



ProVol Digital

Step by step guide

Slack



ProVol Digital

Professional volunteer management
and training through digitalisation



Slack

- Slack is an enterprise messaging app that connects people to the information they need. Slack brings people together as one team, transforming the way organizations communicate.

Step by step

Step 1: Sidebar

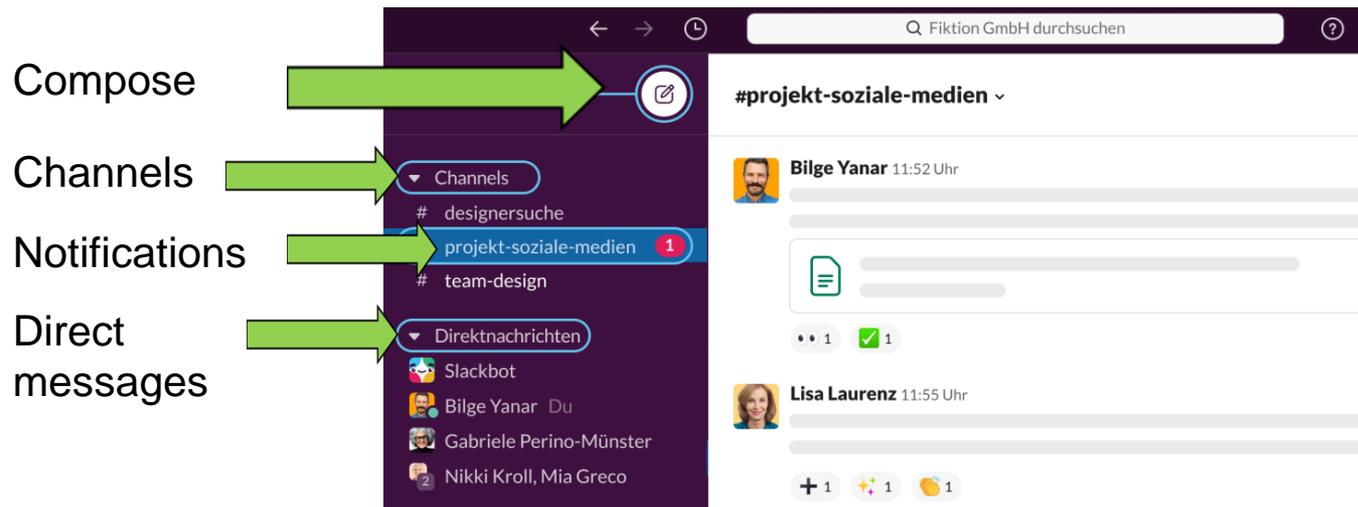
Step 2: Channels

Step 3: Message Field

Step 4: Navigation bar

Sidebar

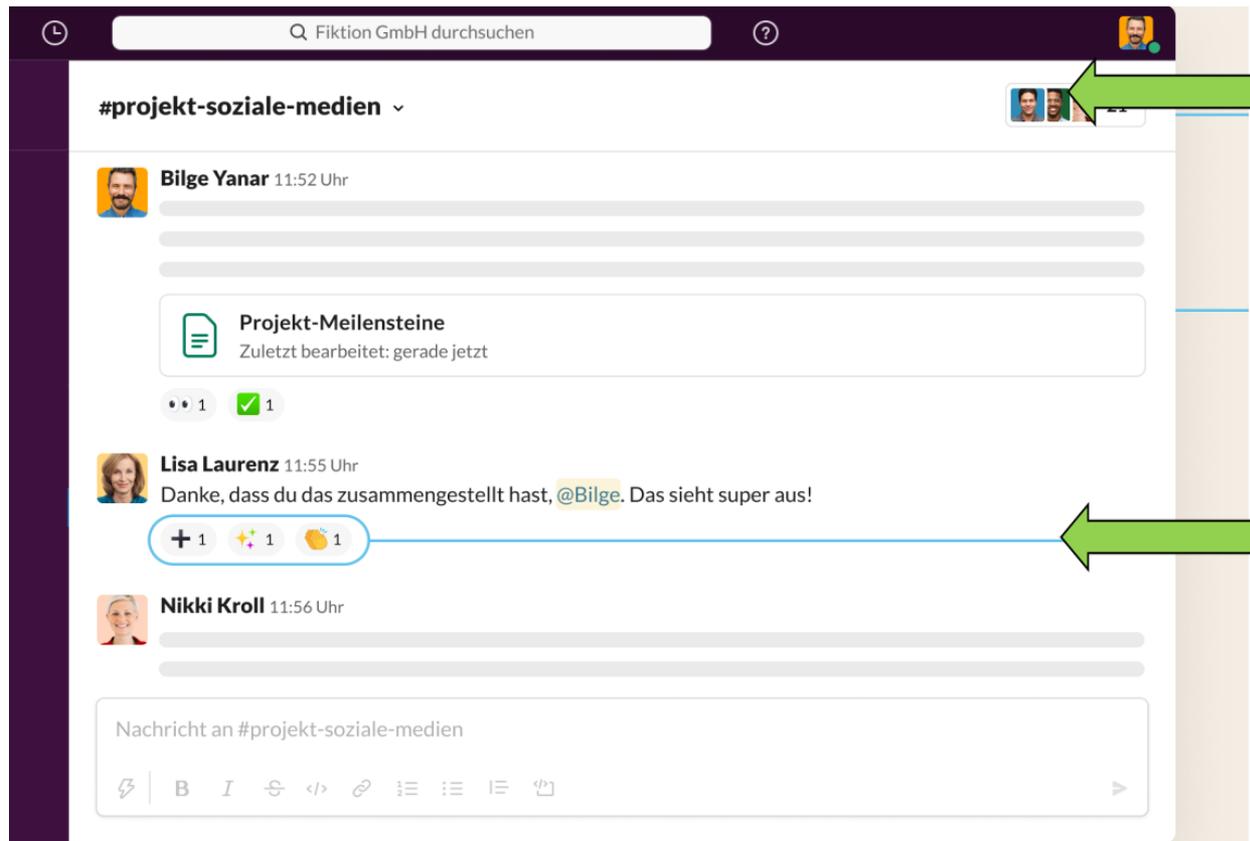
You can access your conversations in Slack from the sidebar. You'll see a list of the channels you've joined, as well as your Direct Messages, notifications for specific conversations, and the option to compose a new message.



Channels

- Channels are the foundation of working in Slack: they bring the right people and information together in one central place, making it easy to organize everything with a purpose
- The channel header gives you information about the channel you are in. Click on the channel name to see details like the channel topic and description , as well as any files added . The other tabs let you see who's in the channel and also view other conversation settings.

Channels



Channel-Header

Messages and Data

Emoji-Reactions

Message field

- When working in Slack, the message field gives you a variety of message options for communicating with team members.

The image shows a Slack interface with a message field. The message field contains a text input area with a rich text editor toolbar. The toolbar includes icons for bold (B), italic (I), link, code, list, and other formatting options. A green arrow points to the toolbar with the label "Text Formatting".

Below the message field, there are two more green arrows pointing to the message input area. One points to the "@" symbol icon, labeled "Mention team members". The other points to the "Attach Data" icon (a document with a plus sign), labeled "Attach Data".

On the right side of the message field, there is a context menu with two options: "Nachricht bearbeiten" (Edit message) and "Nachricht löschen" (Delete message). A green arrow points to the "Nachricht bearbeiten" option, labeled "Edit/delete Messages".

The message field also shows a message from "Bilge Yanar" at 11:52 Uhr and a message from "Lisa Laurenz" at 11:55 Uhr. Below the messages, there are two sections: "Meeting-Notizen" (Meeting notes) and "Nächste Schritte" (Next steps). The "Meeting-Notizen" section includes a bullet point: "Start ist geplant für nächste Woche". The "Nächste Schritte" section includes two bullet points: "Überprüfung Kundenfeedback" and "@Nikki wird Antworten entwerfen".

Navigation Bar

- History icons give you quick access to recently viewed items. Use the left and right arrows to move back and forth in your history.
- Use the navigation icons to go back and forth in your history, view recent conversations, find information, or get help for Slack.

