

Slack Beginner's Guide:



Sidebar

ResistSTL ▾

- Mitch Pohlkamp (YodaRu...)

CHANNELS (3)

- # announcements
- # social

DIRECT MESSAGES (8)

- ♥ slackbot
- Mitch Pohlkamp (YodaRu...)
- Dan Gioia (TaskmasterD...)
- Dave Phelps (tippening)
- Michael Finley (BIGfn8...)
- Rennie Stonewall (AnUn...)
- Wes Terrill (wstraycat)

Mitch Pohlkamp (Yo...)
@yodarunner

- Profile & account
- Preferences
- Set yourself to away
- Help & feedback

Adjust your account settings

Customize your notification settings

Silence all notifications

Browse all 3 channels

🔍 Search channels Sort by Channel Name & Membership ▾

Channels you belong to

announcements JOINED 👤 7

Created by Michael Finley (BIGfn86) on January 12th, 2016

This channel is for team-wide communication and announcements. All team members are in this channel.

Direct Messages

Find or start a conversation Go

Recent conversations

- Rennie Stonewall (AnUnknownAgent)** ○ anunknownagent about 20 hours ago
- Michael Finley (BIGfn86)** ○ bigfn86 about 21 hours ago
- slackbot** ♥ about 22 hours ago
Hello, What's up?
- Dan Gioia (TaskmasterDan)** ○ taskmasterdan
- Dave Phelps (tippening)** ○ tippening
- Mitch Pohlkamp (YodaRunner) (you)** ● yodarunner Moderator

Slackbot can be messaged with slack questions to ask for help

You can write yourself messages in order to remember things for later (i.e. To Do lists, portals that you need to hit later, etc.)



Slack Beginner's Guide:

Profile & Account

Mitch Pohlkamp (Yo...)
@yodarunner

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< Team Directory

Mitch Pohlkamp (YodaRunner) ●
Moderator

Edit Profile Account Settings

Username @yodarunner
Timezone 17:28 local time (change)

Edit your profile

First name Profile photo

Last name

What I do
Let people know what you do at ResistSTL.

Phone number
Enter a phone number.

Skype
This will be displayed on your profile.

Account

Settings Notifications Profile Access Logs Team Settings

A Username expand

B Password expand

Two-Factor Authentication expand
Two-Factor authentication is inactive for your account.

Email Address expand
Your email address is mitchell.pohlkamp@gmail.com

Time Zone expand
Slack uses your time zone to send summary and notification emails, for times in your activity feeds, and for reminders. Your time zone is currently set to: (UTC-06:00) Central Time (US and Canada).

- A. Change your username (please use your IGN)
- B. Change your password

Notifications can be changed by going to the proper tab but an easier way is shown on the next page



Slack Beginner's Guide:

Preferences

Mitch Pohlkamp (Yo...
@yodarunner

Profile & account
Preferences
Set yourself to away
Help & feedback

Notifications
Messages & Media
Sidebar Theme
Search
Mark as Read
Advanced

Each of these bars opens up a new window where preferences can be selected

Notification Settings
Send notifications for: All activity Sound: Knock Brush Display: Show text

Do Not Disturb

Click to expand settings options

Message Display

Message Theme

- Clean: Clear, friendly, and focused.
- Compact: The most messages you can fit on screen at once.

Display Options

- Display information about who is currently typing a message
- Display real names (team default) instead of usernames

Click to expand settings options

Sidebar Theme

Customize the look of the ResistSTL team. Only you will see this.

- Aubergine
- Hoth
- Monument

There are many different settings which can be toggled and tweaked in each of these windows. These settings are ultimately up to the user and can be adjusted as one becomes more familiar with Slack.

Mark as Read

Slack marks a channel read as soon as you view it. You can change this if you'd like.

When I view a channel:

- Start me where I left off, and mark the channel read
- Start me at the newest message, and mark the channel read
- Start me at the newest message, but leave unseen messages unread

Shortcuts

- Mark a channel as read by hitting the Esc key

Slack Beginner's Guide:



Chatting

ResistSTL ▾
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social

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○ Rennie Stonewall (AnUn...
● Wes Terrill (wstraycat)

#social
6 members | Non-work banter and water cooler conversation

Today

Michael Finley (BIGfn86) 15:34
Howdy!

Dan Gioia (TaskmasterDan) 15:35
hello

Michael Finley (BIGfn86) 18:04
Farm at 7:30?

Mitch Pohlkamp (YodaRunner) 18:06
yessir

+ Message #social

Opens up the Channel Details sidebar (see below)

Add pictures or files Type messages here Add emoticons

About #social ✕

- Channel Details
- Pinned Items
- 2/6 Members
- Shared Files
- Notification Preferences

- Topic and purpose of the channel
- Posts that have been pinned to be easily accessed for future use
- Member list; the "2" in this case means 2 channel members are currently online
- A list of all files shared to this specific channel
- Set unique notification preferences for this channel

🔍 Search

Frequently Used

😊 ❤️ 👍 🍷 🙌

People

👤 👥 👨 👩 👧 👦 👶 👷 👮 👮 👮 👮 👮 👮 👮 👮 👮 👮