

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: Test Goldband.

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.

Formatting toolbar
Appears after Formatting icon is clicked.

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

Shortcuts
Click for shortcuts like GIFs.

Formatting
Click to open text formatting toolbar.

Emoji
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.

Message composition box
Write and send.

Save time using keyboard shortcuts

Keyboard Navigation Basics

Use the keyboard shortcuts below to navigate between elements from either the desktop app or Slack in a browser. You'll know an element is in focus when it's surrounded by a blue outline, or when a text cursor is blinking in a message field.

Action	Desktop app shortcut	Browser shortcut
Move focus to the next section		Mac:
	or (Mac only)	Windows/Linux:
Move focus to the previous section		Mac:
	or (Mac only)	Windows/Linux:
Move focus within the current section	or 	or

Move focus between items in a list, ex. messages, channels, etc.	or *	or *
	Mac: 	Mac:
Move focus to first unread message		Windows/Linux:
Move to the oldest message		
Move to the most recent message		

*If using a screen reader on Windows, you may need to toggle the virtual cursor off so shortcuts provided by your screen reader don't collide with Slack shortcuts.



Note: If you're not typing a message and there aren't any menus open, pressing will mark messages as read.

Open a Conversation

Follow the steps below to open a channel or direct message (DM):

Open a conversation


Follow the steps below to open a [channel](#) or [direct message \(DM\)](#):

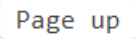
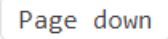










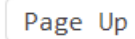




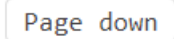



- 1 Press (Mac) or (Windows/Linux).
- 2 Type the name of a channel or person into the search field.
- 3 Press to open the conversation.




Tip: To open a conversation in [a new window](#), focus on the name of a channel or DM in your sidebar, then press + (Mac) or + (Windows/Linux).

Read Messages In a Conversation



Move focus to the empty message field and press  to start navigating between individual messages. Then, use any of these keys:

-  or  to jump up or down.
-  to go to the oldest message.
-  to go to the most recent message.
-   (Mac) or   (Windows/Linux) to move focus to the first unread message.
-    (Mac) or   (Windows/Linux) to scroll to the start of the previous day's messages.
-    (Mac) or   (Windows/Linux) to scroll to the start of the next day's messages.
-  to scroll through messages.
-  to enter the thread associated with a message. Within the thread, all of the above keys will function the same way. Press  from anywhere in the thread to navigate back to the main conversation.






Tip: Continuously pressing  will allow you to explore channels you don't have [permission to post in](#).


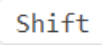

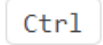


Interact With Messages In a Conversation


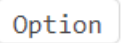
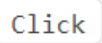

- 1 When focused on the empty message input field, press  to start navigating between individual messages.
- 2 When focused on a message, press  to scroll through links, attachments, etc. or use [contextual one-key shortcuts](#) to take actions (like editing, replying, or sharing) quickly.



Tip: To open the Message Actions menu, you can press   (on Mac, with full keyboard access enabled) or the  key (on Windows).

Navigate Unread Messages

Press    (Mac) or    (Windows/Linux) to open the Unreads view, then use these keys to review your unread messages:

-  or  to move between individual messages.
-   (Mac) or   (Windows/Linux) to mark a single message as unread.
-  or  to expand or collapse a group of messages.
-  to mark a group of messages as unread.