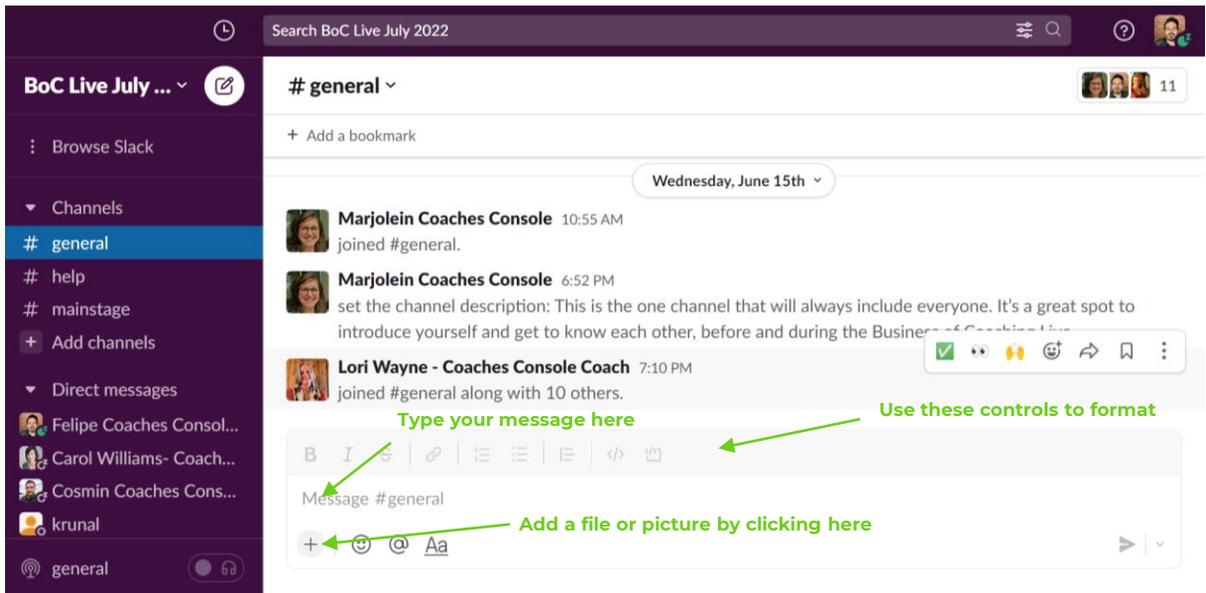


POSTING & REPLYING TO MESSAGES

Inside Slack, you can send messages to individual members or to various groups.

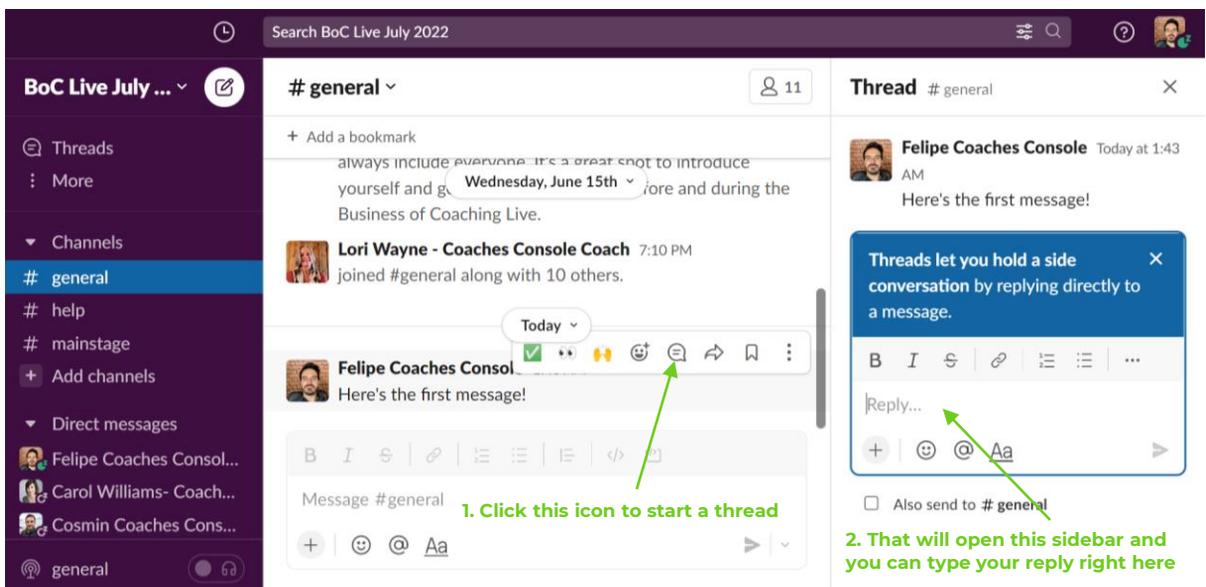
Group messaging happens inside channels. By default, everyone belongs to the channels: general, help and mainstage. You will also be added to a table that will be hosted by two of our Coaches Console coaches, where you can ask questions and they will be able to help you.

To send a message to the group, simply select a channel from the left sidebar and type your message into the message box. You can use the controls below the message to format your message or attach files and pictures.



The screenshot shows the Slack interface for the channel '# general'. The left sidebar lists channels like '# general', '# help', and '# mainstage'. The main area shows a message history with a date separator for 'Wednesday, June 15th'. A message box is visible with the text 'Message #general'. Annotations include: 'Type your message here' pointing to the text input area; 'Use these controls to format' pointing to the rich text editor toolbar; and 'Add a file or picture by clicking here' pointing to the attachment icon (+).

To reply to a message, you can create or continue a thread.



The screenshot shows the Slack interface with a thread view open on the right. The main area shows a message history with a date separator for 'Wednesday, June 15th'. A thread is visible with the text 'Here's the first message!'. Annotations include: '1. Click this icon to start a thread' pointing to the reply icon (↩) in the message toolbar; and '2. That will open this sidebar and you can type your reply right here' pointing to the thread sidebar on the right, which contains a 'Reply...' text box and a checkbox for 'Also send to # general'.

POSTING & REPLYING TO MESSAGES

The screenshot displays a Slack workspace interface. On the left is a sidebar for the channel 'BoC Live July ...'. The main area shows the '# general' channel with 11 members. A message from 'Lori Wayne - Coaches Console Coach' at 7:10 PM is shown, with a date separator for 'Wednesday, June 15th'. Below it, a message from 'Felipe Coaches Console' at 1:50 AM says 'Here's the first message!'. A link for '1 reply' is visible below this message. A green arrow points from the text '1. Once someone has replied in a thread, you can click here to see all the replies' to the '1 reply' link. Another green arrow points from the text '2. Clicking will open this sidebar and show all the existing replies. You can add your own reply here' to the 'Reply...' button in the thread view on the right. The thread view shows the same message and a reply from 'Felipe Coaches Console' at 1:51 AM. The thread view also includes a rich text editor with options for bold, italic, link, and other formatting, and a checkbox for 'Also send to # general'.

SENDING DIRECT MESSAGES

To send a direct message to someone, you have three options.

1.You can click the plus sign next to “Direct Messages” in the left sidebar. This will allow you to search for other group members -- plus you can send messages to several people at once.

2.If the person’s name is visible on your left sidebar, you can click their name to send directly to them.

3.You can click cmd-K (on Mac) or control-K (on Windows) to open up a window that allows you to search for individual people.

This screenshot shows the Slack interface for a channel named "BoC Live July 2022". The left sidebar lists various channels and direct messages. The "Direct messages" section is expanded, showing a list of contacts including Felipe Coaches Console, Carol Williams- Coaches Console, Cosmin Coaches Console (highlighted), krunal, Lori Wayne - Coaches Console, Marjolein Coaches Console, and Melinda Cohan. The main window shows a direct message conversation with "Cosmin Coaches Console". A green arrow points from the plus sign next to "Direct messages" in the sidebar to the text: "Click the plus-sign to search for the name of someone you want to send a direct message". Another green arrow points from the name "Cosmin Coaches Console" in the sidebar to the text: "Or select the person's name from the sidebar". The message input field contains "Message Cosmin Coaches Console".

This screenshot shows the Slack interface for a channel named "BoC Live July 2022". The left sidebar is visible, and the "Direct messages" section is expanded. The main window shows a search for direct messages. The search bar contains "To: cos". A list of search results is displayed, including "Cosmin Coaches Console", "Stephanie Burger", and "Sharon Dyer - Coaches Console". A green arrow points from the search bar to the text: "1. Enter the name of the person you're searching for in the search bar". Another green arrow points from the name "Cosmin Coaches Console" in the search results to the text: "2. Select their name from the list of results". A third green arrow points from the text "3. Repeat Steps 1 & 2 if you want to message multiple people at once" to the search results. The search results show a list of messages from "Cosmin Coaches Console", "Lori Wayne - Coaches Console Coach", and "Stephanie Burger", all with the text "You: Felipe Bianchini joined Slack – take a second to say hello." The Windows taskbar is visible at the bottom, showing the date and time as 01:56 on 19/07/2022.

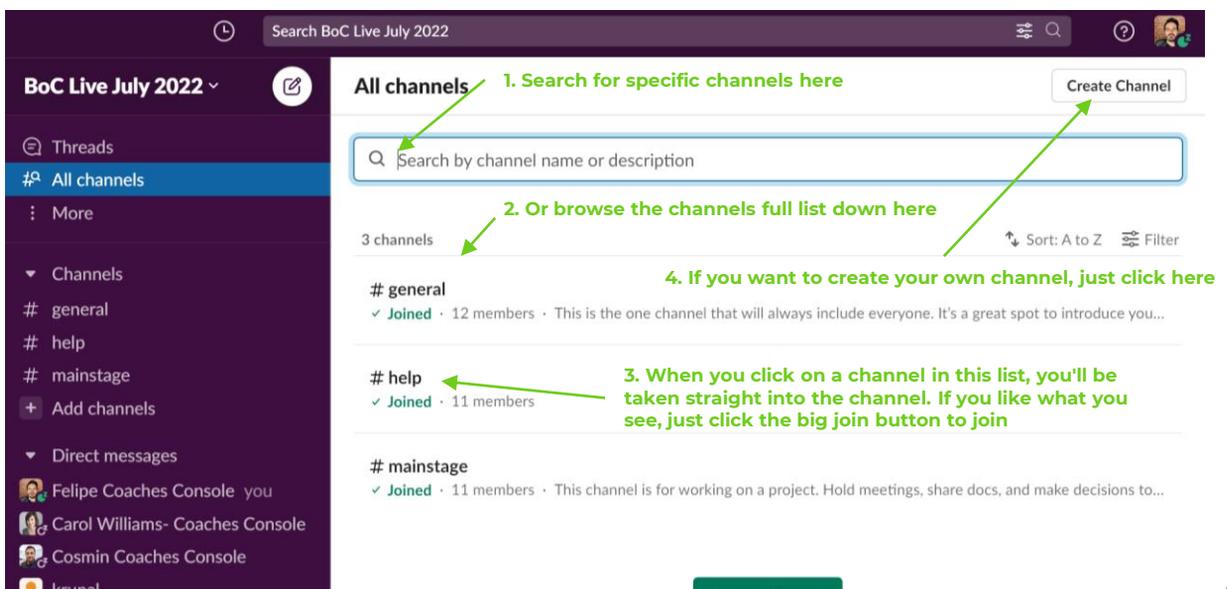
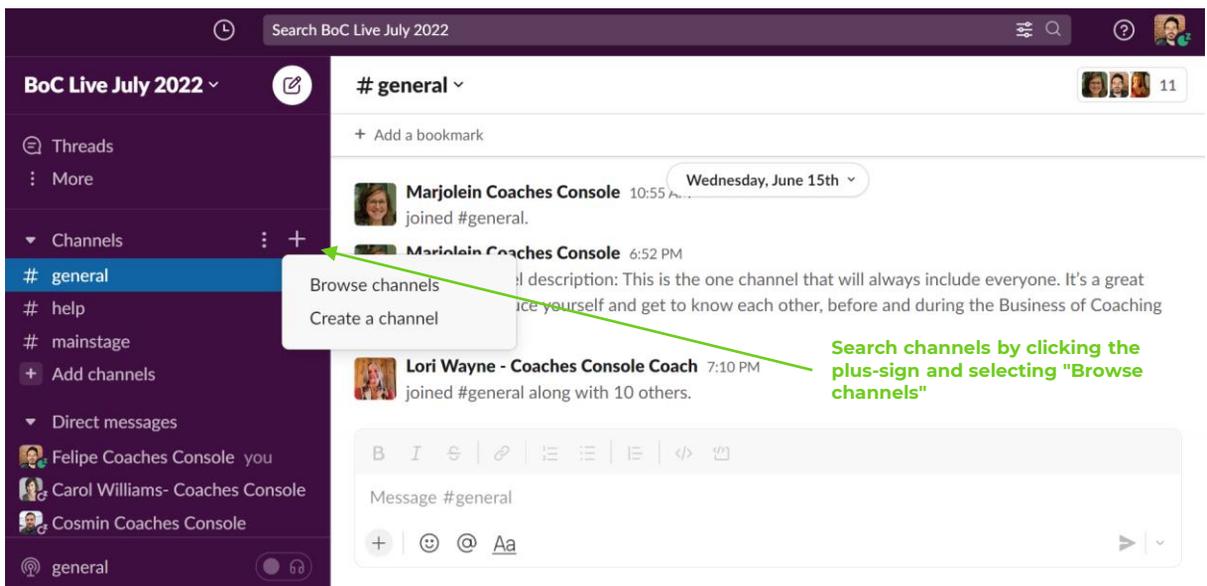
JOINING CHANNELS

Channels are areas where you can meet up with people who share similar interests as you.

We've pre-created a number of channels for you to select from. We recommend that you join at least one industry channel and one general interest channel.

You can do that by selecting "Channel Browser" from the sidebar or by clicking the plus sign next to "Channels" in the left sidebar and selecting "Browse Channels."

You're also welcome to create a new channel, if you'd like to facilitate a discussion on a specific topic.



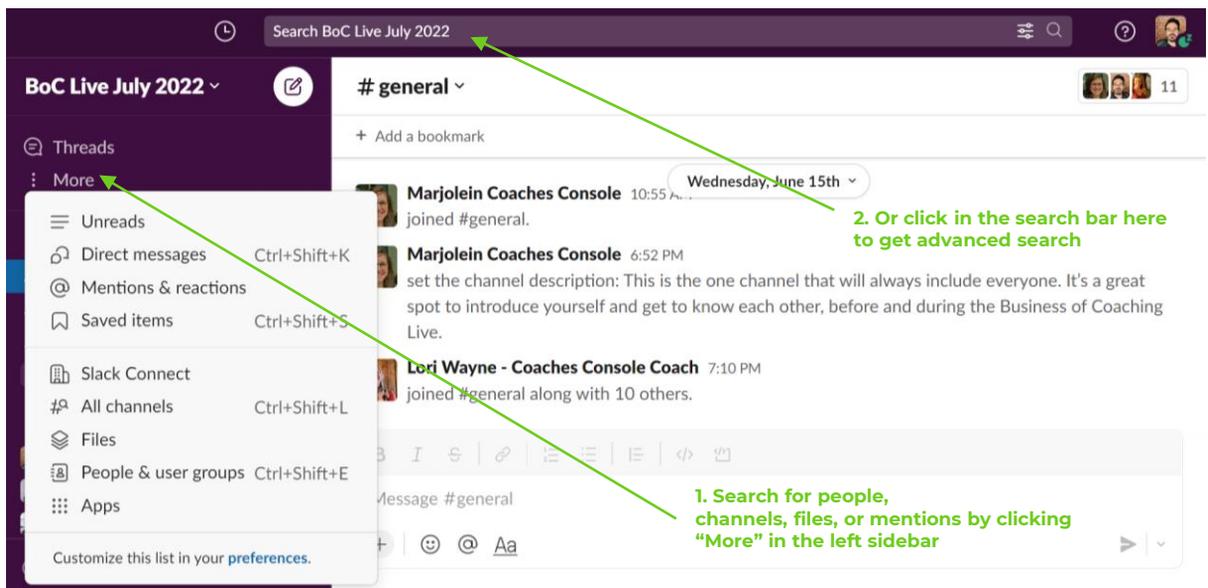
SEARCHING IN SLACK

You can search for people, messages, files, or channels within Slack.

Hit Cmd-K (on Mac) or Control-K (on Windows) to jump directly to specific people, channels, or files.

To browse group members, you can select the “People” option in the left sidebar.

Or to search everything, you can use the search bar at the top of the window.

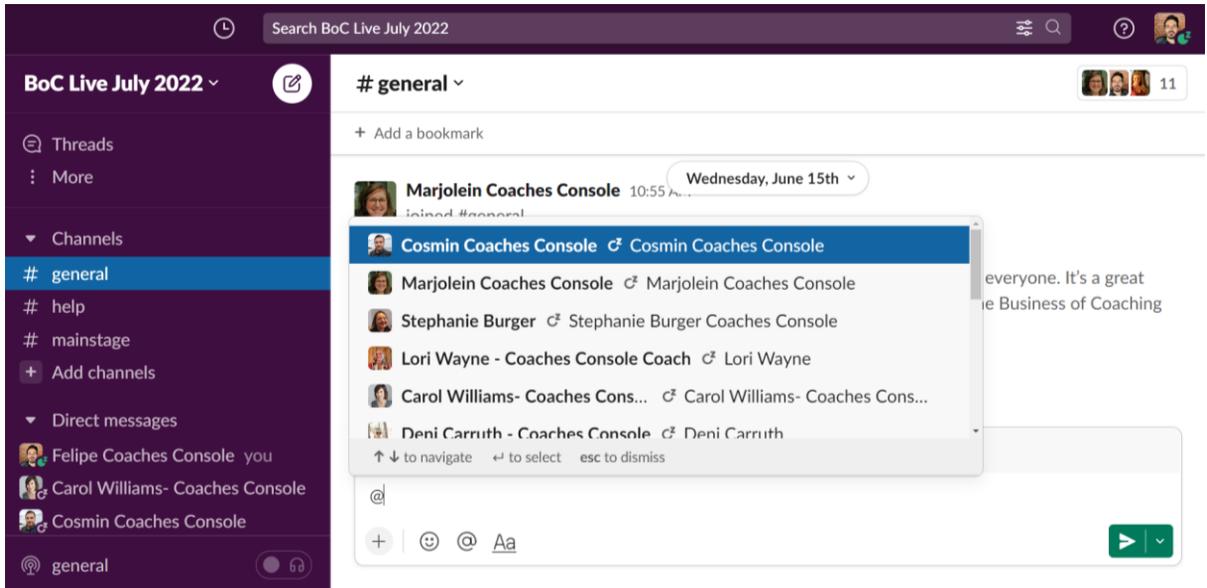


The screenshot displays the Slack interface for a workspace named "BoC Live July 2022". At the top, a search bar contains the text "Search BoC Live July 2022". The left sidebar shows a "More" menu expanded, listing options such as "Unreads", "Direct messages", "Mentions & reactions", "Saved items", "Slack Connect", "All channels", "Files", "People & user groups", and "Apps". The main channel view shows a "# general" channel with a message from "Marjolein Coaches Console" and a message from "Lori Wayne - Coaches Console Coach". Two green arrows point to the search bar and the "More" menu, with accompanying text: "2. Or click in the search bar here to get advanced search" and "1. Search for people, channels, files, or mentions by clicking 'More' in the left sidebar".

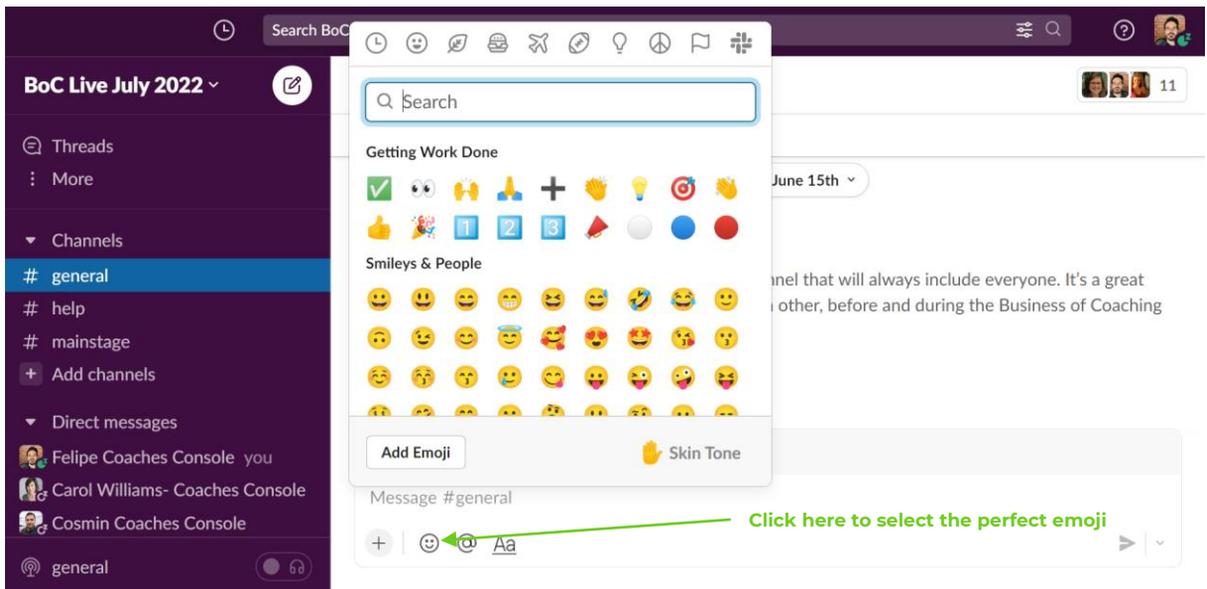
USEFUL TIPS

Use @ to tag particular people. This will ensure that they see your message.

When you type the @ sign in a message, you'll get a search window that allows you to tag specific people.



Use the emoji options to react to posts from other people.



USEFUL TIPS

Customize your status so people know when you're available and set your notification preferences.

Just click your photo/initials to adjust all these settings.

The screenshot shows a Slack channel named "# general" within a workspace "BoC Live July 2022". The left sidebar lists channels and direct messages. The main content area shows messages from "Marjolein Coaches Console" and "Lori Wayne - Coaches Console Coach". A user profile card for "Felipe Coaches Console" is open, showing options like "Update your status", "Set yourself as away", "Pause notifications", "Profile", "Preferences", and "Sign out of BoC Live July 2022".

Click here to open the settings options (points to the user profile icon in the top right)

You can update your status here (points to the "Update your status" button)

Hover over the "Pause Notifications" to access options for setting a notification schedule (points to the "Pause notifications" option)

To select how you receive notifications (and what kinds of messages generate notifications), visit the Preferences section (points to the "Preferences" option)