

Virtual Panel Slack Community

Slack Onboarding

Table of Contents

What is Slack?	2
Getting Started with Slack	2
Navigating Slack	2
Guidelines	3
Basic Actions in Slack	4
Posting, Reacting, and Bookmarking	4
Creating a New Post	4
Organizing Posts	5
Posting in a Channel	6
Posting in a Direct Message	6
@Mentions	7
More resources.....	7

What is Slack?

Slack is a messaging board where people in different locations can share ideas, resources, feedback and start conversations on their own time. Only people who are invited by our administrator, Laura Trent, can access our Slack community, and your conversations are not publicly searchable.

Getting Started with Slack

We recommend watching three videos to get a feel for how to use the basic features of Slack:

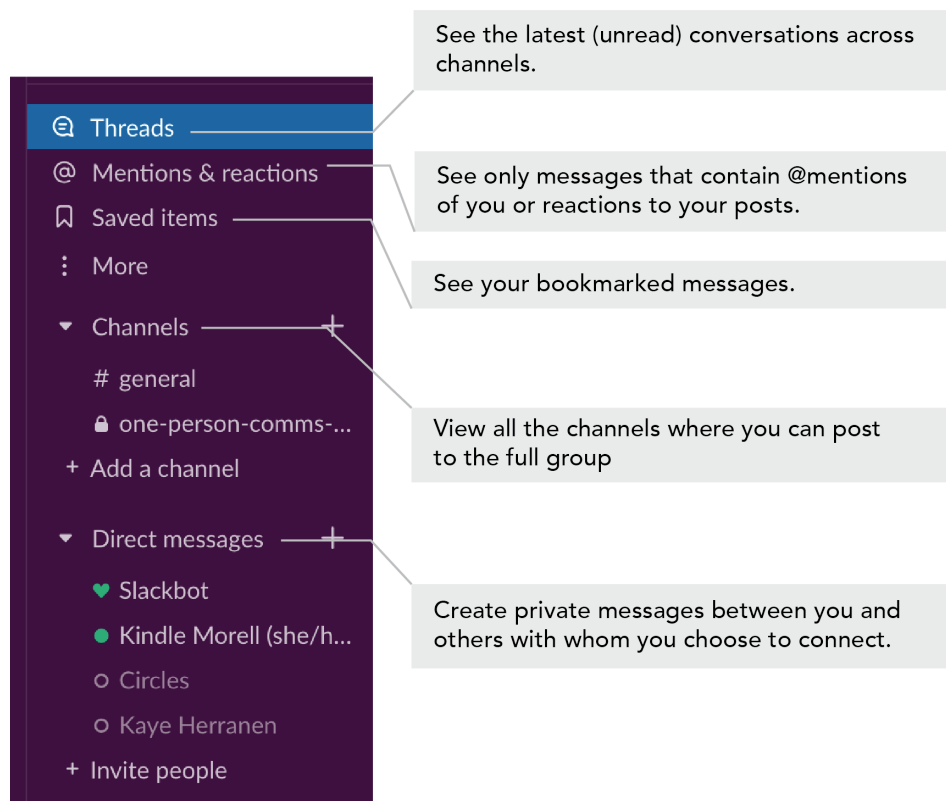
- [Quick start guide to Slack](#): This tutorial covers what Slack looks like for work teams, and shares some basic navigation tips. When you join our Slack Community, you will automatically be added to a #general channel where you can say hello and introduce yourself to the full group. This is the main channel that we'll use for our discussions and general updates. As conversation themes emerge (e.g., equity, assessments) we may create different channels for panelists to join based on what is of interest to them. You will drive what channels are created based on the natural conversations emerging.
- [Overview of Chat and Channels](#): This video gives a summary of how to communicate with the group (through channels) and with one person or more (through direct messages). Note: to participate in a channel outside the #general channel you have to join the channel.
- [Overview of Slack notifications](#): This video will help you customize your Slack notifications to fit your personal preferences, an important step as you onboard to the platform.

For a lot of people, the best way to understand Slack is to try it out — and we're here to help you. If you ever have any questions about how to use Slack, or if you learn a cool trick that works for you, you can post it in our #slack_tips channel for everyone to benefit from.

Navigating Slack

In our Slack community, you will communicate through a) channels, or b) direct messages. Both of these are located in the left menu bar (pictured below). "Channels" are open to all members of the community and will be moderated by the [REDACTED] team. "Direct messages" are private chats that you create yourself on an as-needed basis, and only the person you invite to it will see it.

Main Navigation: Left Menu Bar



Guidelines

Before getting into too much detail, it's useful to understand the guidelines we'll follow to ensure cohesive community conversations:

1. **Thread messages when you can:** When you're having a discussion with many people at once, things can get a little confusing, and ideas and opinions can get lost in the shuffle. [Using threads](#) when you can helps everyone keep up with and understand the conversations.
2. **Keep side conversations in Direct Messages (DMs):** Not every conversation needs to be public via channels. Feel free to use direct messages to have quick side conversations or connect with someone directly. However transparency matters, and most conversations should happen in our public channels so that they're searchable by all members.
3. **Protect your personal time:** Our conversations are fluid and there will be a continuous stream of conversation throughout each day. However, no one is expected to be available every minute of every day. Pause notifications and let others know that you aren't receiving message notifications by [setting your profile to Do Not Disturb](#). Ensure you take separate steps to control notifications on your [iOS](#), [Android](#), and [Windows](#) phones.

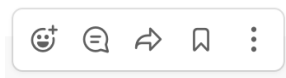
Basic Actions in Slack

Posting, Reacting, and Bookmarking

Whether posting to a channel or direct message, there are four options for interacting:

1. Start a new post - these are like new conversations, usually unrelated to the other messages on the board or presenting a new twist on an idea;
2. Start a thread - these are like continuing conversations, where you can comment on an existing post;
3. React to a post with an emoji; and/or
4. Bookmark a post that you'd like to save for later.

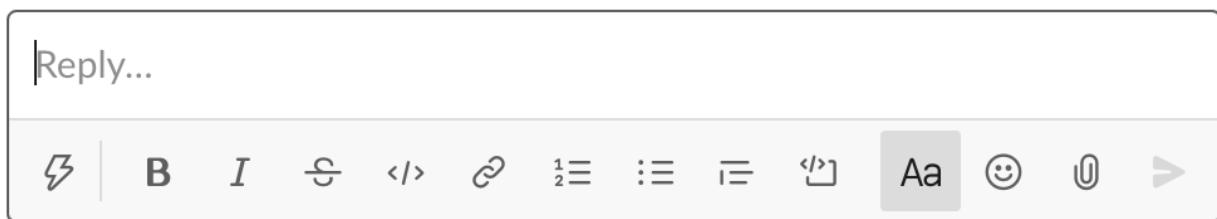
When you hover over an existing post, you'll get a menu of options for engaging with the post in the upper-right corner of the message:



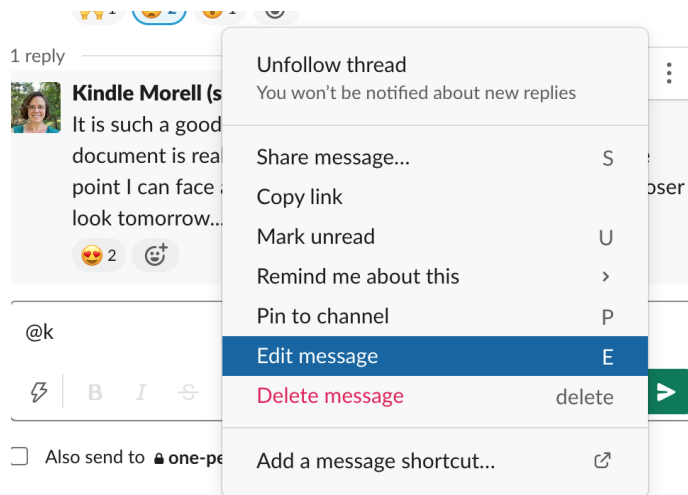
Add emoji, Reply to thread, Share, Bookmark, and More actions

Creating a New Post

The box where you type your messages has common formatting options for stylizing your posts, as well as an ability to add emojis, links, lists, and more (pictured below). When you write a post in Slack, every time you hit the "return/enter" key, you'll create a new post. To create paragraphs within a post, click shift+return/enter.

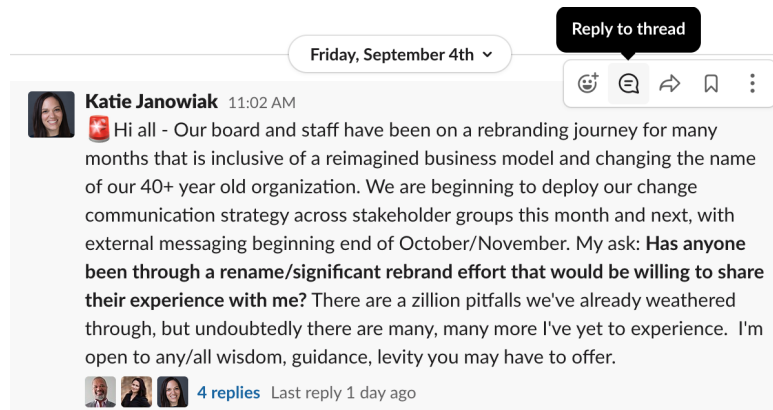


Don't worry if you make a mistake. You can always edit or delete your post by clicking on the three dots at the top-right corner of your post  and choosing "More actions" (pictured below).



Organizing Posts

To keep comments organized, please thread your post (#2 above) if you are reacting to another person's post. The comment icon  will allow you to choose "Reply to thread." You can also click on the "replies" to a message (located at the bottom of the message - see below) to add to everyone else's comments on a post. Note: It's common to forget to do this when you start out on Slack, but you'll get the hang of it. [Watch the screencast](#) for a more detailed demonstration. *Note, the screencast was made in an example Slack Community.*

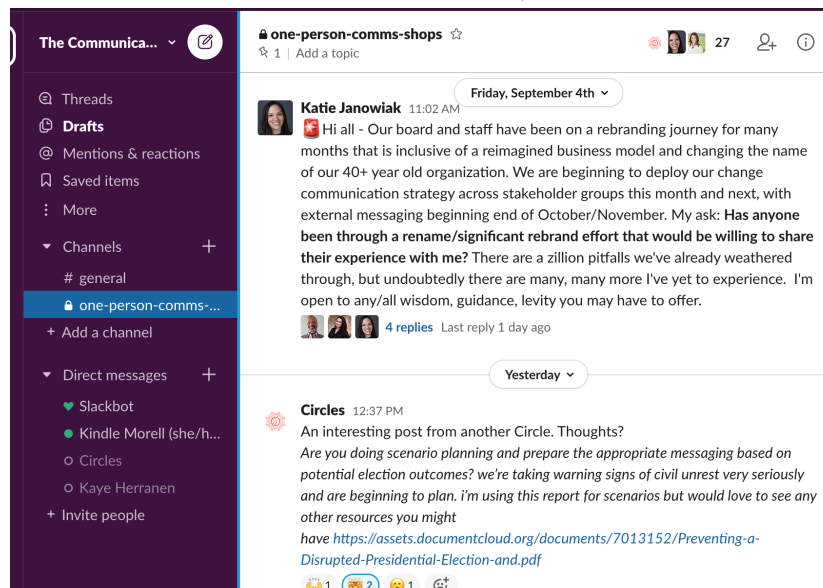


To save a post, choose the "Bookmark" option  located at the upper-right corner of each post (pictured below). You'll find all of your bookmarked items in the left menu bar, under the bookmark icon and called "Saved Items."



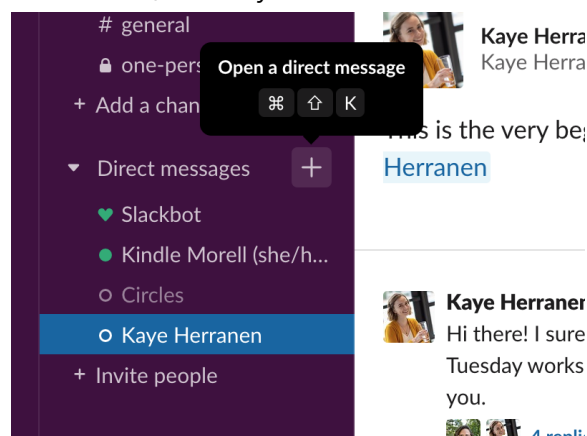
Posting in a Channel

To post in a channel click the channel name to highlight it. This will bring up all messages within the channel. From here, you can start a new message, use the emojis to react to a post, open “replies” to see others’ comments, or use the “reply to thread” function.



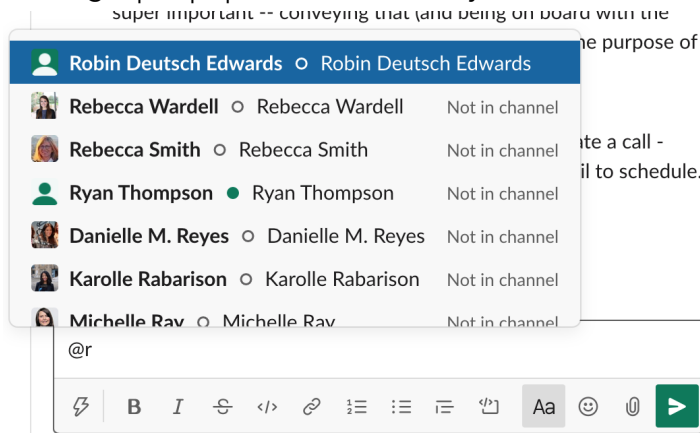
Posting in a Direct Message

To post a direct message, click on the plus sign (+) next to the “Direct messages” drop-down menu. This will bring up a “To:” field, where you can search for others from the group.



@Mentions

Like many social media platforms, Slack has an @mention feature. When you are making a post in a channel, you can @mention someone to get their attention. Slack makes this easy by creating a pre-populated list of everyone within the community (see below).



Use the table below as a quick cheat sheet of how these basic actions work.

Your action	What will happen
You write a message in a public channel.	All members of that channel will see it, including those who will join the channel later on.
You post a message to someone in direct messages ('DM').	Only that person will see it.
You bookmark a message or channel.	Only you can see your bookmark, and it will allow you to save and quickly access the messages most important to you.
You @mention someone in a channel	All members of the channel will be able to see the post, and the person you @mentioned will be notified that you mentioned them.

More resources

Want a step-by-step guide for all the features in Slack? Check out the [Slack Quick Start Guide](#). Slack also offers many resources and tutorials through their [Slack 101 website](#).