

# QUANTUM LEAP: SLACK TRAINING

## Slack: Getting Started

- Download to phone and/or computer
- Invitation for Slack will be sent to the email you use for QL

## Slack: On the Computer

- Channels – will show a list of the channels you are currently part of (see “[Slack Channels](#)” document to see what they about)
- **Bold** – means there are new messages
- Up/Down Icon – opens and closes the lists
- Starred channels – help you bring the ones you use to the top
- Adding channels – use the plus sign (+), can make it public or private
- Visibility – channels are necessarily seen by everyone, invite people to the channel
- Bookmarks – to find easily
- Direct Messages – to an individual or individuals by using the plus sign (+)
- Delete Direct Messages – hover over conversation and use X mark
- Saved Items – can save individual messages to find easily in the future
- *Three dots*: Channel Browser – can see all the channels whether you have joined or not. Can join from list.
- **Three dots: People** – shows everyone who is on our Slack group and can click on person to see their contact information
  - **Go to your information**
  - **Upload a photo**
  - **Check items are correct – name, display name, phone number, email**
  - **Set preferences – can customize notifications, etc. if you like**

## Slack: on the Phone

- Somethings are slightly different
- Synchronized on phone & computer

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