

# **Slack**

**Modality: Self-Paced Learning**

**Duration: 1 Hour**

Who it's for: Slack is for anyone and everyone at your organization. What it is: Slack is an online space for company chat, sharing, and more. Easily communicate one-on-one with colleagues, or go big by contacting your entire team or company. What you'll learn: Learn how to create workspaces and channels. Understand how and why you'd change settings for yourself or your entire company. Get to know Slack's deep messaging and calling capabilities. Finally, unlock some secrets to make Slack even better, by adding apps, using keyboard shortcuts, and choosing the right version of Slack for you.

## **Course Outline:**

- Introduction
- Choosing Between Slack Versions
- Creating Your Workspace
- Configuring Workspace Settings & Permissions
- Managing Members & Roles
- Signing In and Out
- Edit Profile
- Setting Your Status
- Joining Channels
- Creating Channels
- Managing Channels
- Announcements
- Messages
- Direct Messages
- Slackbot
- Calls
- Sharing Links and Using Keyboard Shortcuts
- Search
- Setting Up Personal Preferences
- Adding Apps in Slack
- Downloading Slack Desktop and Mobile App
- Conclusion