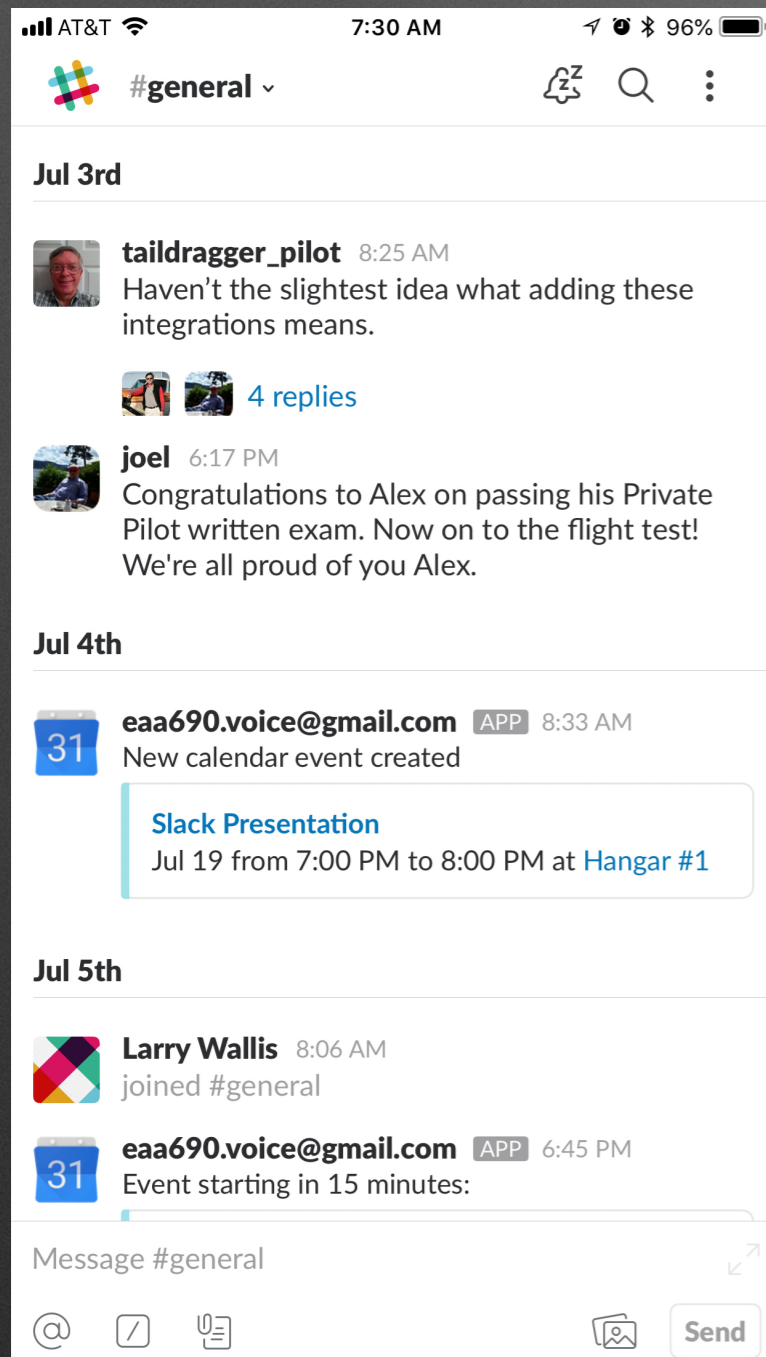# SLACK

What is it?
How do I use It?

What is Slack?

- It's a chat room for our whole chapter. If you've heard of Internet Relay Chat (IRC) or WhatsApp before, it's fairly similar. The chapter's Slack is divided up into smaller 'channels' for group discussion, made up of teams, interests or whatever we desire.

- What can you use it for? Well, anything. You can use it for any group situation where you want a way to chat to a bunch of people easily.

- Want to set up a room of people to talk about construction techniques? Trying to organize a group of pilots to fly out for dinner? Just want to hang out with like-minded people? You get the picture.

Why Use Slack?

- Slack is often thought of as an 'email killer' but it's more like a way to lessen our internal email. You know, the kind that are super short and that seem to waste time?

- Slack reduces the friction to working together as a team. It keeps everything in a central place and has a few nifty tricks to help you work a little smarter together — more on that later.

Slack commands you need to know

- @channel
  A channel in Slack is like a "room" for discussions, usually arranged around a topic of discussion or the relevant team. To send a notification to everyone in the channel, type @channel and then your message. *Note: This can be annoying if you're in a large channel, particularly if there are people across a lot of time zones. People tend to use @channel a lot, but it's useful for getting everyone's attention.*

- @here
  Like @channel but only notifies people that are online and active, so less annoying.

- DM or /msg
  Direct/private message between you and one other person.

- /me
  If you like to talk in third person, this is for you. For example, if you're going to lunch, you'd type "/me is going to lunch" and it would show as "Brian is going to lunch."

- @username
  To send a notification to a specific person inside a channel, type @username. For example, to alert me, you'd type @brian. *Note: if the person mentioned is not already subscribed to the channel where the @username is issued, that person is added to the channel implicitly.*

- /shrug
  Adds a ¯_(ツ)_/¯ to your message.

- /open
  Opens a new channel.

- /leave
  Drop out of a channel.

- /collapse
  Hides all images and GIFs in a channel.

- Private Group
  Like a channel, but by invitation only. Useful as a 'disposable' room for events, quick team discussions or gossip.

Who's who

A handy feature is Slack's 'team directory' that gives you a quick overview of who people are in the chapter and how to contact them.

It can be accessed via the "…" menu in the top right or by heading to your team site. It lists each team member along with their job title and contact details.
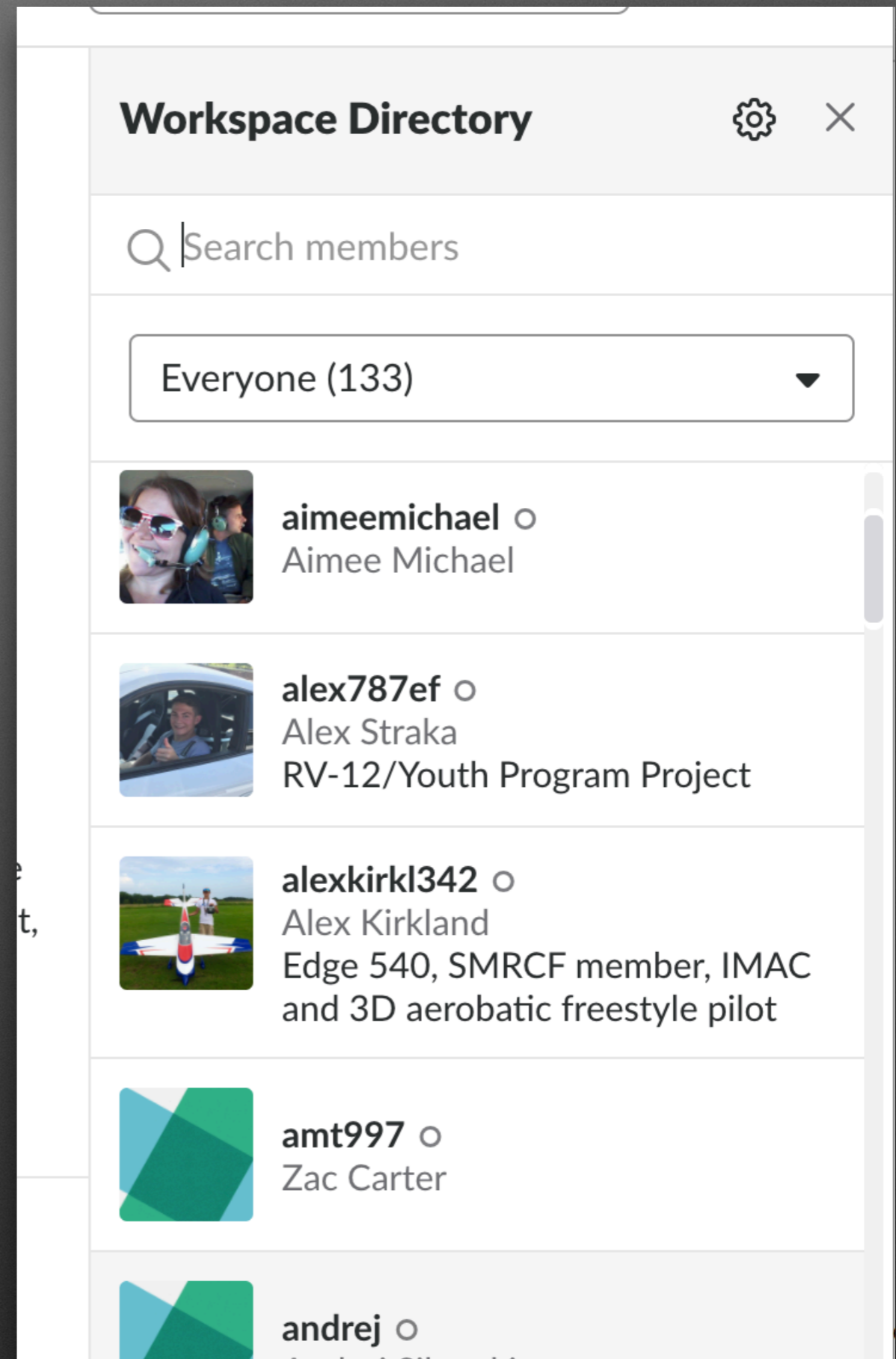
Understanding Slack notifications

- When you sign in to Slack for the first time, basically every type of notification imaginable is enabled. It can be a little much.

- Thankfully, the service offers a number of different ways to manage notification overload. Each channel has individual notification preferences, so you can get notifications for every message, just your name being mentioned or nothing at all.

- To get to the settings, open the channel you want to change and click the name of it at the top of the screen, then "channel notification preferences."

- From here you can set up both mobile and desktop notifications so the alerts only go where you want them.

- If you get too many @channel messages, there's a way to turn those notifications off in this menu, which I find needs to be enabled when you're in a ton of channels.

Notification Preferences: #general ✕

Muting options

☐ Mute entire channel
You won't receive notifications for muted channels, and they'll appear grayed out in your channel list.

☐ Ignore notifications for @everyone and @here

Notifications	All new messages	Just mentions*	Nothing
🖥 Desktop	○	●	○
📱 Mobile	○	●	○

* Includes mentions of your name or any of your keywords

Set your default notifications settings in your **Account Preferences**   **Done**

How to search for people and messages

- Search is one of Slack's best features and one you're likely to use a lot. Everything that's posted, by integrations or humans is indexed by Slack for quick retrieval later.

- As you start typing in the search box, Slack suggests things you might like to search for, like a specific person or messages from people in a channel.

- You can use a number of special words as 'operators' to narrow down your search. For example, searching for "after: yesterday" will find all messages sent today.
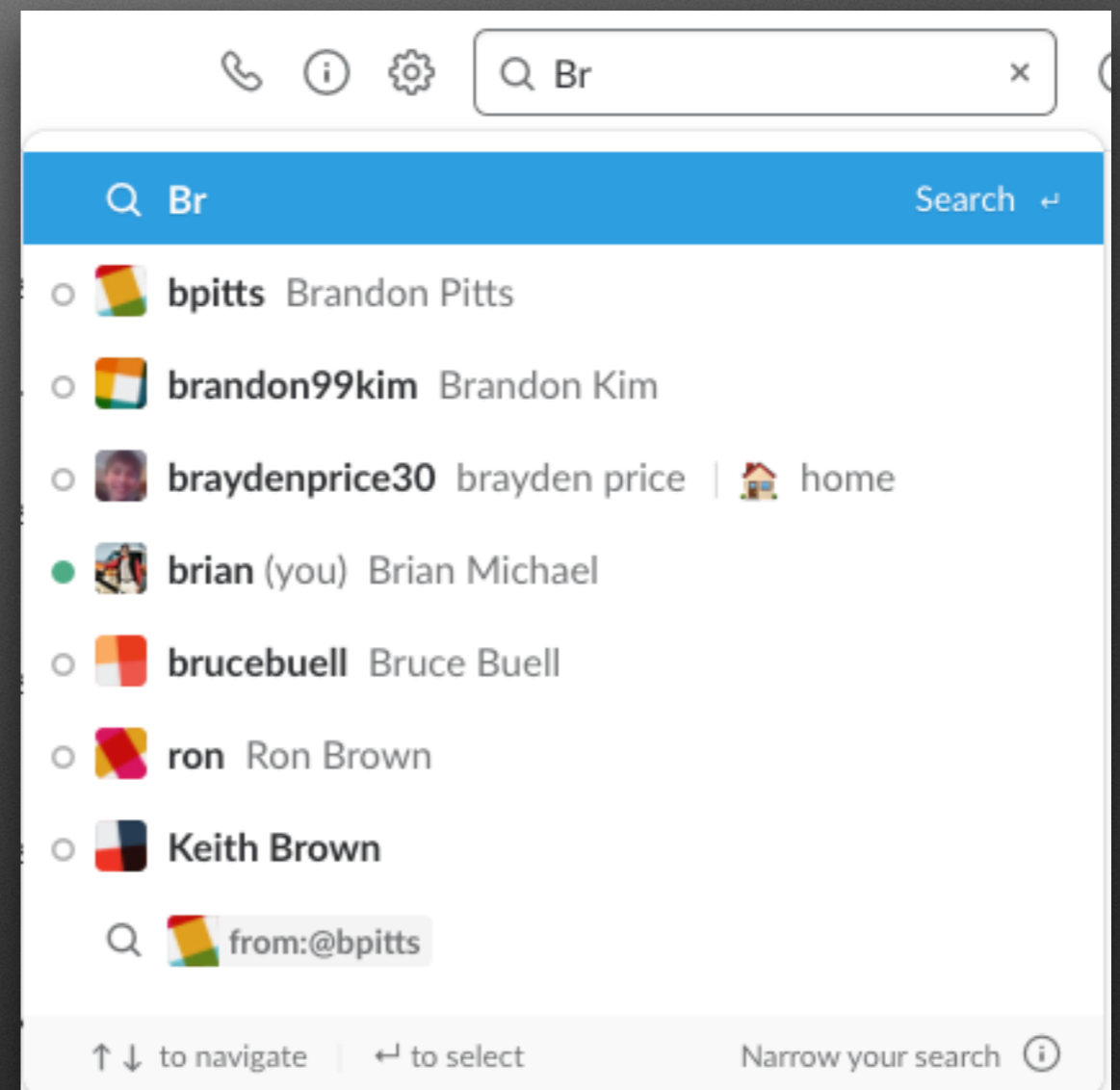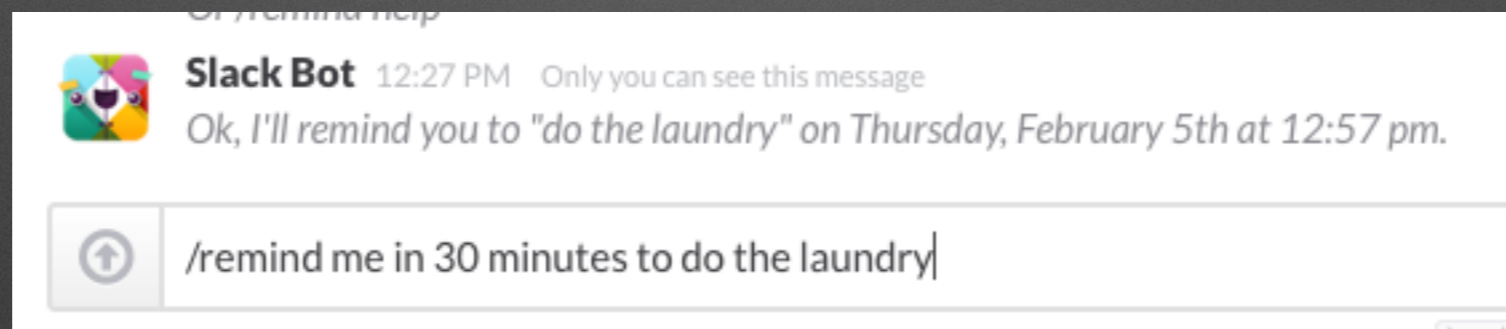
Edit your Slack messages

- Made a mistake? Everything in Slack can be edited. Just hover over your message, click the cog, then 'edit' to fix it up. An even faster way to edit is hitting the 'up' key on your keyboard to edit the last message you sent.
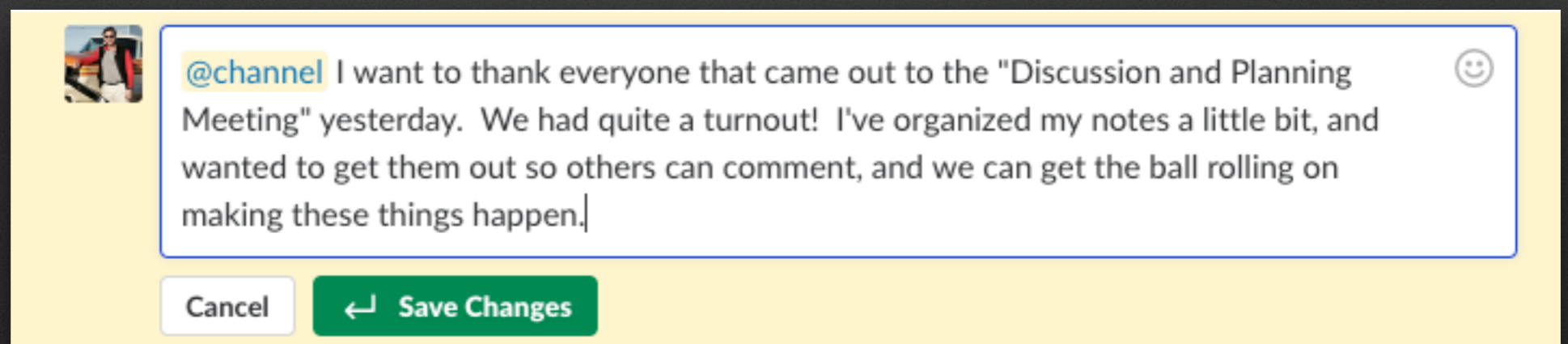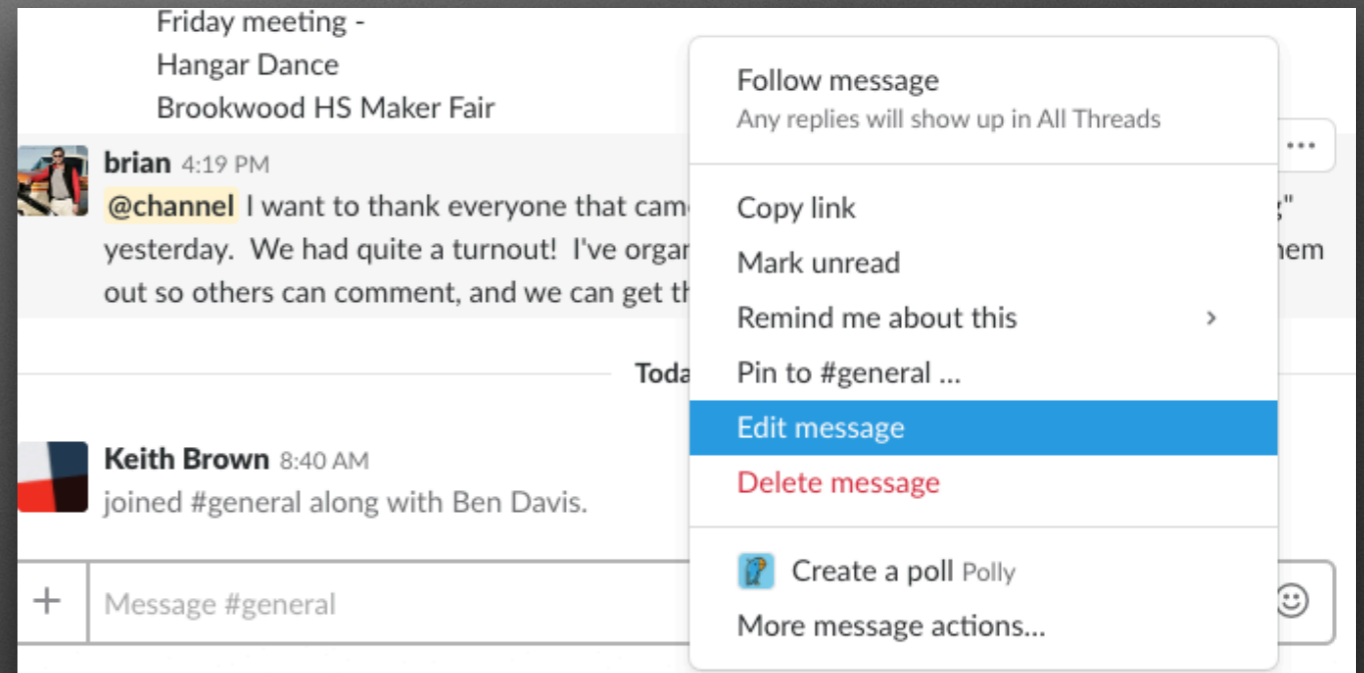
Set reminders

- You can use Slack to remind you about anything, which is useful if you're using it all day anyway.

- For example, if you need to remind yourself to do the laundry, you can type /remind me in 30 minutes to do the laundry and Slack will privately remind you to do it.

Slackbot responses

When someone says	Slackbot responds
Work session tomorrow	I won't be able to attend physically, but I'll be there with you. You can always count on me.
Last edited by brian	

- Are people in your channel asking the same question a lot?

- You want to troll your fellow chapter members?

- Slackbot, the built-in bot, can respond to people who say specific phrases.

Pinning messages
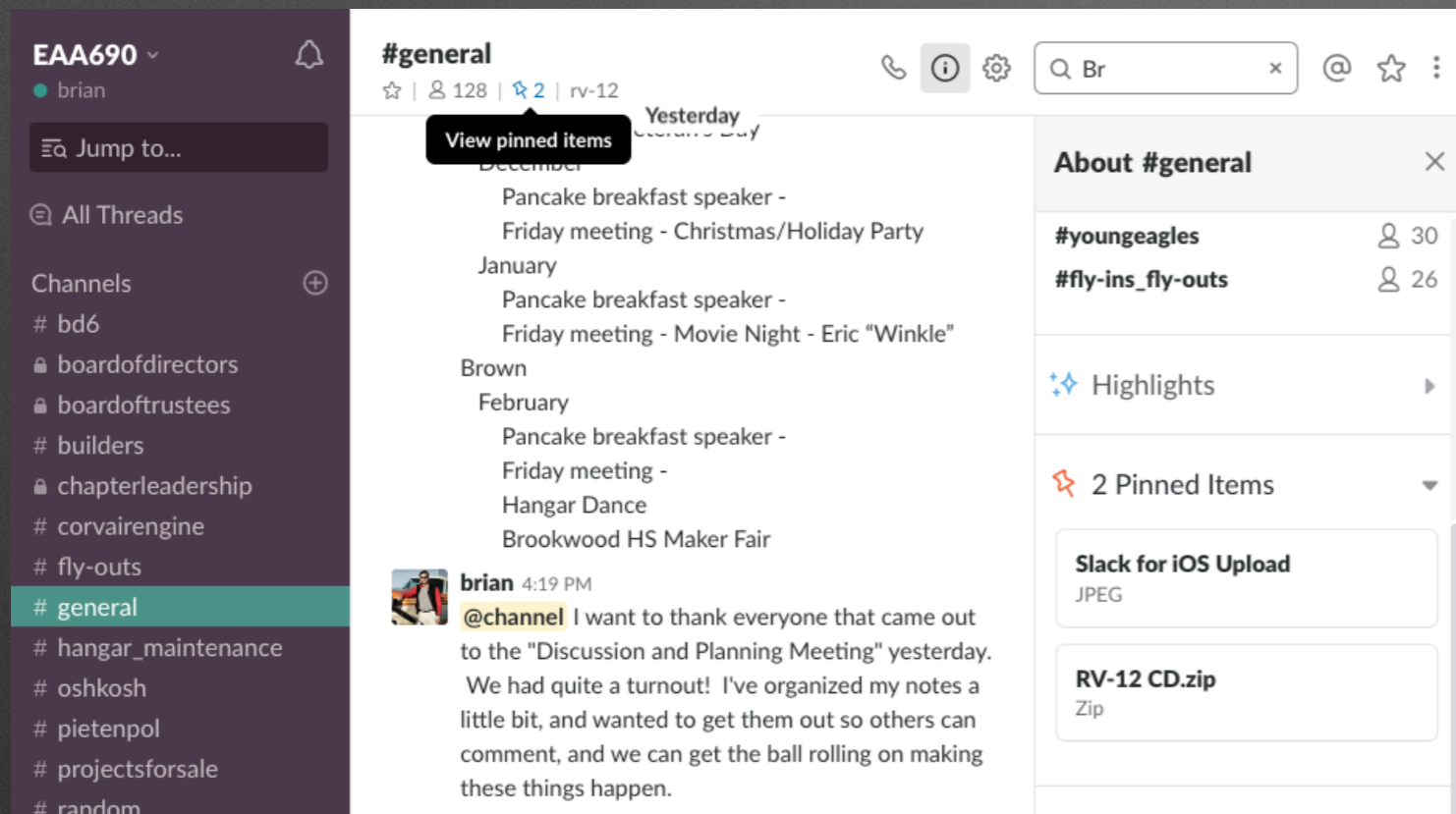
- If there's something you need everyone in your channel to know about, or an important document for referencing, it can be pinned to a channel so it's shown in the information menu. To pin a message, just hover over it, click the cog on the right, then choose "pin message."

- Don't forget you pinned the message — it'll stay there until you remove it.

How to post code on Slack
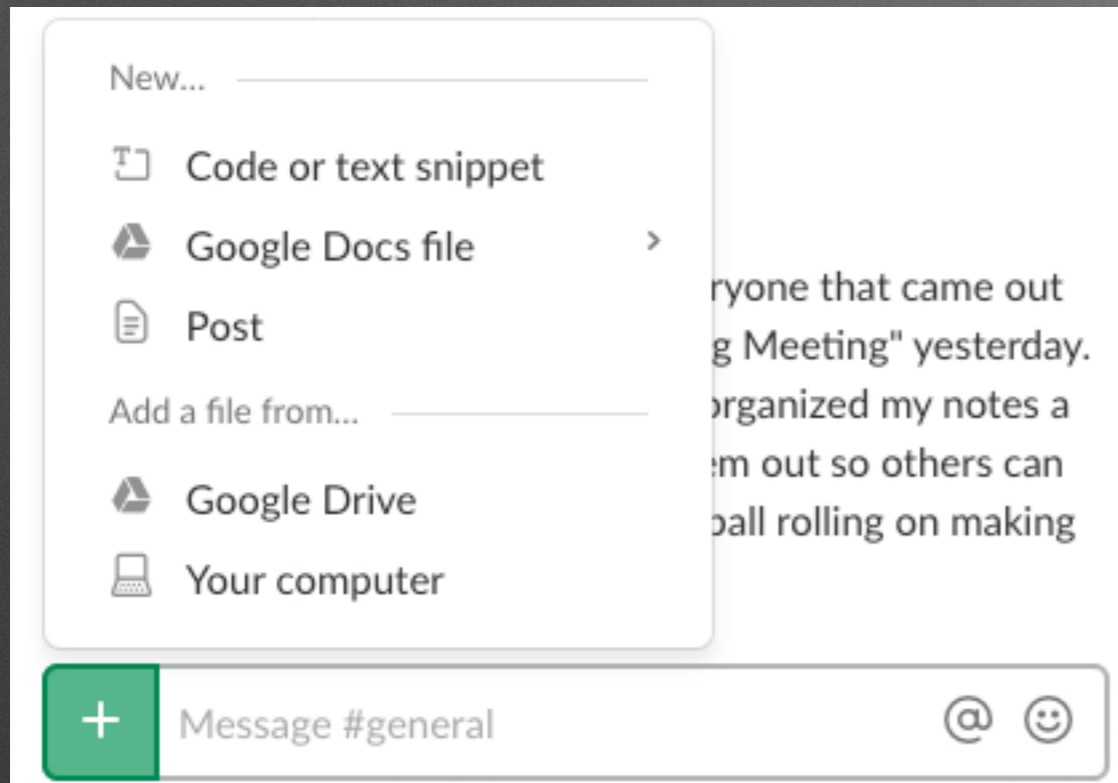
- Have a large amount to say?

- Dropping in code to a channel?

- To make it appear correctly in Slack, you can hover over the + button on the left of the chat box, then click 'Code or text snippet' to show it with formatting inside Slack.

- Choose the language it's written in and Slack will even show code highlighting. Useful for later reference, since Slack's search indexes the code.

Star important messages

- Clicking the Star allows you to bookmark any important message — and keep all these important messages in one place.

- These starred messages will save in "Starred Items" in the top right corner of your Slack window. You can keep everything easily accessible from your Starred Items menu:

  - Messages from other people you need to remember

  - Important links or resources you constantly need

  - Passwords or other information you reuse again and again

- Tip: Star important messages, like useful links, project ideas, or to-do items you want to do later. This helps cut down on keeping a Google Doc or notepad list with random ideas.
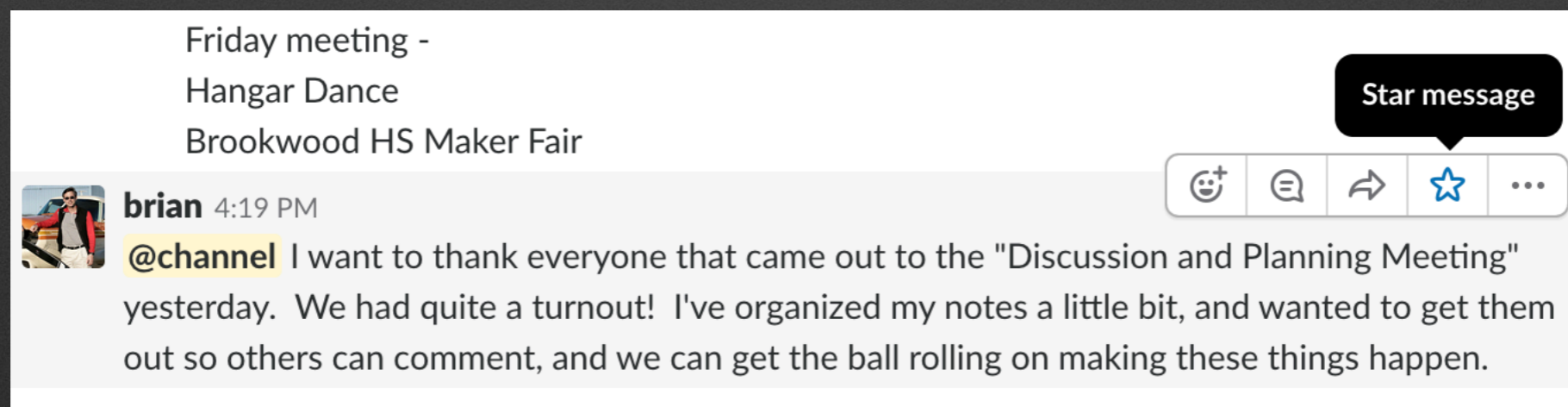
Set highlight words

- By default, Slack notifies you anytime your name and username is mentioned.

- To stay on top of important notifications without getting distracted by unrelated conversations, set your "My keywords."

- If you NEVER want be notified for any highlight words (only have notifications when someone pings you directly), you can clear out your highlight words.

- Maybe, you want to stay in the loop on keywords or phrases. For example:

  - fly-out

  - lunch

- To set highlight keywords:

  - Open up Preferences

  - Click the Notifications tab

  - Find "My keywords" and enter words and phrases you'd like to be notified of in the text box

My keywords

Show a badge (1) in my channel list when a teammate uses one of my keywords:
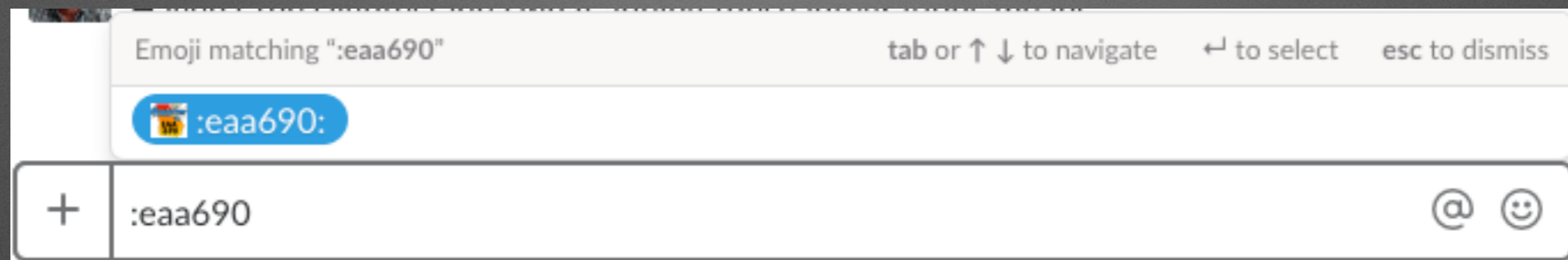
WUNCH, fire noah, tacos

Use commas to separate each keyword. Keywords are not case sensitive.

Jot down quick memos or notes

- When using your home computer, are you tired of switching between apps when you want to save a quick note or jot down some ideas?

- Just like with Slackbot reminders, you can make life easier by consolidating your note-taking to Slack.

- All you need to do is direct message Slackbot (or yourself), and your notes will stay there forever.

- If there are certain notes you want to highlight, you can easily Star them to revisit (or set yourself a reminder to check them again soon).

- During your next meeting, write some notes for yourself using Slackbot. As a bonus, set a reminder with Slackbot in 1 week to revisit your notes.

Add emojis to the latest message (with autocomplete!)

Emoji matching ":eaa690"   tab or ↑ ↓ to navigate   ↵ to select   esc to dismiss

:eaa690:

+ :eaa690   @ ☺

- It's easy to get lost trying to find the one you want.

- Instead of clicking on the emoji icon and wasting time looking, you can use an emoji keyboard shortcut.

- Simply type +:[character] and start typing to find what you're looking for — Slack will autocomplete the rest. For example:

  - if you start typing +:t, you'll see emojis for taco, thumbsup, tada, and more.

  - When you find what you're looking for, you can just click the "Tab" key to autocomplete the emoji.

  - Then, press"Enter" to send the emoji... all without leaving your keyboard.

- Use this shortcut to your advantage when looking for emojis. Emojis can take cold, boring text and make it more fun.

Only show unread channels

- Over time, the list of channels will likely get rather large, we might even have hundreds (or thousands) of channels.

Channel List

In the sidebar, show:

- ○ All my channels and DMs
- ○ Just my unread channels and DMs
- ● My unreads, along with everything I've starred

- ☐ List private channels separately

- ☐ Turn on All Unreads
  This collects all the messages you've missed in one handy place.

- If you're a member of more than 5 channels, It is recommended that you set your side panel channels only to show unread channels. Then, Star any channels or direct messages you want to lock in place.

- To do this, go to Preferences > Advanced > Channel List and select "My unreads, along with everything I've starred".

- This helps keep your channel sidebar list clean and not distracting.

Send direct messages via any text box

- Want to send a quick message to a chapter member without having to find their name in you Direct Messages list?

- As the list gets bigger, and your Direct Messages list grows, it can be a PITA to send a message:

    1. Scroll through your DM list

    2. Try to find your team member
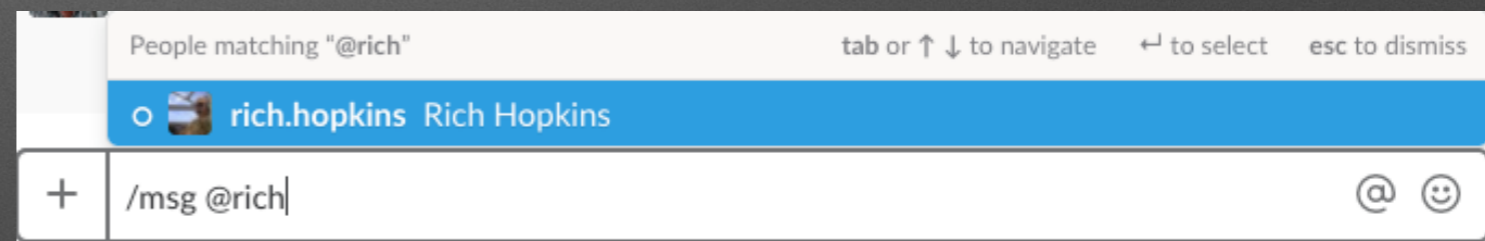
    3. Don't see them in your sidebar, have to search for them

- Instead of wasting time searching, you can message ANYONE from ANY channel using the "/msg" command.

- Tip: All you need to type is /msg @user [your message] from any channel or direct message, and it'll be sent to the right person

Themes

That default purple theme burns the eyes after a while. Luckily, you can change the colors that the app uses to your heart's content.

- You can change the colors that the app uses to your heart's content.

- In the preferences menu, select sidebar theme and choose from the handful that are provided, or press the "customize" option at the bottom to make your own.
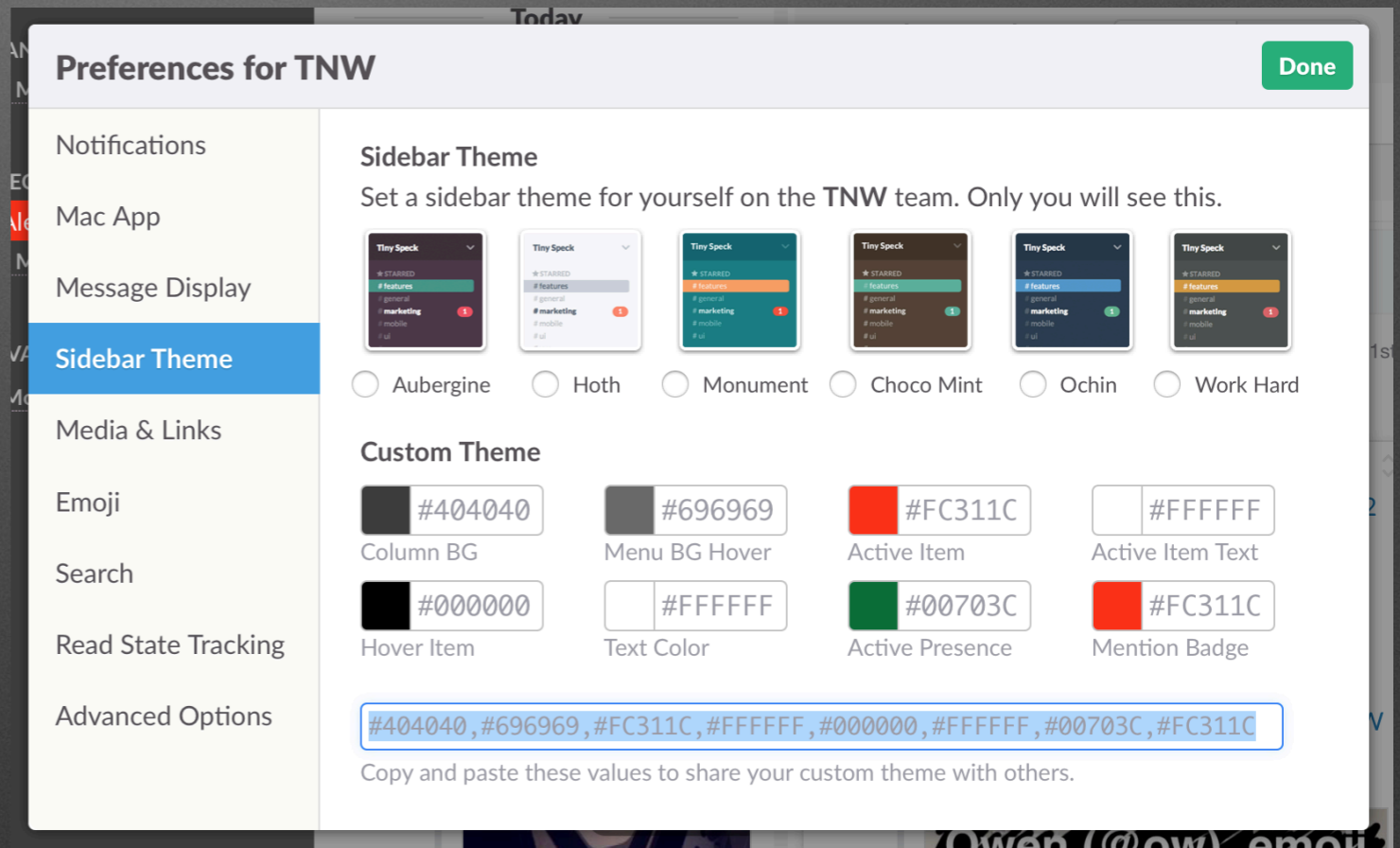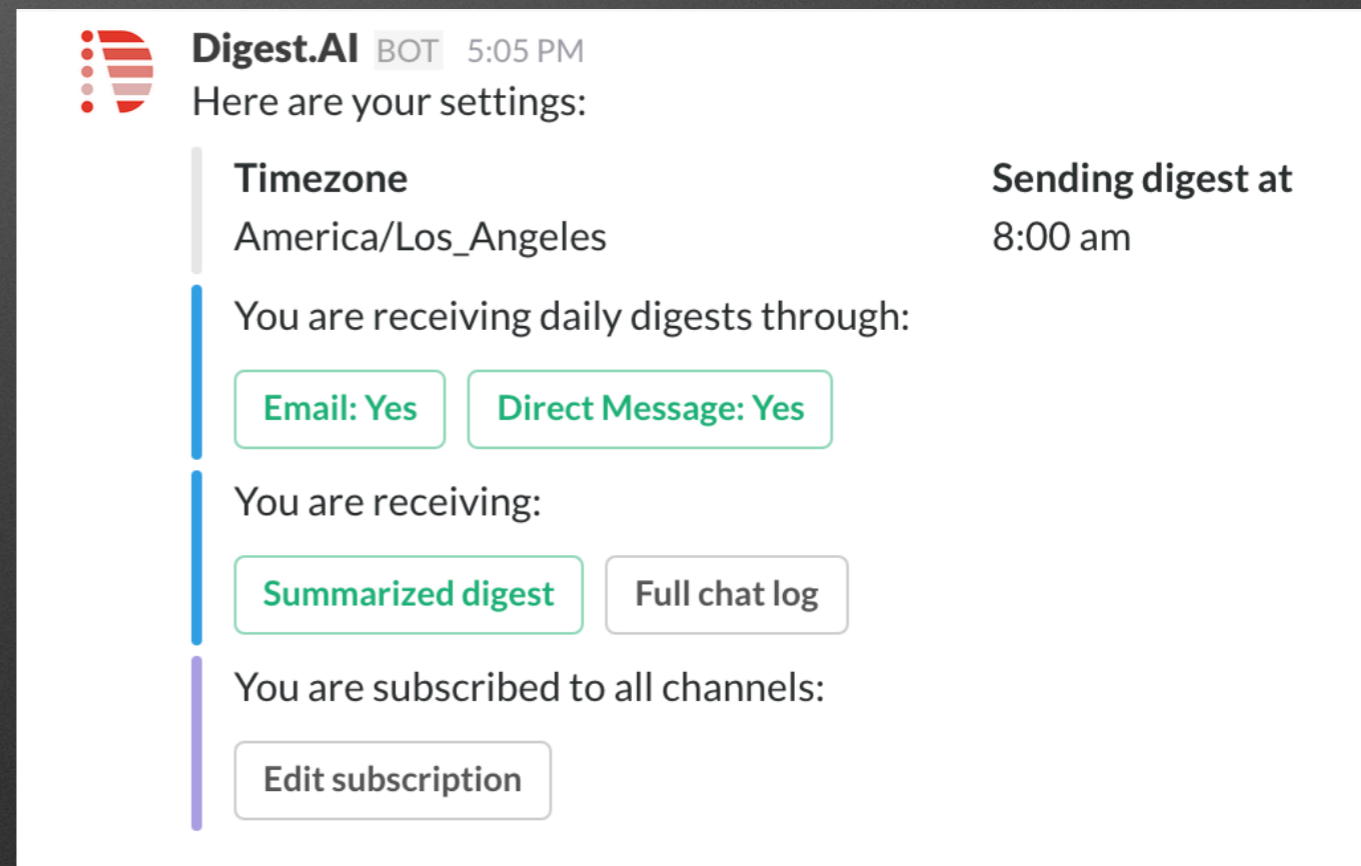

- There's a handy site (http://slackthemes.net/#/aubergine) that makes themes available as hex codes.

- Here is a color scheme that resemble our logo colors:
#306998,#FFD43B,#FFD43B,#7F7F7F,#5A9FD4,#F4F4F4,#FFE873,#FFD43B

Integrate all the things

- Slack's secret sauce is that it integrates with basically every other service you probably use. There's Google Calendar, GitHub, IFTTT, Mailchimp, New Relic and more.

- Each integration works differently, but the idea is that you can save time by setting them up to work for your team. Google Calendar, for example, sends your team notifications of upcoming meetings you all have together.

- There are a number of really handy integrations, like Mailchimp for alerting when the chapter sends out a newsletter, Pagerduty for push notifications of when servers go down or Google Hangouts, which lets you type '/hangout' and get everyone in a video call instantly.

- The most popular integration is the Giphy bot, which allows you to quickly drop in a GIF by typing '/giphy [search term].'

- You can also build custom integrations, if someone has the chops to do it.

DIGEST AI

- You'll receive your digests at 8 a.m. (default) every morning to help you catch up on what happened quickly before your day starts.

- You can edit whether you get your digest in your direct message (DM) or email inbox, or both.

- To receive entire conversations instead of digests, you can choose "Full log".

- In the "Edit subscription" menu, you can choose which channels to subscribe to.

- Select Get digest to receive an on-demand digest of the last day immediately, based on your DM or email settings. If you are not subscribed, you will receive a DM.

Digest.AI BOT 5:05 PM
Here are your settings:

Timezone	**Sending digest at**
America/Los_Angeles	8:00 am

You are receiving daily digests through:

| **Email: Yes** | **Direct Message: Yes** |

You are receiving:

| **Summarized digest** | Full chat log |

You are subscribed to all channels:

| Edit subscription |

How to become one of the cool kids?

- To participate, an invitation is sent to your email address on your smart phone, tablet and/or your home computer. You accept by adding your own password and you choose the channels of interest. You can unsubscribe at any time.

- Try it out by sending your email address to one of the following:

    - brian.michael@yahoo.com (Brian Michael)

    - randy.epstein@windstream.net (Randy Epstein)

    - jlevine@bellsouth.net (Joel Levine)

- Download the iOS or Android app from the appropriate app store or navigate to slack.com and download the application for your home computer.