

Welcome to Slack!

Once you complete this checklist, you'll be up and running on Slack in no time. It should only take about 20 minutes.

Before you begin...

- If you've never used Slack before, head to slack.com/videoguides and watch the "What is Slack?" video at the top. We'll get to the others later.

Step 1: Logging in

- Join your team at myteam.slack.com and log in.
- Download the desktop and mobile apps at www.slack.com/downloads.

Step 2: Setting up your profile

- Fill out your profile - be sure to include your full name, your role, and your office location so people know who you are and where to find you.
- Upload a photo that is easily recognizable as you. Creative avatars are fun, but your Slack team should see who you are.

Step 3: Getting Started

How to play:

- Watch the videos below (and more if you'd like) at slack.com/videoguides. They're short but full of useful tips.
- After each video, try out your new skills by completing the following tasks. Try to use real work if you can. If you can't, you can always direct message @slackbot (Slackbot serves as a great personal scratch pad).

Using channels (2:32):

- Find and join a few channels.
- "Star" a few of your most important channels.

Sending messages (3:01):

- @-mention someone in a channel, then try a direct message.
- React to a message with an emoji.

Using search (2:45):

- Search for a message using modifiers (type "+" in the search bar to see the full list).

 You're finished! Well done, you!!