



SLACK: WHAT'S NEW



USC University of
Southern California

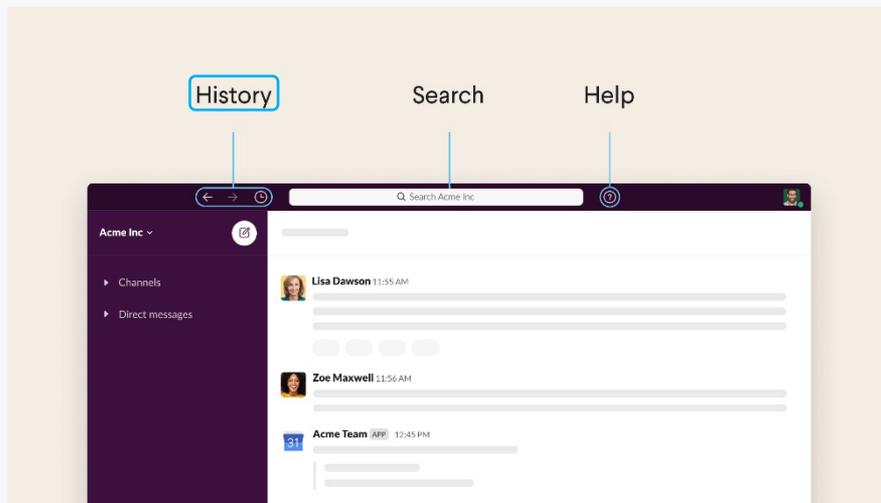
RONALD TUTOR CAMPUS CENTER

PRESENTATION AGENDA

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- 02 Split View
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NAVIGATION BAR

Use the navigation icons to go back and forth in your history (just like you would in a web browser) or view recent conversations, search for information, or get help with Slack. completion of this presentation, you should be able to:



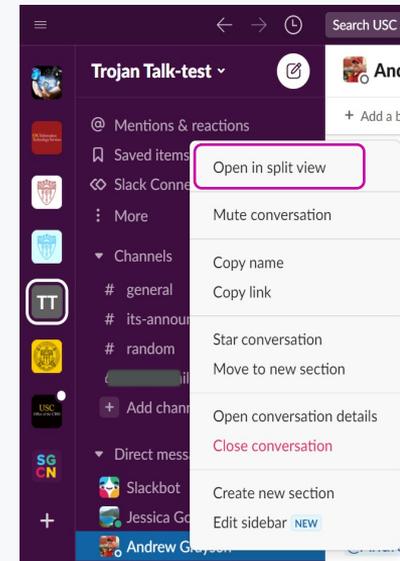
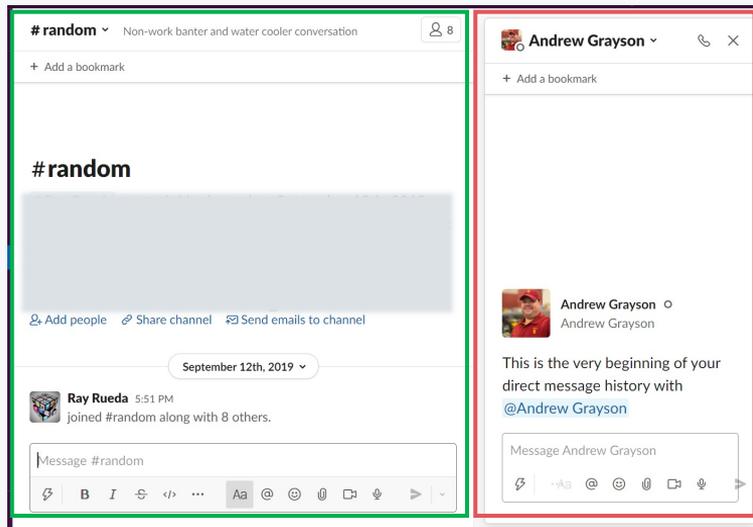
The **history** icons provide quick access to recently-viewed items. Use the left and right arrows to go back and forward in your history or click the clock icon for a list of your recent channels, DMs, search results, threads, and more.

SPLIT VIEW

Open conversations in split view

Split view lets you see information from different parts of Slack side-by-side. Open two conversations or pages and view them both at the same time, without having to move back and forth between them.

From your desktop, press `Cmd` (Mac) or `Ctrl` (Windows/Linux) and click the name of a conversation or page in your left sidebar.



RECORD AUDIO AND VIDEO CLIPS

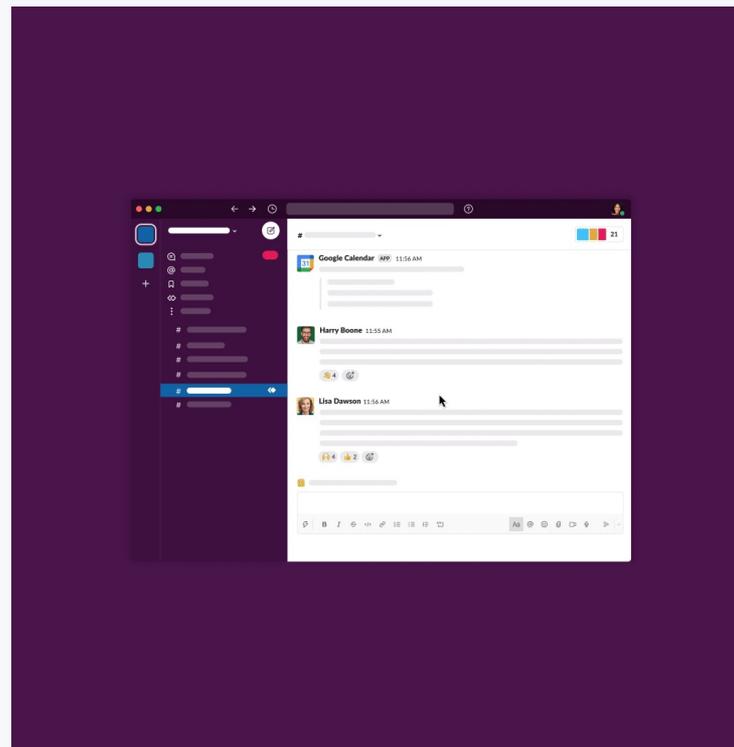
Choose a channel or direct message (DM) and send a clip to share ideas and updates, demo something you're working on, or give kudos to your team!

- 1 Open a channel or direct message (DM) to send a clip.
- 2 To record a video clip, click the  camera icon in the message field. Select a screen to share if you'd like, then click **Record**. To record audio, click the  microphone icon and begin talking.
- 3 Add a message if you'd like, then click the  paper plane icon to send your clip.

Why use clips?

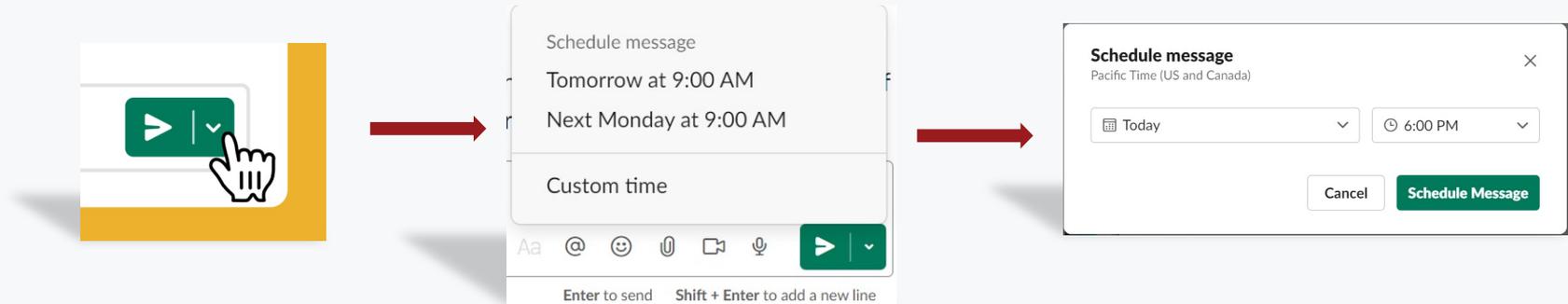
- Replace a standing meeting
- Ask for feedback on your work
- Share wins

Try it out!



SCHEDULE MESSAGES TO SEND LATER

When you have an important message to share in Slack but it's not the best time to send it quite yet, you can schedule it. Select a date and time in the future and rest assured your message will be sent whether you're at your desk or on the go.



You can view, edit, and manage your scheduled messages any time before they're sent. Here are your options:

-  Edit message
-  Reschedule message
-  Send message
-  Cancel schedule and save to [drafts](#)
-  Delete message

START A HUDDLE

Recreate the quick, informal discussions you'd have in the office right in Slack. You can start a huddle in any channel or direct message (DM), invite specific people to join, and share your screen to work side-by-side with your team.

- 1 Open a channel or DM.
- 2 Click the  **headphones toggle** in the bottom left corner of your sidebar or press  Shift H (Mac) or  Shift H (Windows/Linux).
- 3 Once the huddle has started, you can click the  **microphone icon** to mute your microphone, the  **screen icon** to share your screen, or the  **add people icon** to invite specific people to the huddle.
- 4 To turn on live captioning, click the name of the person actively talking in the bottom left corner of your screen. Click the  **three dots icon**, then select **Turn on captions**.

Leave a huddle

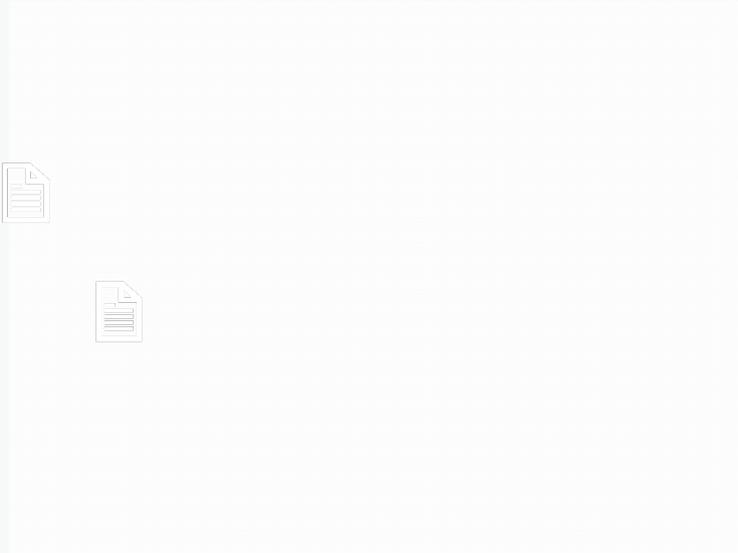
To leave a huddle, click the  **headphones toggle** at the bottom left corner of your sidebar or press  Shift H (Mac) or  Shift H (Windows/Linux).



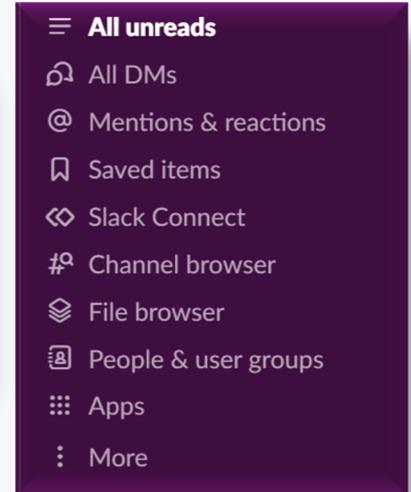
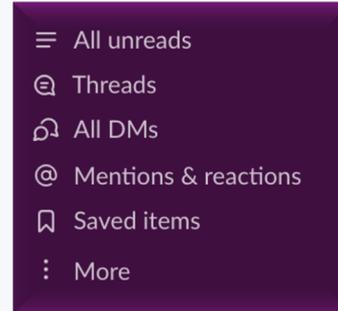
ORGANIZE SIDEBAR



You can organize your channels, direct messages (DMs), and apps into custom sections within your sidebar. Your custom sections are only visible to you and won't affect what your teammates see, so set them up however you'd like.



At the top of your sidebar is a list of items to help you quickly browse your Slack workspace. You can customize this list from your preferences:



ADD DESCRIPTIONS TO IMAGES

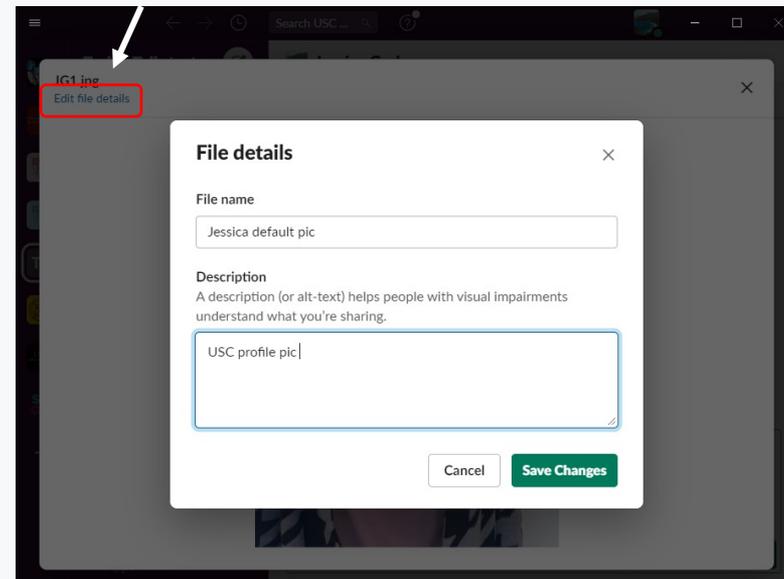
When you add an image to Slack, you can include a description. This description (or alt text) will help people with visual impairments understand more about the image you've shared.

- 1 From your desktop, drag and drop an image into the message field in Slack, or click the  **paper clip icon** next to the message field and choose an image to add.
- 2 Click the image in the message field.
- 3 Select **Edit file details** in the top-left corner.
- 4 Add your description and edit the file name if you'd like.
- 5 Click **Save Changes**.



Tip: You can also add a description after you've shared a file. Click the **three dots icon** on the image and select **Edit file details**.

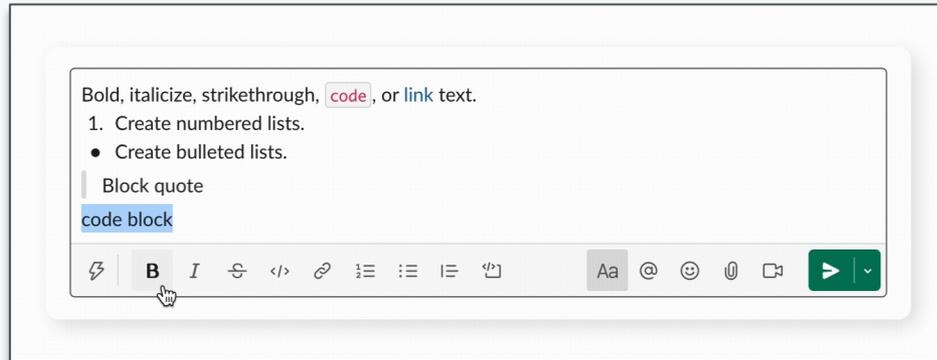
Edit details



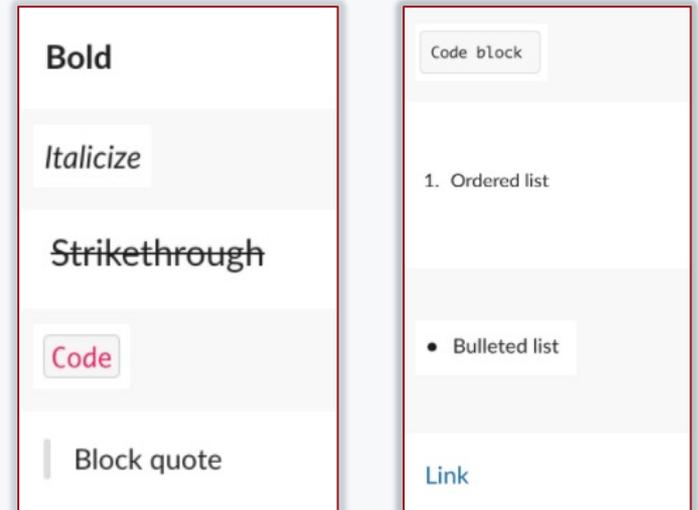
FORMAT YOUR MESSAGES

Formatting helps add detail and clarity to your messages in Slack. You can use the formatting toolbar in the message field or use markup and surround text with special characters.

Formatting toolbar

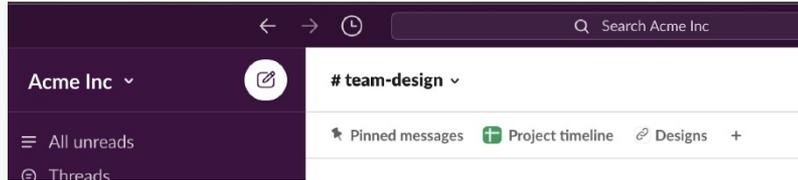


Formatting

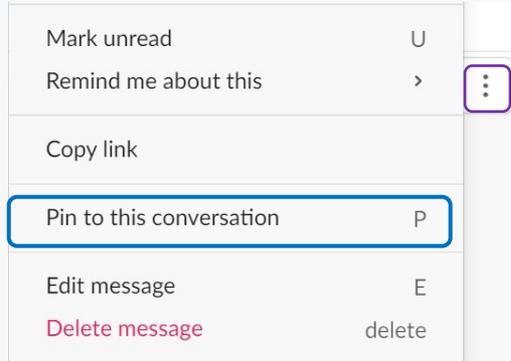


PIN MESSAGES & BOOKMARK LINKS

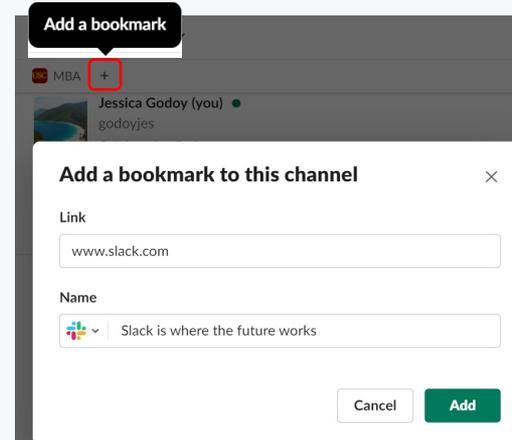
You can pin messages and bookmark links in any channel or direct message (DM) for easy reference. Pinned messages are a great way to highlight existing messages in a conversation, while bookmarks make it easy to keep track of links. All members of a conversation can access pinned messages and bookmarks in the conversation header.



Pin a message



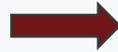
Add a bookmark



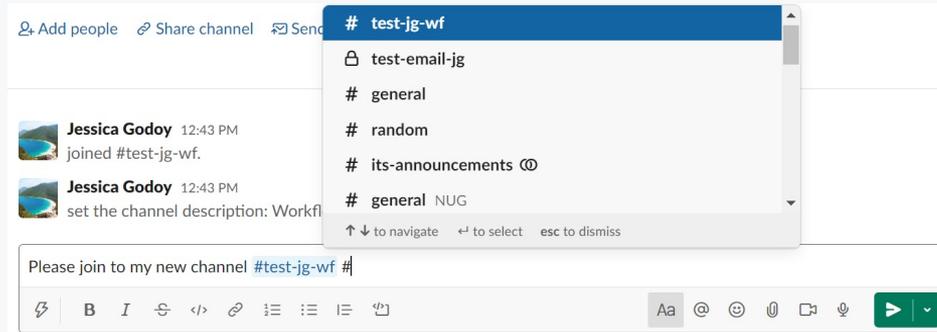
LINK CHANNEL NAMES



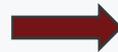
Send a message with a hashtag and a public channel name (e.g., #channel)



The channel's name will appear linked in blue. All members with access to the channel can click its name to open it.



Send a message with a hashtag and private channel name (e.g., #privatechannel)



The private channel's name will appear linked in blue. Only members with access to the private channel can click its name to open it. People not in the channel will see an anonymous channel name.

HELP RESOURCES

Additional Resources

Additional resources, such as user guides and webinars, can be found on Slack and USC's websites to ensure you have the materials you need to successfully use Slack in the classroom, as outlined below:

- **'Your Guide to Slack for Higher Education'** [Slack Website Post](#)
- **'Slack 101 for End Users'** [Slack Website Guide](#)
- **'Set Your School Up for Distance Learning with Slack'** [Webinar](#)
- **'Getting Started with Channels'** [Webinar](#)

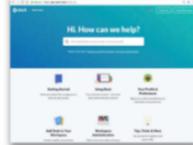
In Slack Slackbot



[Slackbot](#) can answer general user questions via DM or in a channel

Slack Website

[Slack HelpCenter Website](#)



Local IT Support

[IT Support Contact](#)



ADDITIONAL QUESTIONS?

- Contact ITS – consult@usc.edu - 213-740-5555
- Check the News page for the latest information on technological updates, training sessions, best practices and more.
- Slack Admin Training:
<https://trojanlearn.csod.com/ui/lms-learning-details/app/course/7ae3bfc7-fd1d-4c3f-bc86-497798243b9b>
- Slack Training: <https://trojanlearn.csod.com/ui/lms-learning-details/app/course/c69f2f18-827a-48d4-993f-bb677202e4f5>

<https://keep-teaching.usc.edu/support/>

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Q&A



**THANK YOU &
FIGHT ON**

