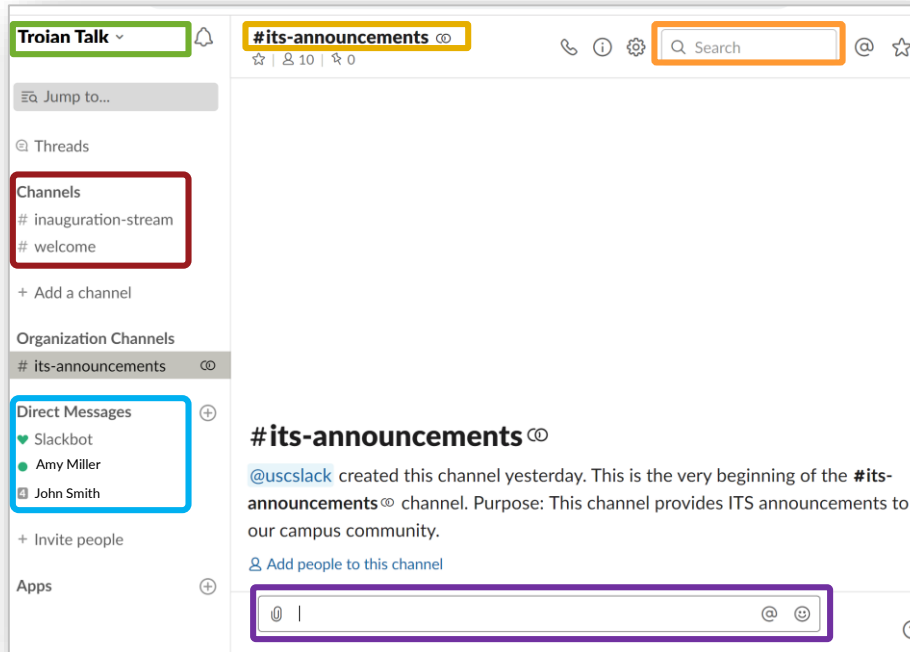


SLACK INTERFACE



WORKSPACES

Separate instances of Slack that sit under the USC Grid. A workspace has its own administrators and permission settings, and its own members, channels, and apps to enable a large group of people to collaborate long term.

CHANNELS

Context-based conversations where groups of people can communicate, and interact with information related to a common topic (e.g., project). These can be public or private, and can be within workspace or shared across multiple (Org. Channels).

CHANNEL NAME

Provides first-glance insight into what conversation is contained in the channel. This should follow a shared convention for consistency across campus.

DIRECT MESSAGES

Direct Messages (DM) 1:1 conversation with teammates, or conversations of up to 8 people in more 1-off topics. These “DMs” are visible to users across Grid.

CHAT BOX

Once you are in a channel or Direct Message, you can type text into the message box and send it to the channel or Direct Message to communicate. You can also use the + icon to upload files or add attachments.

SEARCH

Enter search words here to search all of the information that has been shared publicly within your Slack Grid.