

Get to know Slack

Navigation basics

Use the **Channel Menu** to change notification preferences, invite members, leave the channel, and more.

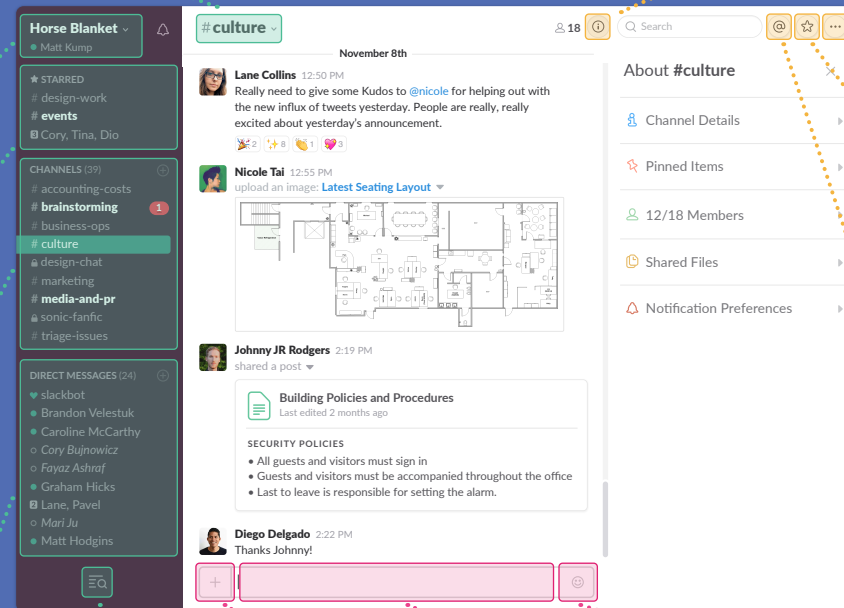
Use the **Team Menu** to change preferences and account settings, add integrations, sign out, and more.

Star channels and messages to bring them to the top of your list.

Channels are open for anyone on your team to join.

Use **Private Channels** for conversations that are confidential.

Direct Message someone 1:1 or up to 8 others in a Group Message.



Channel Info shows channel purpose, pinned items, and more.

Access your **Files**, **Team Directory**, **Downloads**, and more.

Use **Starred Items** to easily access important conversations or files, or as your personal to-do list.

View **Recent Mentions** and emoji reactions on your messages.

Use the **Quick Switcher** to jump to another channel or direct message.

Upload and import files, or create snippets and posts.

Write rich text **messages**.

Add an **emoji**.

Cut to the Short

Play Slack like an expert

Edit Last Message: 

Back/Forward in History:   OR 

Open Quick Switcher:  

GLOBAL SHORTCUTS

Switch Teams:

  ,  ,  etc.

Preferences:



Open Quick Switcher:



 




View Shortcuts:



CHANNEL NAVIGATION

Next/Previous Channel in List:   OR 

Next/Previous Unread Channel:    OR 

Back/Forward in History:   OR 

Mark Channel as Read: 

Mark All Channels as Read:  

Browse Direct Messages:   

MESSAGES

Set Unread Point:  

Edit Your Last Message: 

React to Latest Message:   

Upload a File:  

SEARCH

Search Current Channel:  

Search Modifiers...

from: user




in: channel

has: star or link

+ for more...

FLEXPANE NAVIGATION

Channel Info:   

Recent Mentions:   

Starred Items:   

Team Directory:   