

# Slack



**università di ferrara**

DA SEICENTO ANNI GUARDIAMO AVANTI.



<https://slack.com/>

# Outline

- ☐ Basic Usage
- ☐ Advanced Usage
- ☐ Conclusion

# What is Slack?

- ❑ **What is Slack?** Slack is a messaging app for teams. It brings all your teams communication and les in one place, where they're instantly searchable and available wherever you go.
- ❑ **Goal:** replace the use of emails
- ❑ **Main characteristics:**
  - conversations are organized in channels. Channels can be:
    - public: all the people in the team can join the channel
    - private: only the invited people can join the channel
  - share files with drag-and-drop
  - add comments to the shared files
  - message threads
  - tools integration (e.g. Trello, Github, Bitbucket, ... )
  - web application, desktop application, mobile app

# Create a team

- ☐ First of all we create a Slack team...
- ☐ ... then we can start our communication

# Direct messages

- ❑ **Direct messages** are private, ad hoc conversations between two or more team members. Direct messages are best for quick discussions between people (lunch plans or coffee breaks).
- ❑ You can send a direct message just to one person, or start a group message with up to 8 other people (9 total). These conversations are visible and searchable only to you and the other people in the group.
- ❑ **More info:** <https://get.slack.help/hc/en-us/articles/212281468-Direct-messages-and-group-DMs>

# Create a channel

- ❑ Slack **channels** are where the majority of your teams conversations and daily work can take place. You can create as many channels as you need.
- ❑ There are two kinds of channels:
  - **Public channels** are for conversations open to your entire team. Anything posted to a public channel is browsable and searchable to all team members, except for Guests.
  - **Private channels** are for confidential discussions. A private channel is only visible to its members, and only members of a private channel can read or search its contents.
- ❑ **More info:** <https://get.slack.help/hc/en-us/articles/201402297-Create-a-channel>

# Message Threads

- ❑ **Threads** let you respond directly to a message in a channel, keeping the replies organized neatly in a single, threaded conversation.
- ❑ **Why use threads?**
  - Encourage open discussion without distracting others.
  - Organize conversations and preserve meaningful context.
  - Focus your time and attention on the task at hand.
- ❑ **More info:** <https://get.slack.help/hc/en-us/articles/115000769927-Message-threads>



# Reminders

- ❑ With Slack you can send yourself or your team members a reminder for anything: important meetings, to-do items and messages.
- ❑ **Adding a new reminder.** In the message box, type **/remind** and include the following: **/remind [who] [what] [when]**.
  - Examples:
    - `/remind me to take a coffee break every weekday at 2pm`
    - `/remind @rzzf "Riunione gruppo di ricerca" at 12pm today`
    - `/remind #leap to join the monthly meeting on July 31st at 10:55am`
- ❑ **Message reminder.** When you want to follow up on a conversation or remind yourself of a task, you can set a reminder for any message in Slack.
- ❑ **More info:** <https://get.slack.help/hc/en-us/articles/208423427-Set-a-reminder>

# Integrations

- ❑ With Slack you can plug in many tools and services
- ❑ Examples:
  - Github
  - Bitbucket
  - Trello

# Slash commands

- ❑ Slack offers a variety of slash commands, which act as shortcuts you can type into the message input box to perform an action. Just type “/” to see a full list of slash commands.
- ❑ You can even create custom commands!
- ❑ Just some of them:
  - `/archive` Archive the current channel
  - `/away` Toggle your “away” status
  - `/close` Close a channel or direct message
  - `/invite @user [channel]` Invite another member to a channel
  - `/join [channel]` Open a channel
  - `/kick @user` or `/remove @user` Removes user from the current channel. This action may be restricted to owners or admins.
  - `/mute` Mute a channel, or unmute a channel that is muted
  - `/remind me in [time] to [message]` or `/remind me to [message] at [time]`  
Set a reminder that will send you a direct message at the time you specify. To schedule a reminder for a specific date, use the format MM/DD/YYYY or DD.MM.YYYY.
  - `/remind list` Get a list of the reminders you've set.

# Conclusion

## ❑ Why use Slack and not emails?

- Simple to use.
- The messages are forced to be organized into channels (emails with subject and content without any relation).
- Thread conversations.
- Integration with a lot of tools, such as Bitbucket, Github and Trello, that could help the team member to keep track of the actual state of a project.
- Everything you post is searchable: messages, notifications, les, **content within the files**.
- Useful slash commands.