

CCSQ QualityNet Slack Navigation Basics

Workspace Name
Identify if you are in the CCSQ QualityNet Slack workspace (CCSQ Community, including 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 conversation or topic in Slack

Profile
Edit your photo 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.

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 eight people

Shortcuts
Use keyboard shortcuts to get around quickly

Mentions
Tag/ping people to mention in messages

Emoji
Add an emoji (or two) a conversation to your message

Attachments
Add files up to 1 GB in size to (or two) a conversation to your message

Video or Audio Clips
Record video or audio clips to send within your message

Send
Click to send your message

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 ⌞ -
- Tab
- Shift ⌥ Tab
- Ctrl ⌞ Shift ⌞ Y

- Alt ⌥ Click a Message
- ↑ in empty message field
- Ctrl ⌞ Shift ⌞ \
- Ctrl ⌞ U