
Star messages as a personal to-do list or to quickly Reference Important Conversations or files.

Private Channels
Invite others to these confidential conversations.

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

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

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.

Screenshot content

Slack | announcements-cms-hcqis | hcqis

File Edit View History Window Help

hcqis
● Melissa Welch

#announcements-cms-hcqis
☆ 👥 12 📌 0 ✎ Add a topic

🔍 Jump to...

Threads

Starred
🔒 hcqis-ops-tools

Channels ⊕
announcements-cms-hcqis
🔒 hcqis-ops-apm
slack_help
slackprojectteam
+ Add a channel

Direct Messages ⊕
♥ Slackbot
● Melissa Welch (you)
○ Audie Murphy
○ Jack McGovern
● Michele O'Quinn
○ PavanKumar Chiti
○ Rene Sanchez-chen

#announcements-cms-hcqis

@vmatta created this channel on September 20th. This is the very beginning of the #announcements-cms-hcqis channel.
Description: For general announcements for all members throughout organization (edit)

+ Add an app   👥 Add people to this channel

Friday, September 20th

vmatta 8:52 AM
joined #announcements-cms-hcqis.

vmatta 8:52 AM
set the channel description: For general announcements for all members throughout organization

Tuesday, September 24th

vmatta 12:53 PM

🔍 Search

Message #announcements-cms-hcqis

About this channel ✕

ⓘ Channel Details ▶

✨ Highlights ▶

🔀 Pinned Items ▶

👥 12 Members ▶

⋮⋮⋮ 1 App ▶

🕘 Shared Files ▶

🔔 Notification Preferences ▶

Keyboard Shortcuts

Save time using keyboard shortcuts

	Mac	Windows
Global shortcuts		
Preferences	`cmd` `,`	`Ctrl` `,`
Open Quick Switcher	`cmd` `k`	`Ctrl` `k`
View shortcuts	`cmd` `/`	`Ctrl` `/`
Channel navigation		
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` `+` or `cmd` `-`	`Ctrl` `+` or `Ctrl` `-`
Move focus to next element	`tab`	`Tab`
Move focus to previous element	`shift` `tab`	`Shift` `Tab`
Set a status	`cmd` `shift` `y`	`Ctrl` `Shift` `y`
Messages		
Mark message read	`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`