

# SLACK

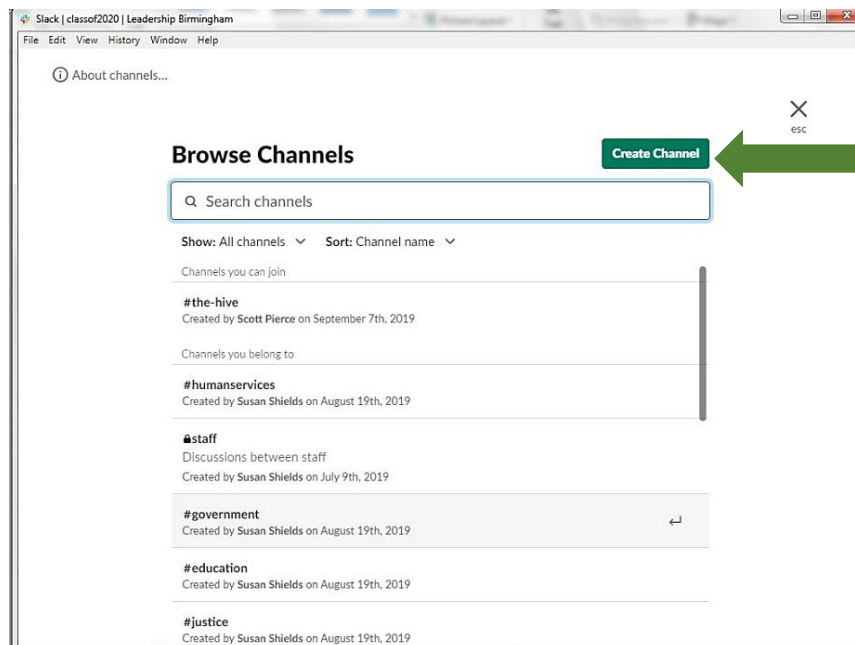
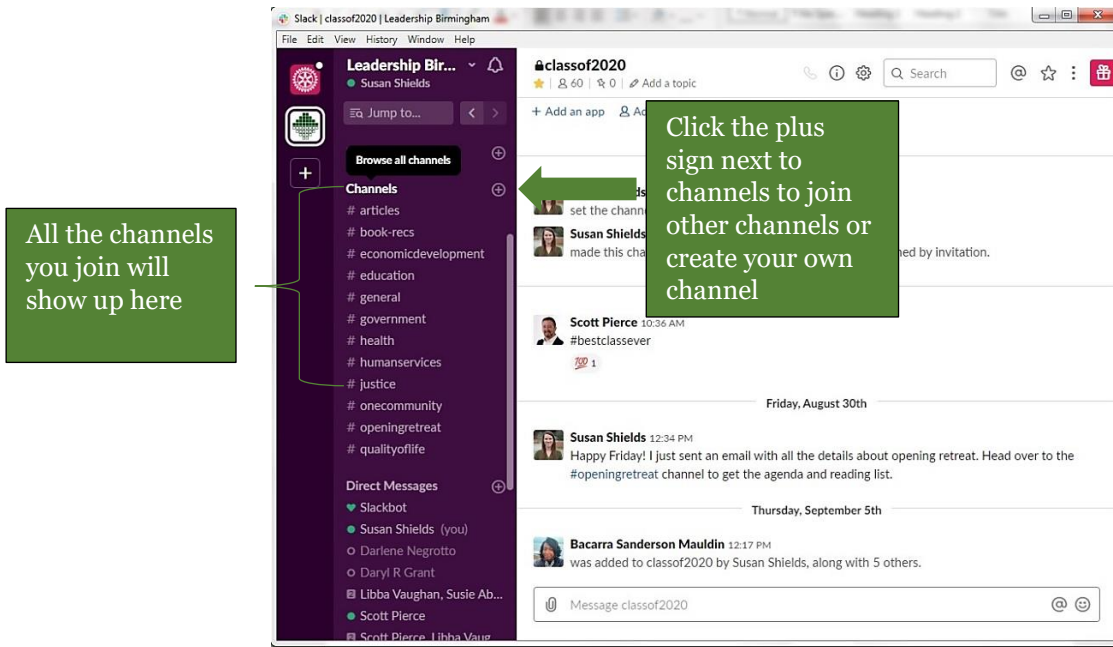
## GETTING STARTED

Download the app: <https://get.slack.help/hc/en-us/sections/360000110123-Download-the-Slack-app>

Leadership Birmingham worksite: [leadership-birmingham.slack.com](https://leadership-birmingham.slack.com)

## CHANNELS

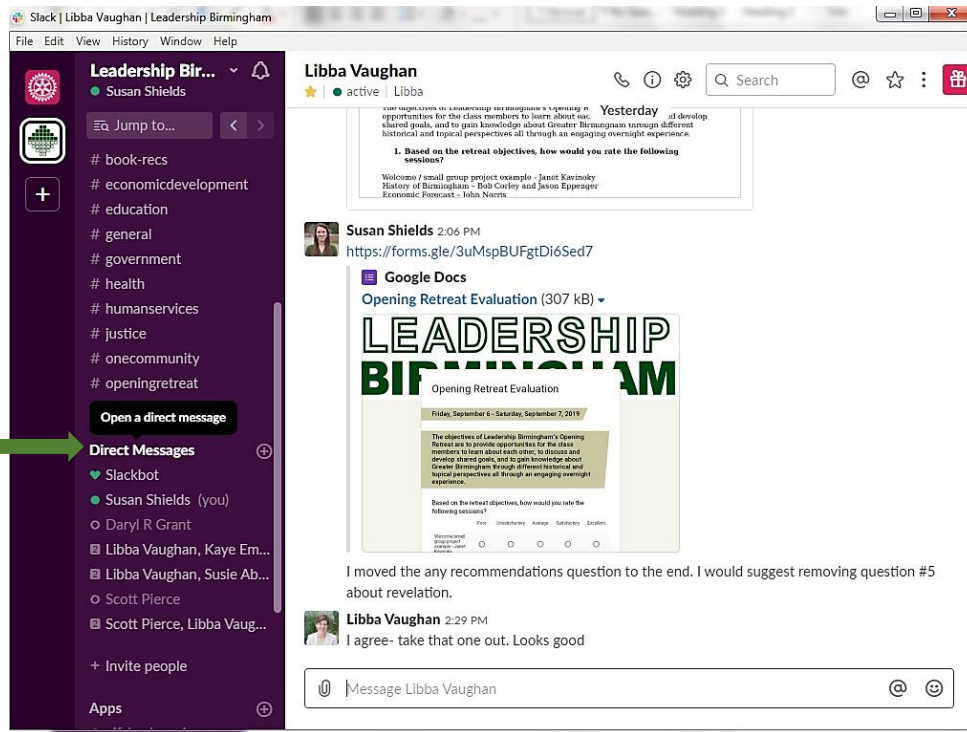
In Slack, teamwork and communication happen in channels. A channel is a single place for a team to share messages, tools, and files. They can be organized by team, project, or whatever else is relevant to you. Anyone can join public channels, as indicated by the # sign.



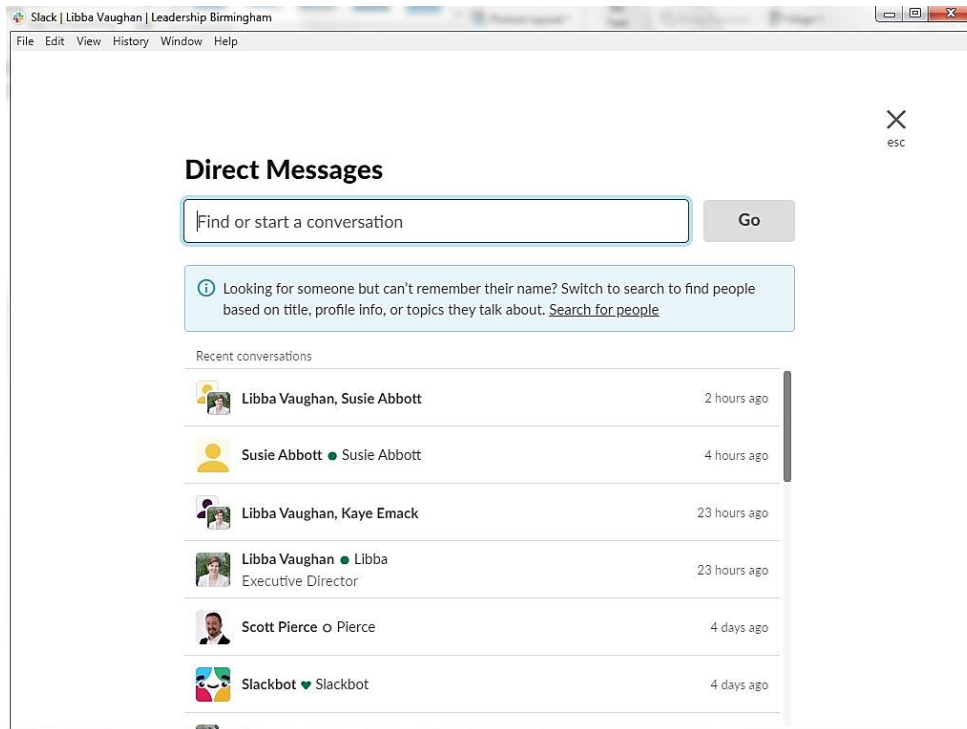
## DIRECT MESSAGES

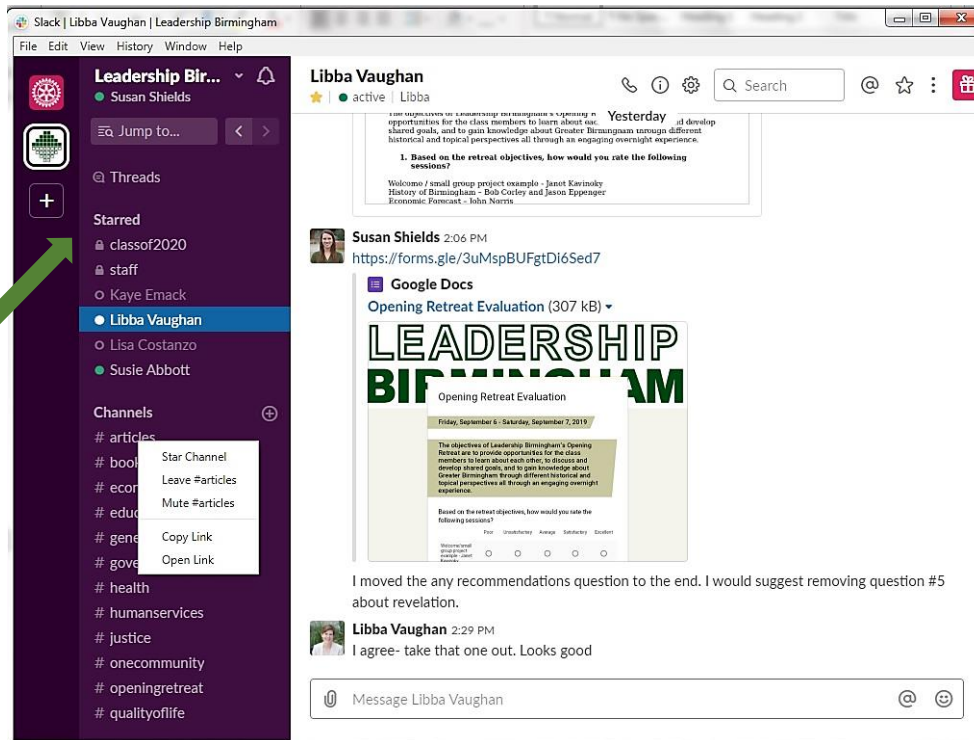
You can send direct messages to one or more people. These conversations differ from talking within channels because they are completely private and only between the people who are included in the message.

Click the plus sign next to direct messages to begin a new conversation with someone



Direct messages can be one on one or between multiple people

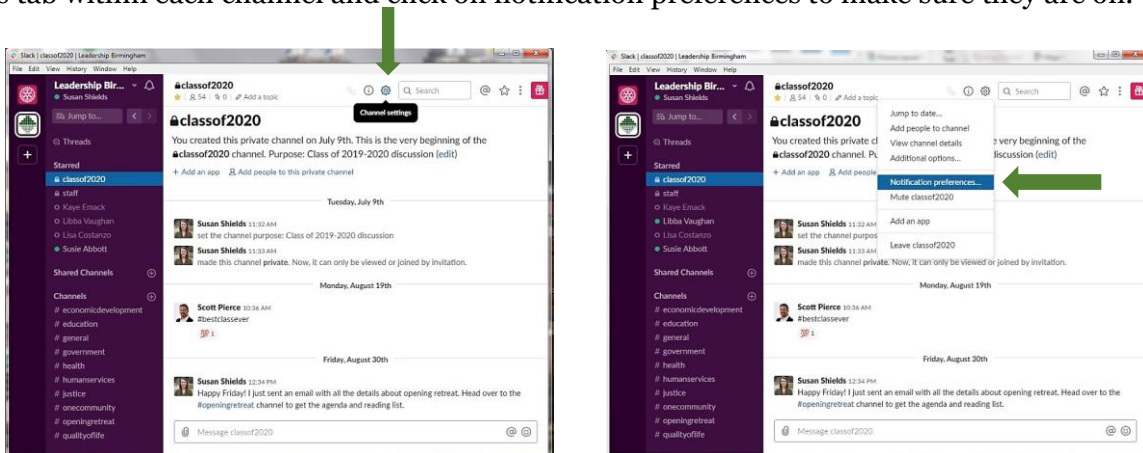




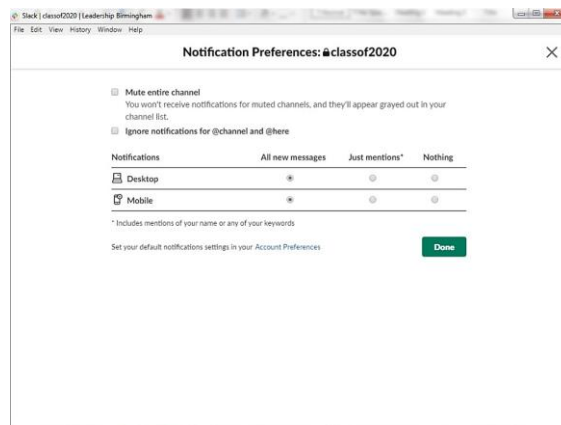
Right click a channel or direct message to star it and pin it to the top of your panel

## NOTIFICATIONS

In order to know when someone posts in any of the channels, you need to have notifications turned on. Go to the settings tab within each channel and click on notification preferences to make sure they are on.

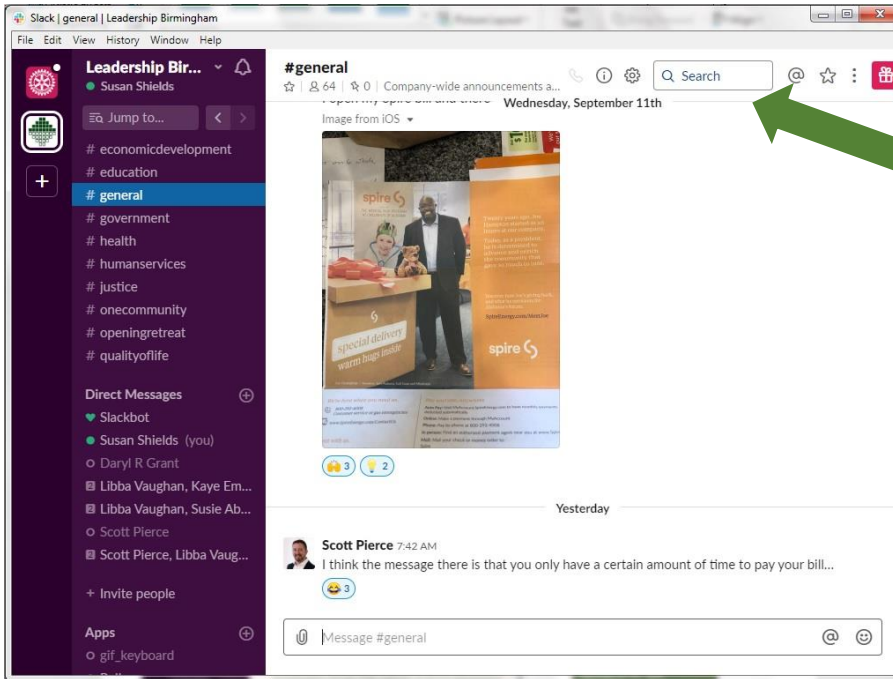


Please keep all notifications on for Class of 2022 channel and the program day channels.

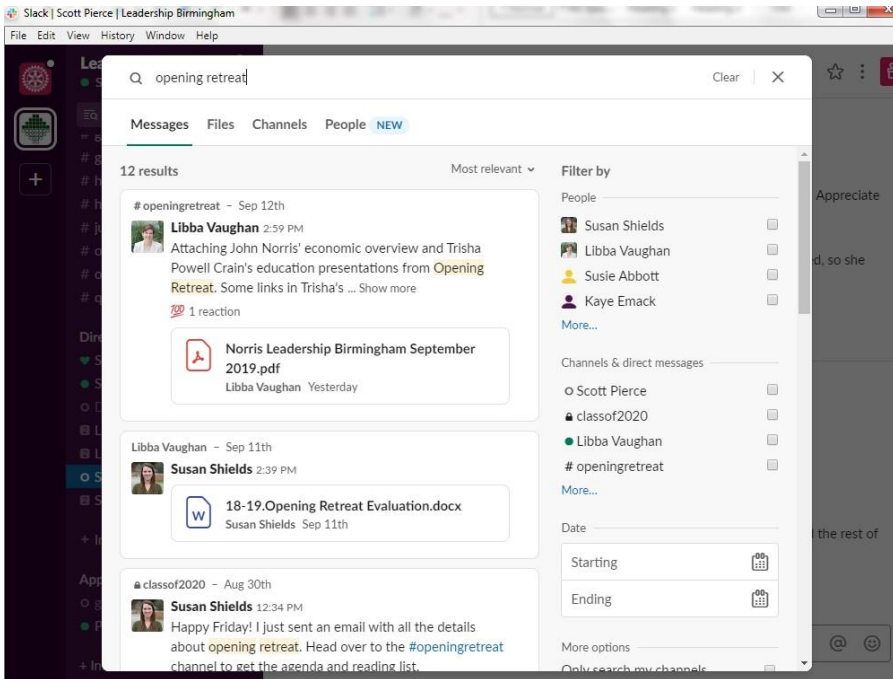


## FINDING MESSAGES

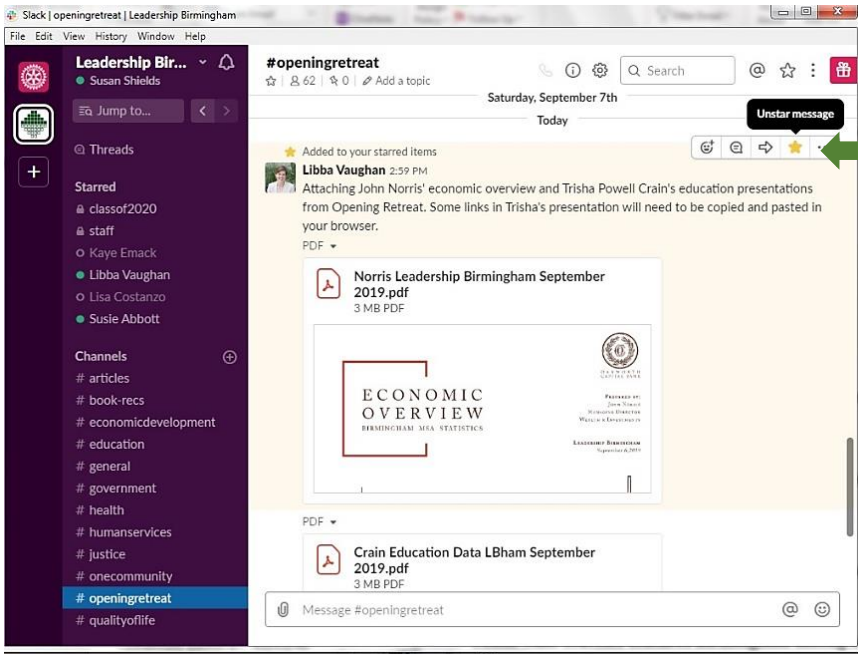
There are two ways that you can quickly find previous messages in any channel or DM. One way is to use the search function and the other is to save messages by starring them.



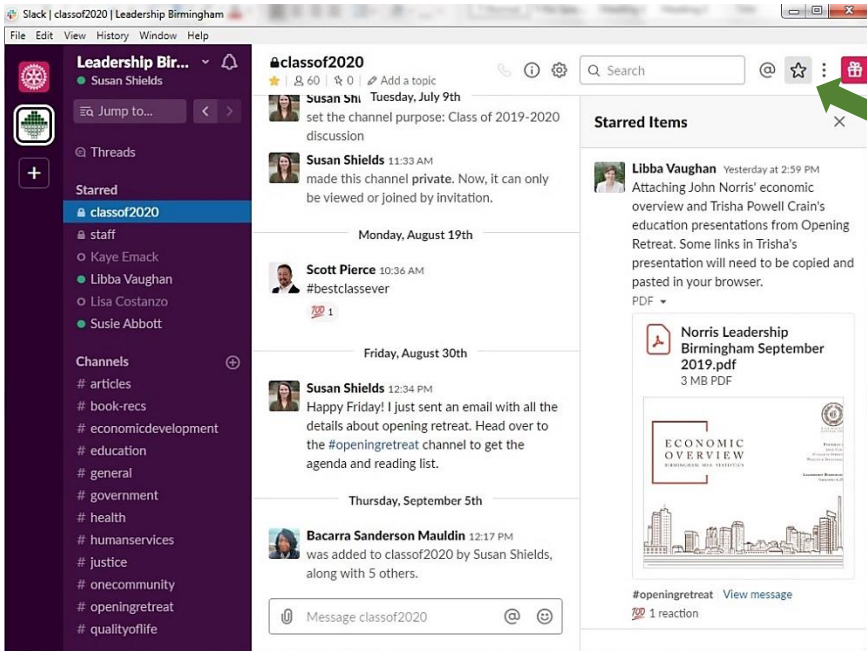
The search box can be found at the top right within any channel or message



Type in any word, combination of words, or name and the search will pull up all messages, files, channels, and people that match your search



If you want to save a message so you can come back to it later, hover over the message and click the star so it turns yellow.



When you want to see your saved messages, just go up to the star in the top right hand corner of the screen and click it.