

What is slack? Instructions on how to use Slack

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Have you heard people mention using Slack for texting and teamwork effectively, but you don't know what Slack is all about? And what is it more special than other messaging apps? How to use Slack? So to better understand Slack and how to use Slack, please refer to the following article.



The following article share to you what is the concept of Slack? how to create and use Slack, please follow along.

What is slack?

Slack is a tool to support effective messaging, you can talk, share documents, images . for everyone in the group quickly. In it, you can manage each group individually, individually or in separate discussion topics through creating separate channels.



In Slack, you can easily work with all of your team members and find the information you need, with a powerful search function. In addition, Slack also has the ability to link to cloud storage applications such as Dropbox, Google Drive . You can also use Slack with the free version, or you can pay if needed. use full functionality, or improve storage capacity.

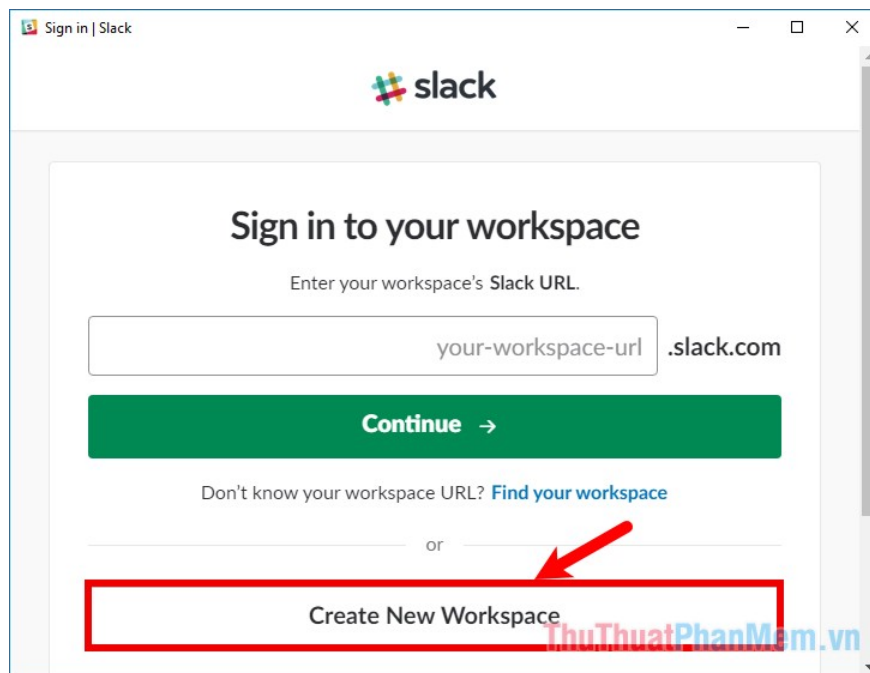
Especially Slack supports multiple platforms from Windows computers, Macs to smartphones operating systems Android, iOS so you can use any device and anywhere. Therefore, Slack becomes a useful tool in exchanging information among members in a company, in a class or in a certain group .

Instructions on how to create Slack

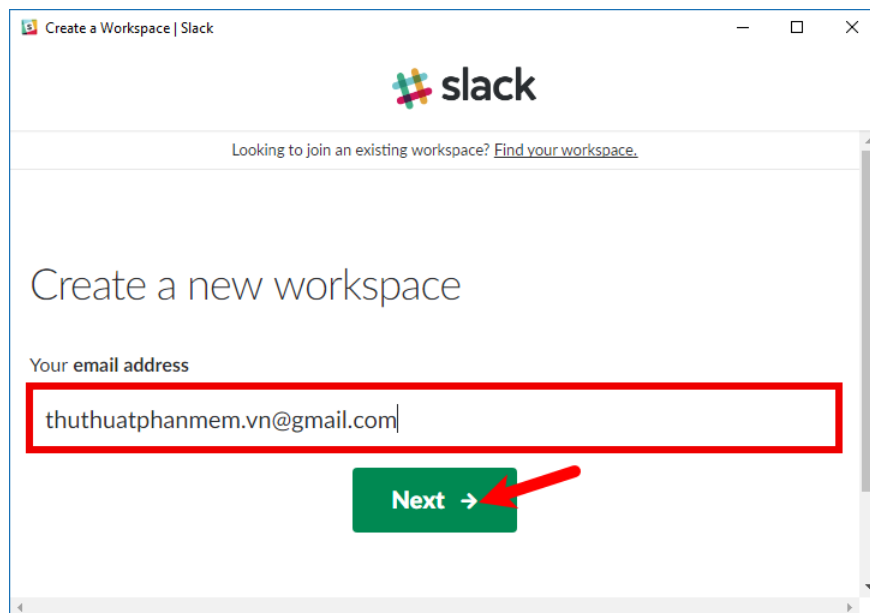
First, you need to visit the home page <https://slack.com/intl/fr/downloads/windows> to download and install Slack on your computer, because this page is in French you can use the translation feature. of your browser so you can easily use the website.

Next, follow the steps below to create a new workspace:

Step 1: If you have been invited to Slack, enter the workspace name in the **Slack URL** section and select **Continue** . If you want to create a new workspace, then choose **Create new Workspace**.

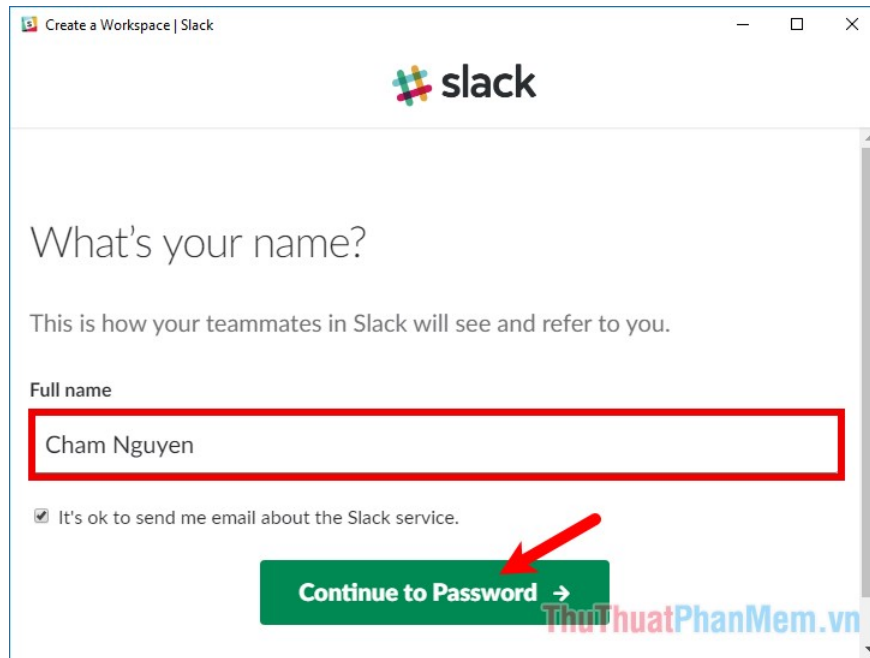


Step 2: Enter your **email address** in the **Your email address** box and select **Next** .

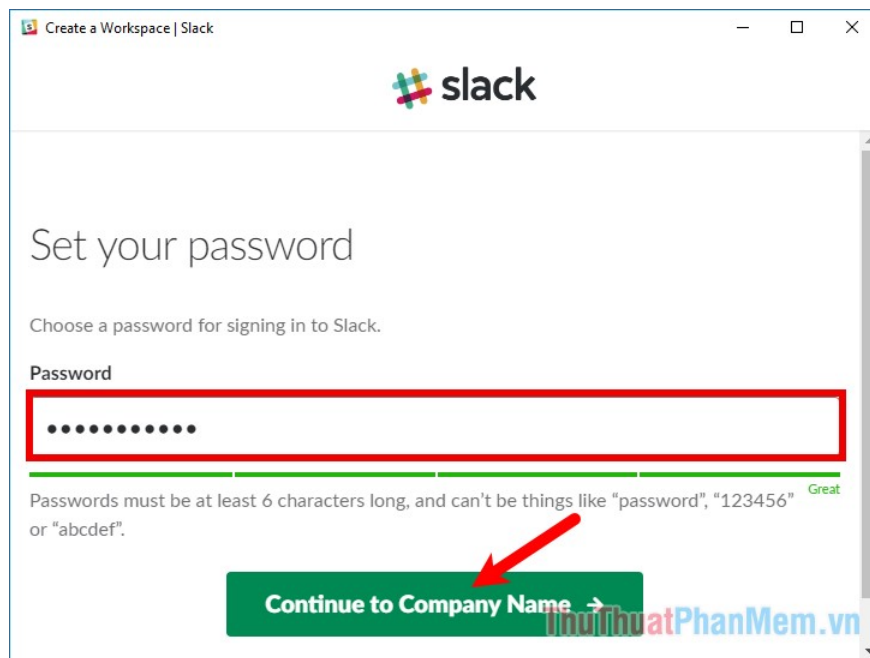


Slack will send a verification code to your email, you enter the confirmation code into Slack and as soon as you enter it correctly, it will move to the next step.

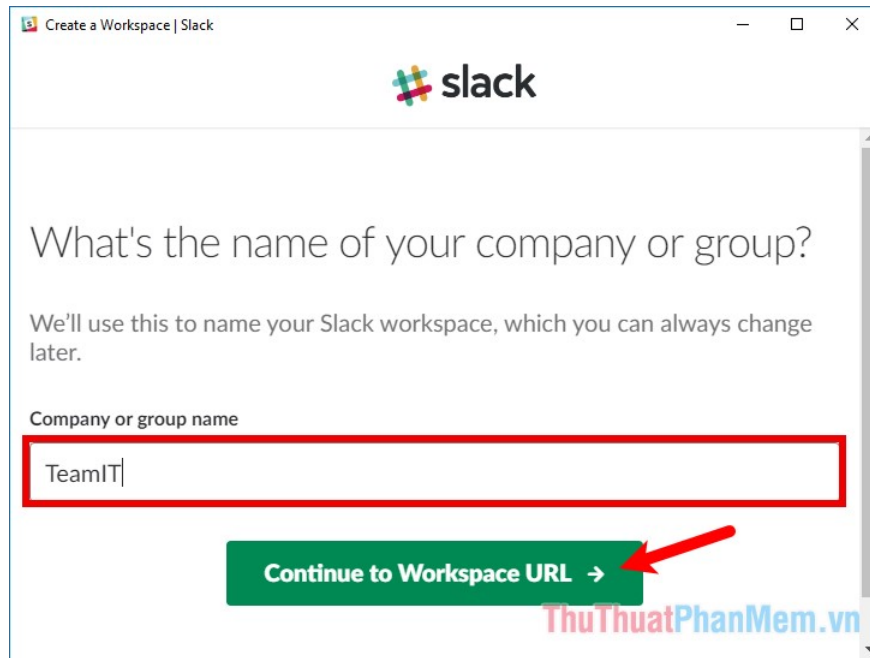
Step 3: Enter your name in the **Full name** section and select **Continue to Password** to continue to the next step.



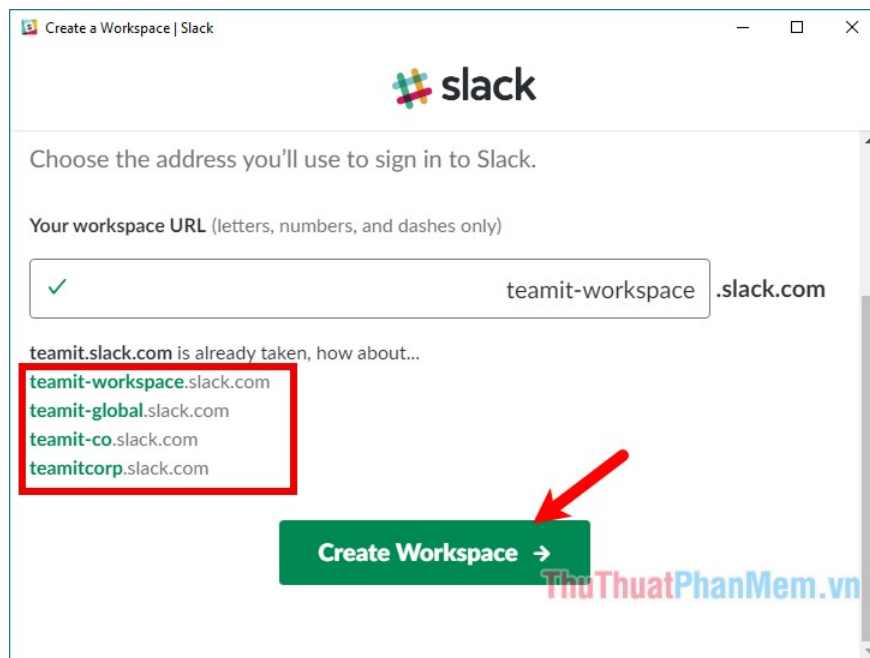
Step 4: Enter the password to log into Slack and select **Continue to Company Name** to continue.



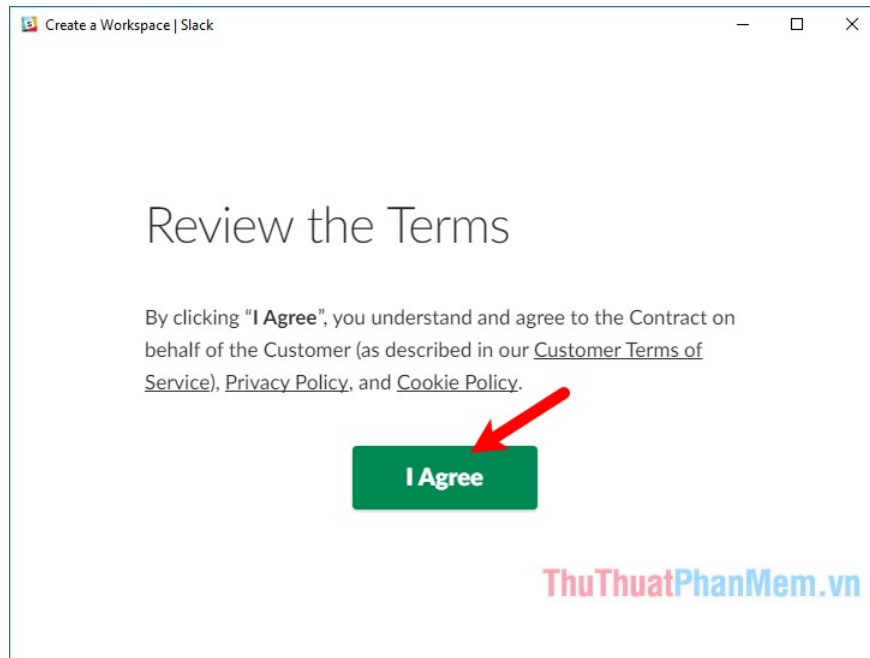
Step 5 : Name the company, group name for your workspace, then click **Continue to Workspace URL**.



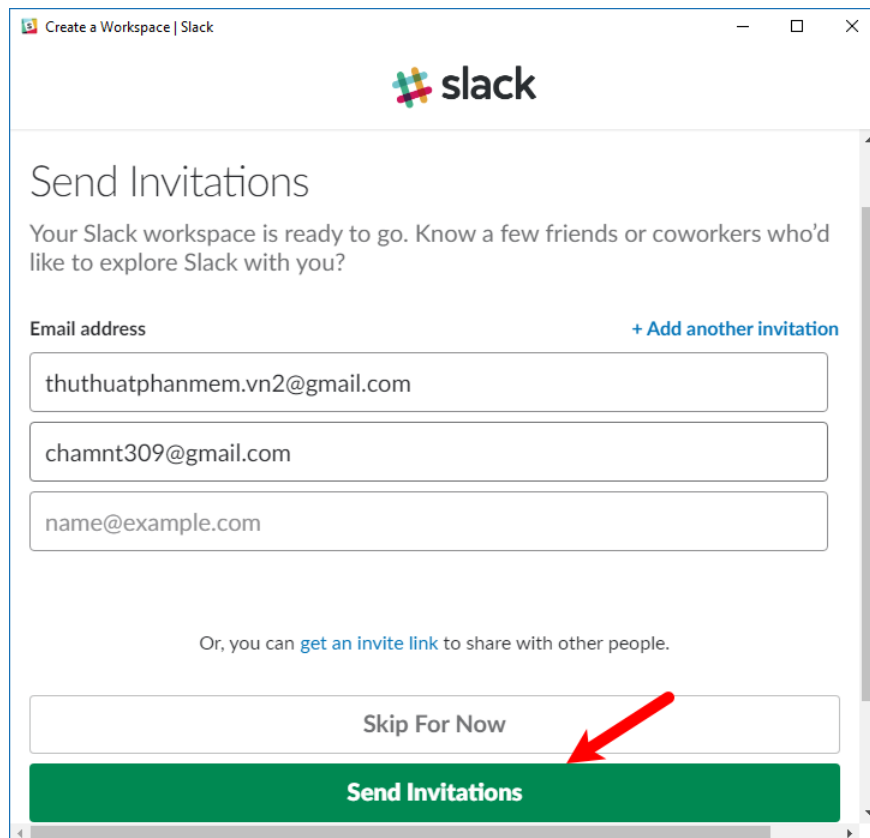
Step 6 : Next, select the **URL** for your Slack **workspace** and select **Create Workspace** to create the workspace.



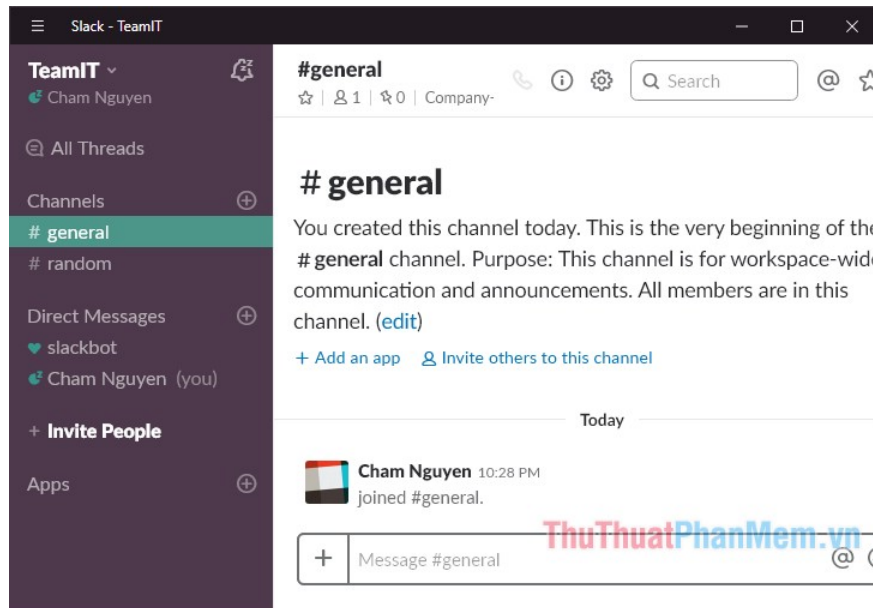
Step 7: Select **I agree** to agree.



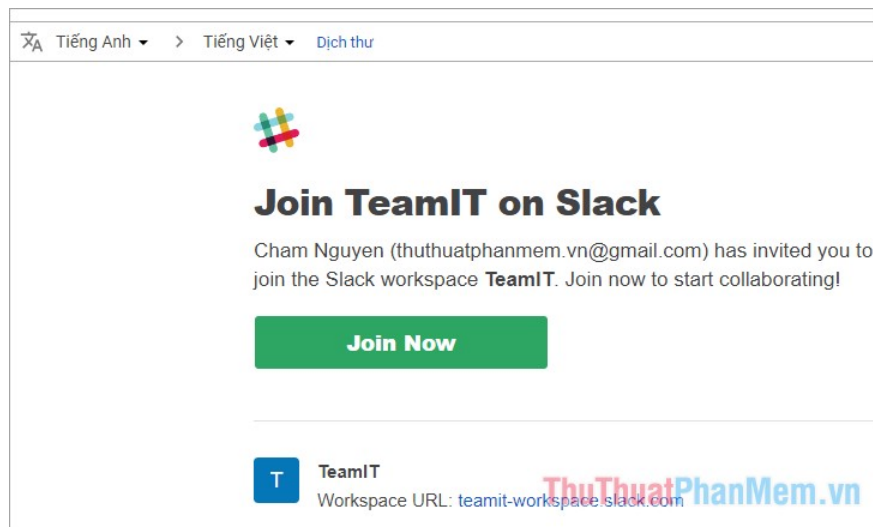
Step 8 : At the **Send Invitations** section , you can enter emails into the **Email address** section , then click **Send Invitations** to send the invitation to your workspace.



So you have started in the workspace of the group you have created.



For those who are invited to join the Slack workspace, you will receive an email to invite you to join, if you agree to join, click **Join Now**.



The page of the group you have joined, you enter **the First Name, Display Name** and **Password** are required to join the Slack workspace of the group. Then you choose **Suivant** to continue.

Rejoindre l'espace de travail Slack pour TeamIT

Nom complet

Minh Nguyen

họ tên

Nom d'affichage (facultatif)

MinhIT

tên hiển thị

Par défaut, Slack affiche votre nom complet. Vous pouvez cependant choisir un nom plus court si vous le souhaitez.

Mot de passe (requis)

••••••••••

mật khẩu

Rất tốt

Les mots de passe doivent contenir au moins 6 caractères et ne doivent pas être faciles à deviner. Évitez par exemple « mot de passe », « 123456 » ou « abcdef ».

Je suis d'accord pour recevoir des e-mails sur le service Slack.

Suivant

ThuThuatPhanMem.vn

Next, you read the terms of use and select **J'accepte** to agree.



Veillez consulter les conditions d'utilisation

Entrée en vigueur : le 20 avril 2018

Ces Conditions d'utilisation (les « conditions ») régissent votre accès et votre utilisation de notre espace de travail en ligne, ainsi que des outils de productivité et de la plateforme (les « services »). Veuillez les lire avec attention. Même si vous êtes

En sélectionnant J'accepte, vous comprenez et acceptez les conditions d'utilisation de Slack, leurs [règles de confidentialité](#) et leur [politique en matière de cookies](#) (témoins).

J'accepte

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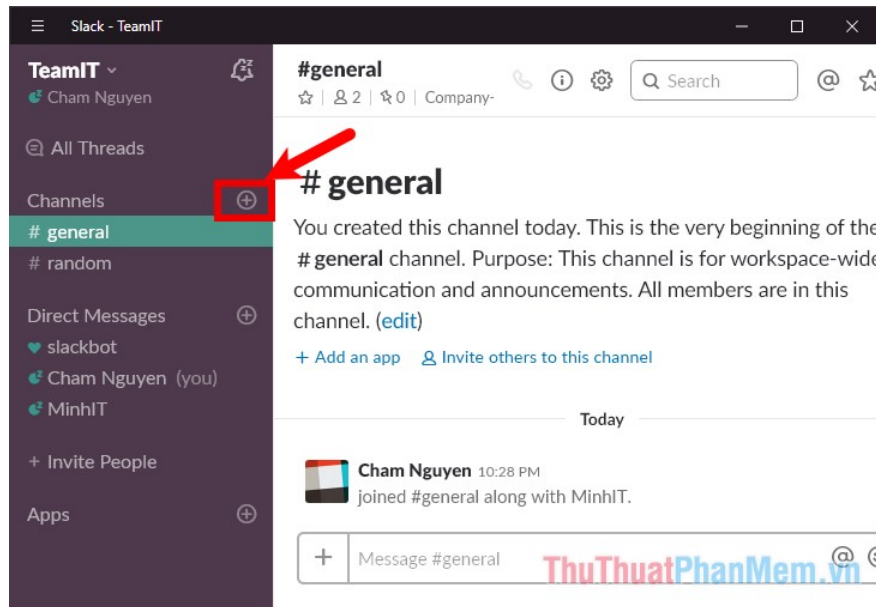
You can invite more friends by email in the next interface, so you have agreed to join the group. You download Slack to your computer, phone . and enter the TeamIT-workspace group name to enter the group.

Instructions on how to use Slack

After you have learned how to create a team workspace and add people to the group, you begin to learn how to use Slack.

1. Add Channel

For better management, you need to create different channels, you can simply understand that each channel on Slack is like a discussion room and contains a separate discussion topic. So you need to add channels to manage and find content more easily. To add channels, select the + icon next to **Channels**.



Create a channel interface, you can set the channel.

1. If you want to make the group public to all members in the workspace, leave it to **Public**, if you want this channel to be private only anyone participating in the channel can view or send messages on this channel. drag the white circle to the left to turn on **Private** mode.
2. In the **Name** you name for this channel.
3. In the **Purpose** section (purpose) you describe information about the channel, the purpose of creating this channel for what.
4. In the **Send invites to** section, you can find the members' names to invite to join the channel. Up to 1000 people are added to the channel.

Then you select **Create Channel** to create channels.

Slack - TeamIT

Create a private channel

Channels are where your members communicate. They're best when organized around a topic – #leads, for example.

1 Private This channel can only be joined or viewed by invite.

2 Name
test
Names must be lowercase, without spaces or periods, and shorter than 22 characters.

3 Purpose (optional)
What's this channel about?

4 Send invites to: (optional)
MinhiT x
Select up to 1000 people to add to this channel.

Cancel Create Channel

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So you have created the channel.

2. Some Slack commands you need to know

You also see the Slack chat interface is similar to other chat applications, but in Slack you need to use the commands to be able to send messages more effectively.

@channel

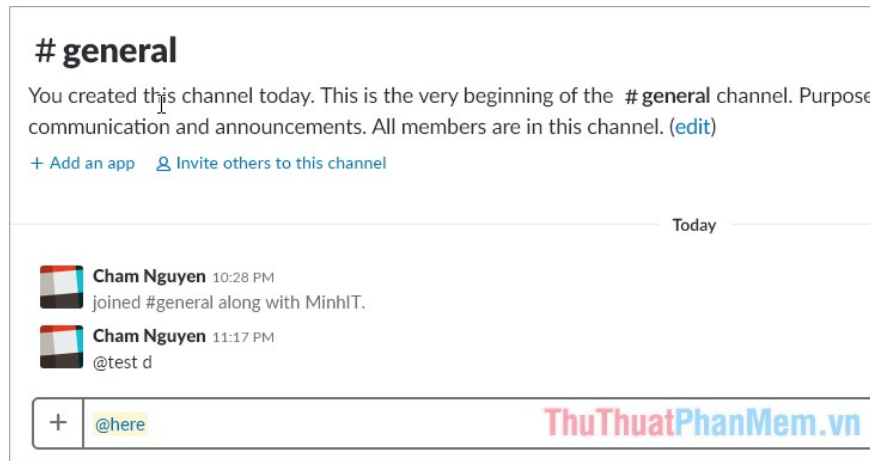
If you have multiple channels that you just want to send a message to everyone in a certain channel then enter **@channel** and enter your message.

@username

To send notifications to specific members of the channel, you enter **@username** (@MinhiT) and enter the content you want to send.

@here

Send messages to members who are online and active.



/ shrug

Add ` _ (?) _ / ` to your message

/ open [channel name]

Open another channel when you are not in that channel.

/ leave

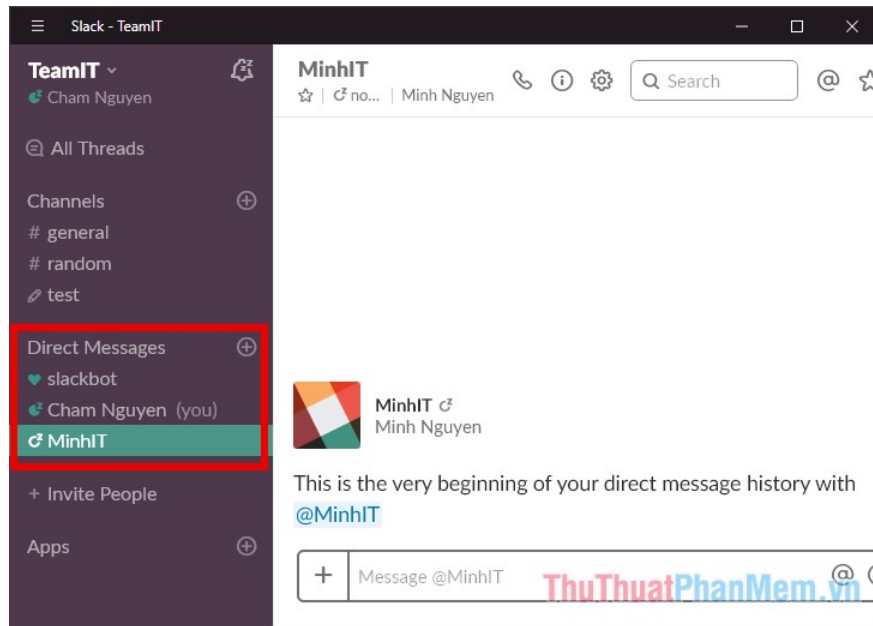
Leaving a channel on Slack.

/ collapse

Hide all normal pictures and gift photos on the channel.

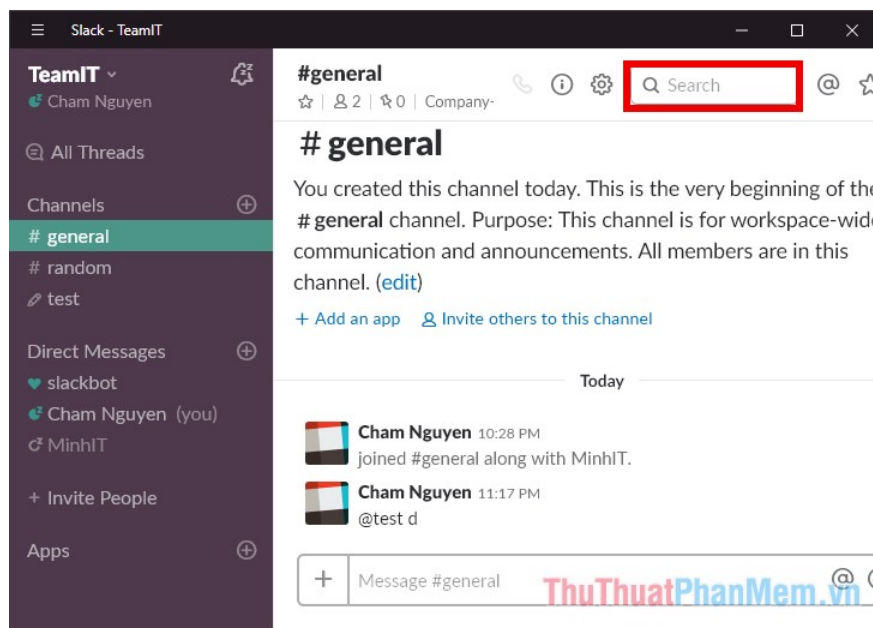
3. Send private messages to specific members.

In the **Direct Messages** section is a list of members in the workspace, who you want to send a message to, you select that person's name and text in the text box.



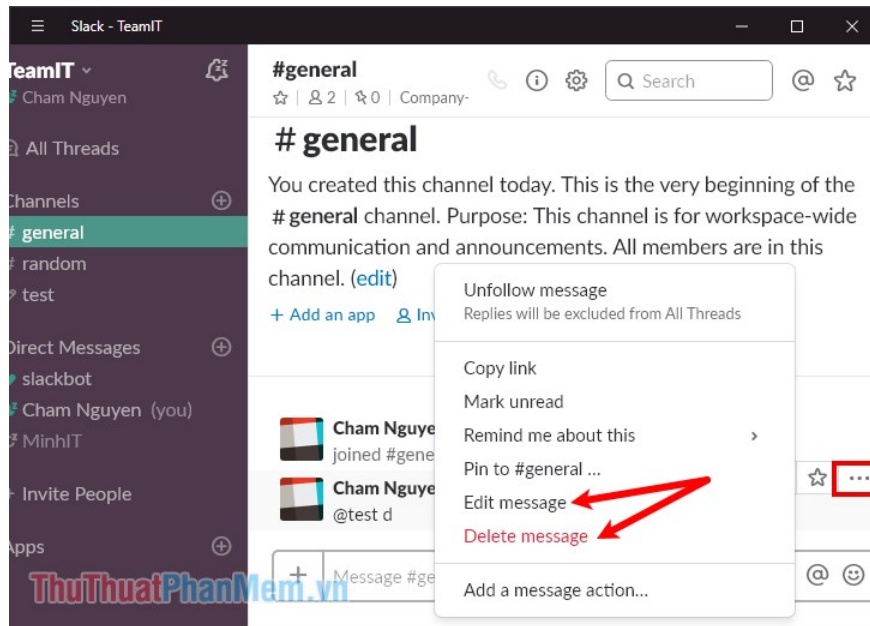
4. Search users and messages

Search feature is a standout feature of Slack, powerful search capabilities will help you search results quickly.

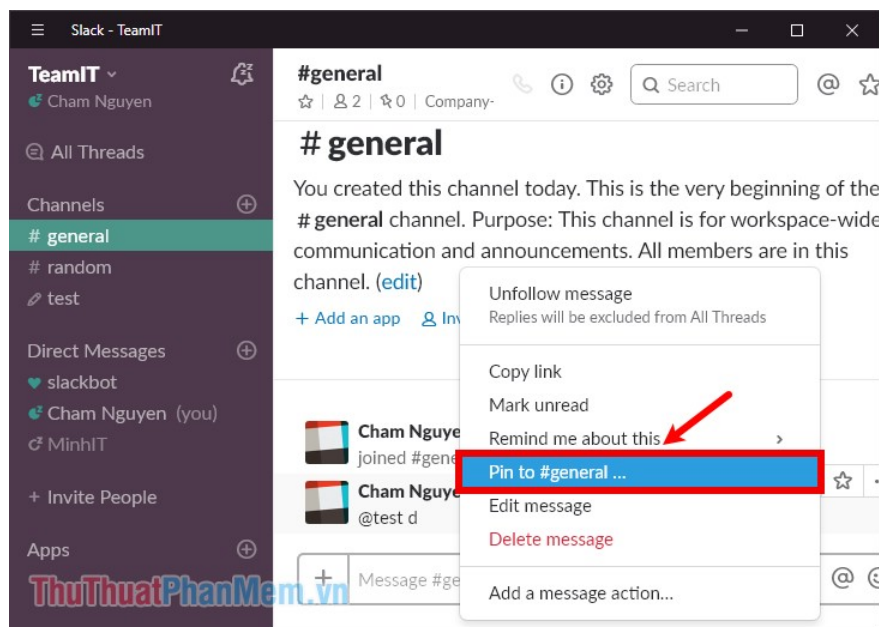


5. Edit, delete, pin a message

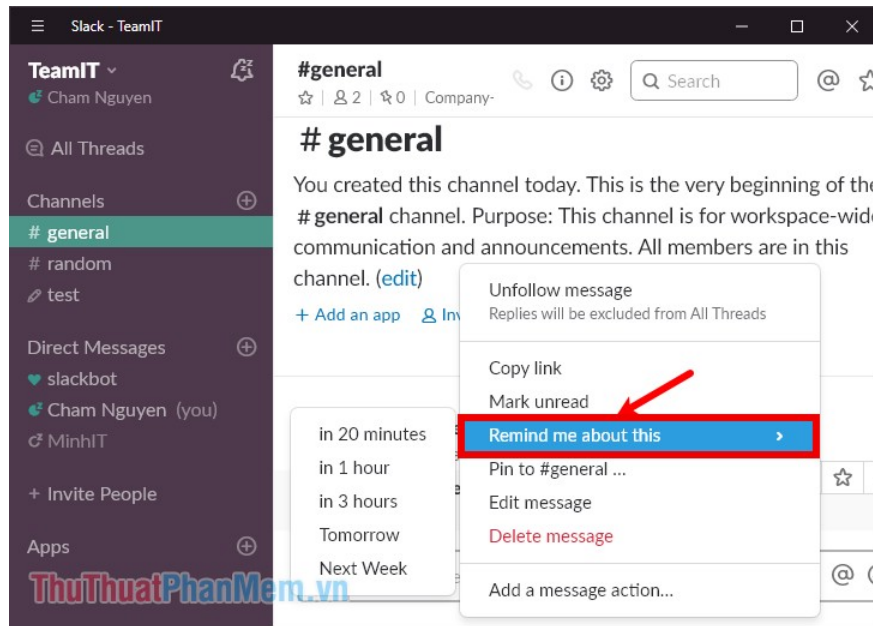
Once you have sent the message and you see the message has something wrong, you can edit or delete the sent message by moving the mouse over the message line and selecting the dot icon. A small menu appears, select **Edit message** to edit, select **Delete message** to delete the message.



And to pin messages in the channel you choose **Pin to #general (channel name)**.



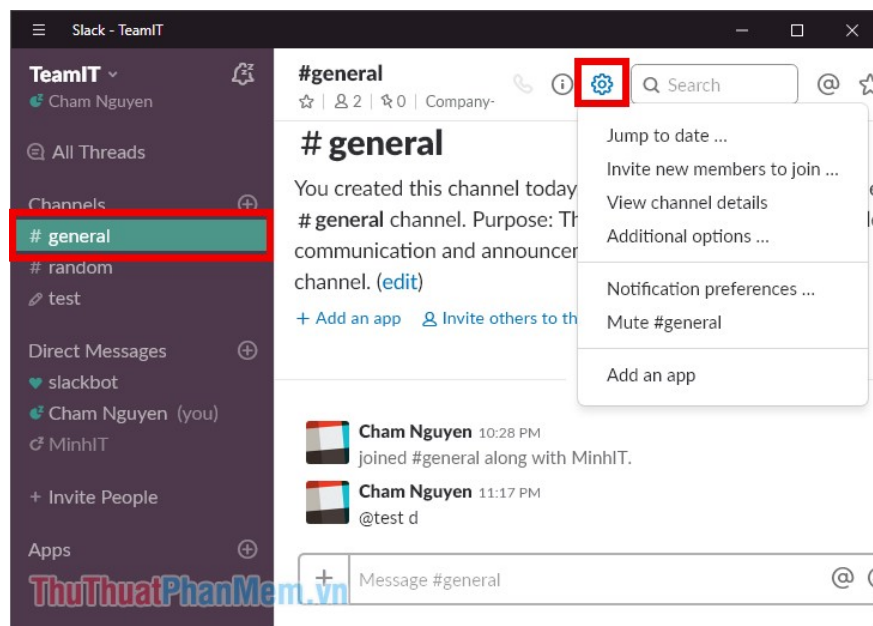
Here you can also set up reminders when you want to follow this message by selecting **Remind me about this** and selecting the reminder time.



6. Custom settings for channel

To set the channel, you select the channel name in the **Channels** section, then select the gear icon. Here you can make some settings:

1. **Jump to date:** jump to date.
2. **Invite new members to join :** invite **new members to join**
3. **View channel details :** see channel details.
4. **Additional options :** additional options.
5. **Notification preferences: Notification** options (in this section you can set up channel notification notifications).
6. **Mute :** **Mute** the channel.



So, above, the article introduced you to Slack. And how to install and use Slack for beginners to get acquainted with Slack. Hopefully, with the detailed instructions that the article has shared above, you can easily work with Slack. Good luck!

You finished reading the article "**What is slack? Instructions on how to use Slack**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.