

# 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

**Drafts & Sent**  
View messages that you've started drafting, but not yet sent. Also view Scheduled and Sent 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**  
Click to add attachments up to 1 GB in size

**Formatting**  
Click to open text formatting toolbar

**Emoji**  
Add an emoji (or two) to your message

**Mentions**  
Find people to mention in messages

**Video Clips**  
Record a video message

**Audio Clips**  
Record an audio message

**Shortcuts**  
Click for shortcuts

**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

**Canvas**  
Window used like a bulletin board for each channel and DM

**Messages**  
Write and send messages

**Send**  
Click to send your message

**Formatting Toolbar**  
Appears after Formatting icon is clicked

# 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