

CCSQ QualityNet Slack Navigation Basics

Workspace Menu
Find your profile, account settings, and more

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

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

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

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

Messages
Write and send messages

Send
Click to send your message

Formatting Toolbar
Appears after Formatting icon is clicked

Formatting
Click to open text formatting toolbar

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 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 ⌘ -
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