

TIPS FOR USING slack

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If you are new to Slack, it can be a bit overwhelming. Managing notifications and preferences is key to getting the most out of Slack. These tips can make your time on Slack more efficient and meaningful. Join the EvaluATE Slack Community at bit.ly/evaluate-slack.

In Slack Preferences



Notifications Settings

Customizing exactly when, where, and how you are notified helps to make Slack less chaotic. You can set a notification schedule, temporarily turn off notifications, and alter notifications' sound and appearance.



Keywords

Slack only notifies you when you're @ mentioned in a channel, or if someone direct messages you. But in the keywords section, you can list words that will trigger notifications whenever any of your Slack channels mention them. Try adding the name of your ATE project or STEM area, or other words of particular interest to you.



Accessibility

Slack allows you to view the screen zoomed up to 150%.

Additional Features



Thread a Conversation

To help streamline chats, you can hold your cursor over a message and start a thread off to the side.



Pause Notifications (DND)

If you don't want errant late-night slack messages disturbing your slumber, switch on "Do Not Disturb."



Join Multiple Slack Workspaces at the Same Time

You can join and switch between multiple workspaces at a time. Great for keeping up with multiple communities!



Customize Your Profile

Add your headshot, preferred name, role in the ATE community, time zone, and more!

Under More Actions (vertical ellipsis icon :)



Edit Messages

Typos, wrong links, and incorrect information can all be edited or deleted.



Mark as Unread

Just like email, mark a message "unread" to keep it in your queue.



Remind Me

Set a timer to remind you about a task. Minutes, hours, or days, it will be your accountability partner.



Pin Important Documents

If there's a particular document that you notice yourself always reaching for, "pin" it in a relevant channel. You can easily access it by clicking on the pushpin icon.

Check out more great tips from Slack's Help Center at slack.com/help.



EvaluATE is supported by the National Science Foundation under grant number 1841783. Any opinions, findings, and conclusions or recommendations expressed on this site are those of the authors and do not necessarily reflect the views of the National Science Foundation.

