

CCSQ QualityNet Slack Navigation Basics

Workspace menu
Find your profile, account settings, and more.

Workspace icon
Identify if you are in CCSQ QualityNet workspace. Click and toggle to switch to another workspace to which you belong.

Home
See all your conversations in both channels and DMs.

DMs
A list of all DMs that can be searched and filtered.

Activity
View all your mentions, reactions, threads, and app notifications.

Later
View your reminders and saved messages in one place. The folder is divided into In progress, Archived, and Completed tabs.

More
View canvases, files, workflows (located in Automations), people and user groups, and more.

Create button
Kick off a new huddle, canvas, message or channel.

Profile
Your profile information and Preferences settings.

Workspace name
Identify if you are in CCSQ QualityNet workspace (CCSQ community and contractors).

Filter
Narrow down what activity you'd like to view.

Compose icon
Compose a message specifically addressed to person/channel.

Search bar
Search for any topic or conversation in Slack.

Channel name
Identify the current channel.

Canvas
Use like a bulletin or announcement board.

Threads
Read side conversations and replies in conversations you follow.

Starred
Star channels or DMs to bring them to the top your list.

Direct messages
Talk 1:1 or in groups up to 9 people.

Attachments
Click to add attachments up to 1GB in size.

Formatting
Click to open text formatting toolbar.

Emojis & GIFs
Add an emoji (or two) to your message.

Mentions
Find people you want to mention in messages.

Video clips
Record a video message.

Audio clips
Record an audio message.

Shortcuts
Click for shortcuts.

Formatting toolbar
Appears after Formatting icon is clicked.

Message composition box
Write and send.