

CCSQ QualityNet Slack Navigation Basics

Workspace Name
Identify if you are in the CCSQ QualityNet workspace (CCSQ community and contractors)

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

Threads
Read side conversations and replies in the threads you follow

Activity
View messages that mention you and emoji reactions to your 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

Attachments & Shortcuts
Click for shortcuts or to add attachments up to 1 GB in size

Video Clips
Record a video message

Audio Clips
Record an audio message

Emoji
Add an emoji (or two) to your message

Mentions
Find people to mention in your messages

Formatting Toolbar
Appears after Formatting icon is clicked

Send
Click to send your message

Video Call
Click to make a call that allows video conferencing. Only visible in direct message channels

Messages
Write and send messages