The Ultimate Slack Cheat Sheet

The Slack User Interface

Starred Conversations

Teams Panel - Shows teams you’re currently logged in to, and allows quick-switching between teams (you’ll only see this if you’re logged in to more than one team).

Keyboard Shortcuts

Channels

Useful “/” Commands

Action

Mac

Win

Action Command

Previous channel

Option

Alt

Toggle your “away” status

/away

Next channel

Option

AltClose a channel / group / DM

/close

Previous unread

Option Shift

Alt

Shift collapse all inline images

/collapse

Next unread

Option Shift

AltShift Remove someone from the conversation

/kick [username]

Go backward in history

[

Alt

Set the topic for the current channel

/topic [text]

Go forward in history

Alt

Append a ̄\\_(π)\_/ ̄ to your message

/shrug [text]

Mark channel as read

Esc

Esc

Mark all channels as read

Shift Esc

Shift Esc

Set message as oldest unread

Alt + Click message

Alt + Click message

Conversations

Action

Mac

New line

Mention a user (notifies them)

@[name]

Mention a group (notifies everyone)

@[group\_name]

Mention a channel (notifies everyone)

@[channel\_name]

Add an emoji

:[emoji\_name]

Upload a file

Create a snippet

Paste clipboard as new snippet

Edit last message

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support@chartmogul.com Win Shift Return

Shift Return

@[name]

@[group\_name]

@[channel\_name]

:[emoji\_name]

Ctrl Shift

Enter

Public Channels

Direct Messages

Private Groups

U Ctrl U

Enter

Shift V Shift Ctrl V

(in empty field) (in empty field)

]

Using Multiple Teams

With the Slack desktop and mobile apps, you can log into more than one Slack team at once! To log into another team, click the down arrow next to your current team name, and click Sign in to another team.

You can quick-switch between any teams you’re signed into:

Next team (Mac)

Next team (Win)

Prev. team (Mac)

Prev. team (Win)

Go to team (Mac)

Go to team (Win)

On iOS, you can even quick-switch between teams with a 3-finger swipe left or right!

Message Panel - Displays the message content for the currently selected channel / group / direct message.

Flexpane - Can show one of the following information panels: Channel Info, Activity, Mentions, Team, Stars, Search.

[Shift

Ctrl Shift

[Shift ]Ctrl Shift ]

+ [team member]

Ctrl

+ [team member]

Tip: Restrict @channel messages Although Slack helpfully warns you when posting @channel messag- es that could wake up (or simply annoy) a lot of people in different timezones, you might want to restrict the use of @channel at: [yourteam].slack.com/admin/settings#messaging\_restrictions

Advanced Search

Search specific locations

• in:[channel] • in:[group]

• in:[name] • from:[user] / from:me

Search by message content

• has:link • has:star Narrow down the time range

• before:[time] • after:[time]

• on:[time] • during[time] (where [time] is a date, year, month, week)

The Quick Switcher

+K or +T, CTRL+K The Quick Switcher is your best friend, and your quickest way to move around

Advanced Tips

Slack conversations. Just open the switcher, start typing the name of a conversation and hit return.

You can search for:

• Channel name

• User name

• Private group name

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• Link to a message by right-clicking the timestamp - “Copy Link”

• Get slack to remind you of things: /remind me in [time] to [task]

• Type the hex code of a color (e.g. #0033CC) to display the color next to your message

• Use Stars ( ) as a task list - star items to work on, and view your list in the Stars flex flexpane (

Shift S or Shift Ctrl S ) • Subscribe to RSS feeds and get updates from your favourite sites with /feed subscribe [RSS feed address]

Customize Your Team

Add custom loading messages at [yourteam].slack.com/customize/loading

Add custom Slackbot responses at [yourteam].slack.com/customize/slackbot

Upload custom Emoji at [yourteam].slack.com/customize/emoji

Top Integrations Integrations are modules that you can plug into your slack community to connect it to other services on the web. Here are some “must-have” integrations:

Dropbox / Google Drive If you store your files in either of these services, add the integration to slack to import, export and search your files easily. Hubot is probably the most flexible integration out there - script your own robot, and integrate it with other services. Giphy allows you to post animated GIF images to your channels with a simply /giphy command.

IFTTT is a service that connects web services together. Use it to connect pretty much any popular web service out there to your Slack channels.

!