

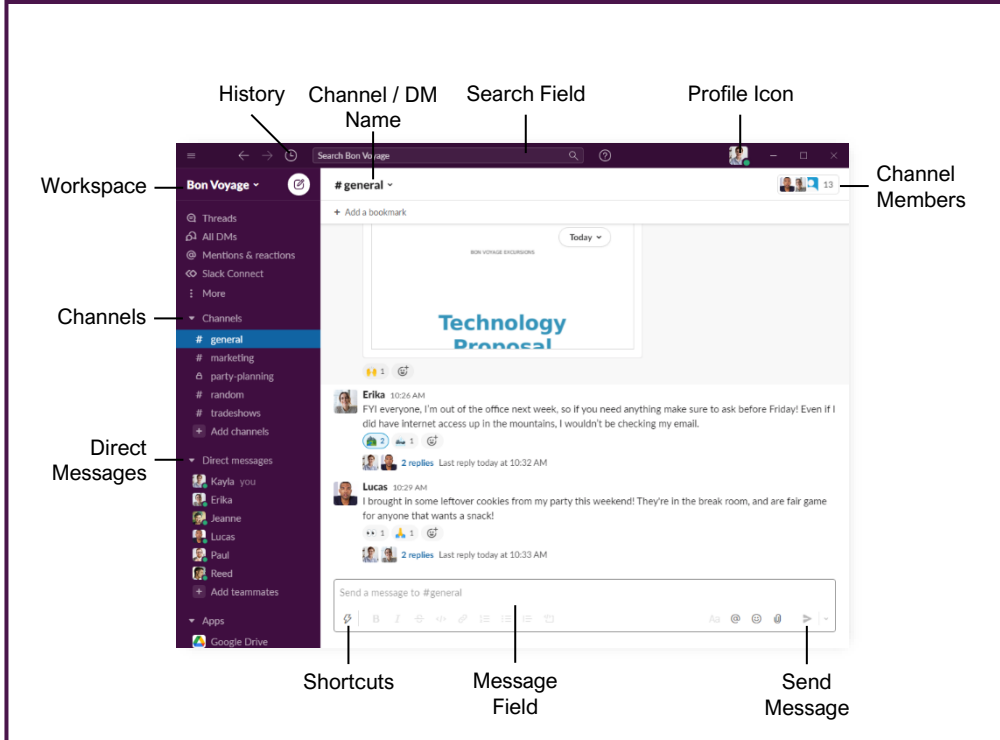


# Slack

## Quick Reference Guide



### The Slack Program Screen



### Keyboard Shortcuts

#### General

New message.....	<b>Ctrl + N</b>
Set your status .....	<b>Ctrl + Shift + Y</b>
Preferences.....	<b>Ctrl + ,</b>
Toggle left sidebar .....	<b>Ctrl + Shift + D</b>
Toggle right sidebar .....	<b>Ctrl + .</b>
Upload a file .....	<b>Ctrl + U</b>
View all downloads .....	<b>Ctrl + Shift + J</b>
Create a text snippet .....	<b>Ctrl + Shift + Enter</b>
Add emoji reaction.....	<b>Ctrl + Shift + \</b>
Open the directory.....	<b>Ctrl + Shift + E</b>
Search .....	<b>Ctrl + G</b>
Search a conversation .....	<b>Ctrl + F</b>
Toggle full-screen .....	<b>Ctrl + Shift + F</b>
Go back in history.....	<b>Alt + ←</b>
Go forward in history.....	<b>Alt + →</b>
Next unread .....	<b>Alt + Shift + ↓</b>
Previous unread .....	<b>Alt + Shift + ↑</b>
Mark all messages in conversation as read .....	<b>Esc</b>
Mark all messages as read.....	<b>Shift + Esc</b>
Mark a message as unread.....	<b>Alt + Click</b>

#### Change Views

Threads.....	<b>Ctrl + Shift + T</b>
DMs.....	<b>Ctrl + Shift + K</b>
All Unreads.....	<b>Ctrl + Shift + A</b>
Mentions/Reactions .....	<b>Ctrl + Shift + M</b>
Saved Items .....	<b>Ctrl + Shift + S</b>
Browse channels .....	<b>Ctrl + Shift + L</b>
Conversation details .....	<b>Ctrl + Shift + I</b>

#### Call Controls

Toggle mute .....	<b>M</b>
Toggle video.....	<b>V</b>
Invite people to a call .....	<b>+</b>

#### Format Messages

Create a new line.....	<b>Shift + Enter</b>
Bold .....	<b>Ctrl + B</b>
Italicize.....	<b>Ctrl + I</b>
Strikethrough.....	<b>Ctrl + Shift + X</b>
Hyperlink.....	<b>Ctrl + Shift + U</b>
Code.....	<b>Ctrl + Shift + C</b>

### Getting Started

**Sign In to Slack:** Click the **Sign In to Slack** button, enter your email address, click **Sign In with Email**, check your email for the message with the login code, then enter the login code into the login code field.

**Sign Out of Slack:** Click your profile icon, then select **Sign Out of [your workspace]**.

**View a Direct Message:** Click someone's name under the Direct Messages heading in the sidebar.

**View a Channel:** Click a channel's name under the Channels heading in the sidebar.

**View Threads:** Click the **Threads** link in the sidebar.

**View All Direct Messages:** Click the **All DMs** link in the sidebar.

**View Mentions & Reactions:** Click the **More** link in the sidebar, then select **@ Mentions & Reactions**.

**View All Unreads:** Click the **More** link in the sidebar, then select **All Unreads**.

**View History:** Click the **History** button at the top of the window. Select an item from the history menu to view it in context.

**Set a New Status:** Click your profile icon, select **Update your status**, and select a suggested status or enter a new status. Click the status emoji, select a relevant emoji, click the **Clear After** menu, select when you want the status cleared, then click **Save**.

**Clear a Status:** Click your profile icon, then select **Clear Status**.

**Change Availability:** Click your profile icon, then select **Set yourself as away** (or **Set yourself as active**).

**View your Profile:** Click your profile icon and select **View Profile**.


**Edit your Profile:** Click your profile icon, select **Edit Profile**, edit the information in the available fields, then click **Save Changes**.

**Pause Notifications:** Click your profile icon, select **Pause Notifications**, then select how long to pause notifications for.


**Change a Channel's Notifications:** Right-click a channel in the sidebar, select **Change Notifications**, select which notifications you want to see, then click **Save Changes**.

**Mute a Channel or DM:** Right-click a channel or DM, then select **Mute Channel / Conversation**.

## Messaging

**Start a New Direct Message:** Click the  **New Message** button, then enter the name(s) of the person(s) you want to message or select their name(s) from the suggestions list. Click in the message field, enter a message, then click **➤ Send**.

**Send a Message to a Channel:** Click a channel in the left pane to view that channel, click in the message field, enter a message, then click **➤ Send**.

**Reply to a Message in a Channel:** Hover your mouse cursor over a message in a channel, click the  **Reply to thread** button, enter a message in the reply field, then click **➤ Send**.


**Mention a Person in a Message:** While composing a message, type the '@' symbol, type a person's name or select them from the suggestions list, then finish the message and click **➤ Send**.


**Tag Everyone in a Channel:** While composing a message, type the '@' symbol, type 'channel' to tag everyone in the channel or 'here' to notify everyone that's currently online, then finish the message and click **➤ Send**.


**Format Message Text:** Select the text in the message field that you want to format, then click one of the formatting buttons (bold, italicize, strikethrough, hyperlink, numbered or bulleted list, quote, code, or code block).

**Use Quick Text Formatting:** Use the following formatting shortcuts to apply formatting while typing, without using the formatting buttons.

*Bold*	<b>Bold</b>
_Italics_	<i>Italics</i>
-Strikethrough-	<del>Strikethrough</del>
`Computer Code`	<code>Computer Code</code>
* List Item	• List Item
1. List Item	1. List Item

**Insert Emoji:** Click the  **Emoji** button below the message field, click a category or search for an emoji, then click an emoji to insert it into the message field.

**React With an Emoji:** Hover your mouse cursor over a message, then click an emoji reaction in the popup menu. You can also click the  **Find another reaction** button to select an emoji from the menu.


**Save a Message:** Hover your mouse cursor over a message, then click the  **Add to saved items** button.

## Channels


**Create a Channel:** Click **Add Channel** at the bottom of the Channels list, then select **Create a new channel**. Enter a channel name and description, choose whether to make the channel private or public, then click **Create**. Enter the names for people to invite and select them from the suggestions list, then click **Add**, or click **Skip for Now** to invite people later.

## Channels

**Join a Channel:** Click **Add Channel** at the bottom of the Channels list, then select **Browse All Channels**. Hover your mouse cursor over a channel and click **Join**, or click a channel to preview it first.


**Sort Channels:** While browsing the channel list, click the  **Sort** button, then choose a sorting method.

- Oldest or Newest
- Most or Fewest Members
- A to Z (or Z to A)

**Filter Channels:** While browsing the channel list, click the  **Filter** button. Click the **Channel Type** menu arrow and select a channel type:

- Public channels
- Private channels
- Archived channels

**View a Channel's Membership:** Click a channel in the left pane, then click the member profile icons at the top.

**Invite Someone to a Channel:** Click a channel in the left pane, then click the member profile icons at the top. Click  **Add People**, enter someone's name or email address, select them from the Suggestions list, then click **Add**.


**Remove Someone from a Channel:** Click a channel in the left pane, then click the member profile icons at the top. Click the **Remove** button next to someone's name, then click **Yes, Remove Them**.


**View a Channel's Details:** Click a channel in the left pane, then click the name of the channel at the top of the window.

**Edit a Channel's Details:** Click a channel in the left pane, then click the name of the channel at the top of the window. Click the **Edit** button for the topic or description, edit the topic or description in the text field, click **Save**, and then click **Close**.

**Leave a Channel:** Click a channel in the sidebar, click the name of the channel at the top of the window, click **Leave Channel**, then click **Leave Channel** again to confirm that you want to leave.


## Calls



**Make a Call:** Open a direct message conversation with a person or click their name to display their profile card. Then, click the  **Call** button.


**Make a Group Call:** Open a direct message conversation with a group of people, click the  **Call** button, then click the **Start Call** button to confirm that you want to start the call.


**Start a Channel Call:** View the channel you want to call, click the channel's name to display the Details window, and click the **Start a Call** button. Then, click the **Start Call** button to confirm that you want to start the call.



## Calls

**Send an Emoji Reaction in a Call:** While in a call, click the  **Reactions** button, then select an emoji reaction.

**Send a Text Reaction in a Call:** While in a call, click the  **Reactions** button, click the  **Type Message** button, enter a message, then click **➤ Send**.

**Add a Person to a Call:** While in a call, click the  **Add People** button. Enter the name or email address of the person you want to add, select that person from the suggestions list, then click the **Invite** button.

**Share a Link to a Call:** While in a call, click the  **Add People** button, click the **Copy link** button, then paste the call link into an instant message or email.

**Share Your Screen on a Call:** While in a call, click the  **Share Screen** button, select a desktop or window, then click the **Share** button. Click the  **Stop Sharing** button when you're finished sharing.

## Productivity Tools

**Star a Conversation or Channel:** View the conversation or channel you want to star, click the name of the conversation or channel at the top of the window, and click the **Star Conversation / Channel** button. Select **Starred**, then click **Close**. Or, right-click a conversation or channel in the left pane and select **Star Conversation / Channel**.

**Create a New Sidebar Section:** Click the **Section Options** button next to the Channels or Direct Messages heading in the sidebar. Select **Create New Section**, give the section a name, then click **Create**.

**Add a Conversation or Channel to a Section:** View the conversation or channel you want to move, click the name of the conversation or channel at the top of the window, and click the **Star Conversation / Channel** button. Select a section, then click **Close**.

**Add Notification Keywords:** Click your profile icon, select **Preferences**, click in the **My keywords** text field on the Notification preferences tab, enter keywords separated by commas, then click the **Close** button.

**Create a Reminder:** Click the **Shortcuts** button, select the **Slack** app, then select **Set yourself a reminder**. Select a date and time, enter a description, then click **Create**.

**View your Reminders List:** Click **View Reminders** in the confirmation message after creating a reminder; or, enter the command `/remind list` in the message field.

**Mark a Reminder as Complete:** Click a reminder's notification when it appears; or, click the **Slackbot** direct message, then click the reminder's **Mark as Complete** button.