**What is Slack?**

Slack is a chat room for your whole organisation, designed to replace email as your primary method of communication and sharing. You can download slack for free on your phone, tablet and computer and it syncs automatically across all devices.

Slack allows us to organise conversations and replace communications that might otherwise be scattered across 100’s emails, text messages, or in-person meetings.

In this very short guide, we’ll explain a few of Slack’s key features and some of the terminology.

**Workspaces -**For our needs, we’ve set up one workspace. This workspace is organised by public and private channels to meet our needs.

You have been asked to join the Go Beyond workspace. In this workspace, you can follow and contribute to the plans that are being made, send private messages to colleagues, share files, and make quick video calls all in one place.

**Channels –**These are individual ‘chatrooms’ where we organise. In channels we have discussions, make plans, share files and have video calls. We will be setting up channels on the left side of the screen based on the needs of the group ie. Donations / hot food / resources info etc. (Bear with us as we work through this.

For general chat and questions please use the **General Channel** and keep the other channels from for specific organising.

In each channel, we will be adding a set of specific instructions on what the channel is for. Please respect this. We also ask very kindly not to add new channels on the left menu. If you think we should have a new channel, then ask in **General Channel**.

**Direct Messages -**

If you want to have a one to one chat with a colleague you can do this using Direct Messages. Just hit the + button next to the Direct messages and type your colleagues name in the box, press GO and you are off. You can also share files and have video calls within Direct Messages.

**One last bit….**

It’s easy to store and share files and documents in Slack channels as well, just drag and drop them in the dialogue box and add a message. If it’s for someone in particular tag them by typing @team-member-name and they will get a special notification.

**More Info**

New to slack? Basics video here: (2 mins)  [Click here to watch](https://slack.com/intl/en-gb/features#why-slack)

 Slack Youtube tutorials (various)  [Click here to watch](https://www.youtube.com/channel/UCY3YECgeBcLCzIrFLP4gblw)

Existing user? Hone those skills here: (8 short lessons)  [Click here to watch](https://slack.com/intl/en-gb/resources/slack-101)