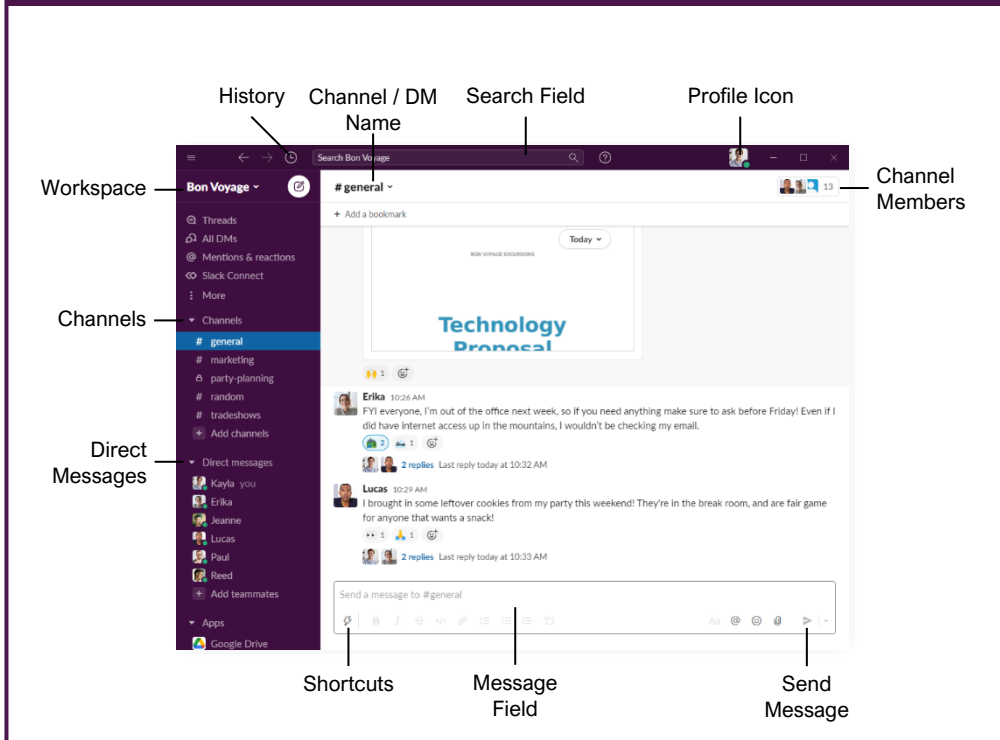




Slack

Quick Reference Guide

The Slack Program Screen



Keyboard Shortcuts

General

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

Change Views

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

Call Controls

Toggle mute.....	M
Toggle video	V
Invite people to a call	+

Format Messages

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

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 *	Bold
<i>_Italics_</i>	<i>Italics</i>
- Strikethrough -	Strikethrough
`Computer Code`	Computer 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.

Customizable Courses

Bite-sized Skills. Ready to Use. Uniquely Yours.

Customizable Courses

3,000 bite-sized skills, ready for use or personalization. **SCORM-compatible.**

AI Course Builder

Create stunning courses with **AI-enhanced content.** Similar to Articulate Rise—but better!

Skill Assessments

Pinpoint existing knowledge, spot deficiencies and measure improvement.

LMS

A friendly, versatile learning platform your users will love.



Business Skills
28 courses



Career Development
22 courses



Compliance & Safety
28 courses



Customer Service
6 courses



Diversity & Inclusion
10 courses



Google
14 courses



HR
8 courses



Leadership & Management
15 courses



Microsoft
58 courses



Onboarding
6 courses



Sales & Marketing
14 courses



Wellness
15 courses

Learning Products for Trainers, By Trainers

Are You	CustomGuide
Tired of lengthy course creation?	Why create training when we've done it for you? Customize our courses and make them yours!
Struggling with user engagement?	Our courses are bite-sized, interactive, and fun . Clients report up to 400% more user engagement.
Wanting a simpler user experience?	CustomGuide is super-friendly; you and your learners are going to love it!

3 Ways to Create Stunning Courses

- AI-Generated Content:** Fast, efficient, and brilliantly tailored to your learners.
- Customize Our Courses:** Use our vast library of ready-to-go courses; personalize to fit your needs.
- Use Your Own Materials:** Add videos, PDFs, SCORM files, and slide decks.

Assign courses or export to SCORM.

Create Course

Course Name

Employee Onboarding

Course Creation Method:

- AI-Assisted Content**
Generate new course content using AI.
- Customize Existing Course**
Tailor an existing course to your needs.
- Blank Course**
Start from scratch with a blank canvas.

Create Course

Trusted by 3,000 Organizations



"Customizing the courses has saved countless hours of work."



"Everyone is impressed with your features and ease of use. What a terrific product!"



4.8 out of 5 reviews