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).

Public Channels

Direct Messages

Private Groups

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.

Keyboard Shortcuts

Channels

Action	Mac		Win	
Previous channel	Option ↑		Alt ↑	
Next channel	Option ↓		Alt ↓	
Previous unread	Option Shift ↑		Alt Shift ↑	
Next unread	Option Shift ↓		Alt Shift ↓	
Go backward in history	⌘ [		Alt ←	
Go forward in history	⌘]		Alt →	
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	Win
New line	Shift Return	Shift Return
Mention a user (notifies them)	@[name]	@[name]
Mention a group (notifies everyone)	@[group_name]	@[group_name]
Mention a channel (notifies everyone)	@[channel_name]	@[channel_name]
Add an emoji 🐵🙈🙉	:[emoji_name]	:[emoji_name]
Upload a file	⌘ U	Ctrl U
Create a snippet	⌘ Enter	Ctrl Shift Enter
Paste clipboard as new snippet	Shift ⌘ V	Shift Ctrl V
Edit last message	↑ (in empty field)	↑ (in empty field)

Useful "/" Commands

Action	Command
Toggle your "away" status	/away
Close a channel / group / DM	/close
collapse all inline images	/collapse
Remove someone from the conversation	/kick [username]
Set the topic for the current channel	/topic [text]
Append a ¯_(ツ)_/¯ to your message	/shrug [text]

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.

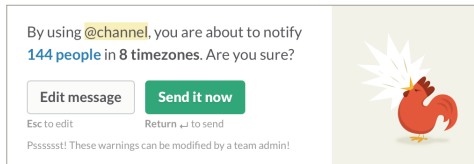You can quick-switch between any teams you're signed into:

Next team (Mac)	⌘ Shift [
Next team (Win)	Ctrl Shift [
Prev. team (Mac)	⌘ Shift]
Prev. team (Win)	Ctrl Shift]
Go to team (Mac)	⌘ + [team member]
Go to team (Win)	Ctrl + [team member]

On iOS, you can even quick-switch between teams with a **3-finger swipe** left or right!
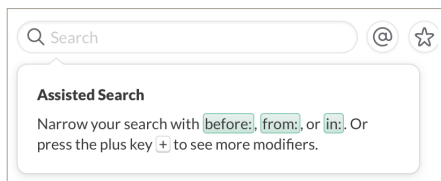
The Ultimate Slack Cheat Sheet

Tip: Restrict @channel messages

Although Slack helpfully warns you when posting @channel messages 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

By using @channel, you are about to notify 144 people in 8 timezones. Are you sure?

Edit message   Send it now

Esc to edit   Return ↵ to send

Psssssst! These warnings can be modified by a team admin!

Advanced Search

Q Search   @   ☆

Assisted Search

Narrow your search with before:, from:, or in:. Or press the plus key + to see more modifiers.

Search specific locations
- in:[channel]
- in:[name]
- in:[group]
- from:[user] / from:me

Search by message content
- has:link
- has:star

Narrow down the time range
- before:[time]
- on:[time]
- after:[time]
- during[time]

(where [time] is a date, year, month, week)
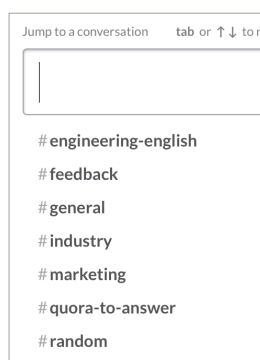
The Quick Switcher

⌘+K or ⌘+T, CTRL+K

The Quick Switcher is your best friend, and your quickest way to move around Slack conversations.

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

You can search for:
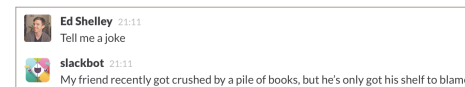- Channel name
- User name
- Private group name

Jump to a conversation   tab or ↑↓ to na

engineering-english
feedback
general
industry
marketing
quora-to-answer
random

Customize Your Team

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

Loading ...
If nobody comes back from the future

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

Ed Shelley 21:11
Tell me a joke

slackbot 21:11
My friend recently got crushed by a pile of books, but he's only got his shelf to blame.

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.

Advanced Tips

- 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]**

SaaS Analytics for Stripe, Braintree, Recurly & Chargify. Sign up for a free trial at chartmogul.com, or get more resources like this at chartmogul.com/blog

ChartMogul