

# Slack Intermediate

Now that you're setup on Slack, here are a few cool features you might want to know about.

(P.S. Slack has both a desktop app and mobile app version; some features can be done only from the desktop app. [Download the desktop app.](#))

## Sidebar Organization (Desktop only)

End up with lots of channels? Try this tip to focus your left sidebar. Right now, this feature is available only on desktop, but it seems mobile options will be added.

- Go to the dropdown arrow by TheVine title;
- Select Preferences; then Advanced Options
- Then select a new level for your Channel List

Recommendation: Join lots of channels, but mute or lower your notifications on ones you care less about. Then change your Channel Listing to display **only channels & direct messages w/ unread messages** to keep your sidebar concise.

## Team Directory

Find anyone on the Vine's Slack team.

- Desktop: Dropdown arrow by TheVine title; Team Directory
- Mobile: [...] menu/Advanced settings/Team Directory
- Tip: You can also see members when you "invite" someone to a channel or start a new direct message.

## Direct Messaging = DM

DM is shorthand for "direct-messaging." Think of it like sending a text or instant message.

- Desktop or Mobile: Select the + icon next to Direct Messages in the left sidebar.
- Choose the person (or people) you want to "text." You can add as many people as you want.
- Direct messages are always private.

## Do Not Disturb Mode

Some people are nightowls and others, early-birds. If you don't want to get notifications at certain times of the day or night, just set your own personal Do Not Disturb hours. Slack will still send the message (which you can see if you happen to be online), but it won't send a notification to disturb your sleep.

- Desktop: Dropdown arrow by TheVine title; Preferences; Do Not Disturb
- Mobile: [...] link; Advanced Settings; Do Not Disturb

## “Create a Post” Feature

If you need to say more than will fit in a typical post size, try the “Create a Post” feature. On the desktop app, you can select this option under the message field by clicking the “+” icon. This feature allows for headings (h1, h2, etc.) bullets, checklists, and paragraph breaks. It also opens in a new window so you can work on the text for awhile and still check Slack.

## Change Your Username, First/Last Name or Profile Info

Try to keep your username recognizable to your actual name, so people @mentioning you in a channel will have a good chance to find you. If your username is “bikergal75,” it's not very helpful. Along the same lines, please use your actual first and last names, so the directory is complete.

### Edit Your Username

- Desktop: Dropdown arrow by TheVine title; Profile & Account; Account
- *Note: You cannot change your username from the mobile app*

### Edit Your Email, Name or Profile Fields

- Desktop: Dropdown arrow by TheVine title; Profile & Account; Edit
- Mobile: [...] link; Advanced Settings; Edit Profile

## Pinned Items

Sometimes it's helpful to pin a calendar, document, picture or post to a channel. You can find pinned items under channel settings.

- Desktop: Hover over the post to display some additional items. Select the ellipses [...] then Pin.
- Mobile: Hold down the post you want to pin to bring up a new menu. Select Pin Message.

## **Add a Custom Emoji (Desktop only)**

This is fun! Let creativity reign.

- Begin the process of adding an emoji to a post (in other words, open the emoji menu options).
- But don't actually add an emoji; instead, scroll to the bottom of the options and select the "add custom emoji" link)
- Upload an image and name the emoji.