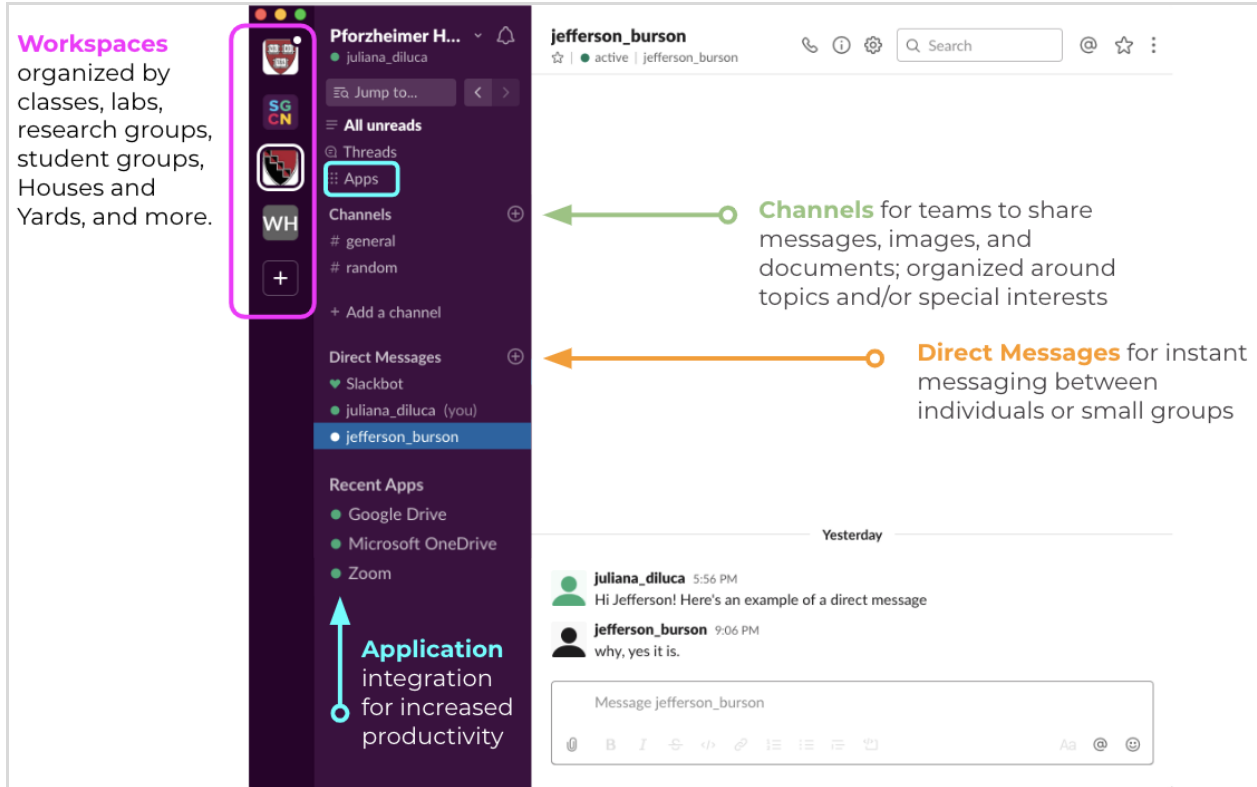


Slack Quick Start Guide


Slack is a collaboration tool that enables Harvard students, faculty, and staff to keep in touch while teaching, learning, and working remotely.

Get started with these Slack basics to help you communicate online as efficiently as you do face-to-face.




Workspaces are shared hubs of channels and direct messages.

Channels are a place for teams and groups to share messages, tools, and files. Public channels are available to anyone within the workspace and marked with a hashtag (e.g., #general). Private channels are invitation-only, invisible to non-members, and marked with a lock icon.

- **To search for an existing channel:** Click *Channels* in the left sidebar to reveal the Browse Channel search bar. Type to search. Click on the channel and use the *Join Channel* button to opt in.
- **To create a new channel:** Click the  plus icon next to *Channels* in the left sidebar. Set a name, provide a clear description, and select public or private. Finally, click the *Create* button. You can now invite people into your new channel.

Direct messages (DMs) are for one-on-one and small group conversations. DMs work well for one-off conversations that don't require an entire channel to weigh in.

- **To begin a Direct Message:** Click the  plus icon next to *Direct Messages* in the left sidebar. Search for the person(s) you would like to message. Click *Go*.

Recent Apps allows you to link a set of third-party applications to your Slack account for handy alerts and streamlined use.

- **To add an app:** Click *Apps* at the very top of the left sidebar. Choose from Harvard's approved list of applications, including Google Drive, Dropbox, Microsoft OneDrive, Zoom, and more!