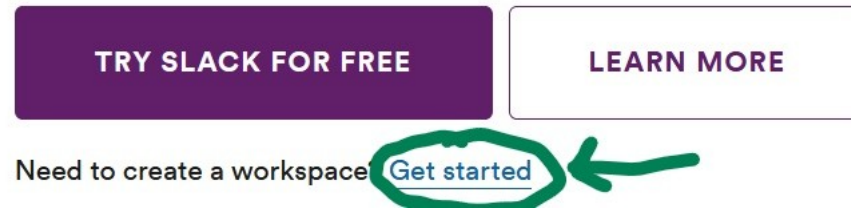


Quick guide: How to create a Slack workspace

1. Go to Slack.com and find the 'Get started' link. Click on that.



2. Enter your email on the next screen.



First, enter your email

Just one more email — a quick confirmation — before you say goodbye to overstuffed inboxes for good.


Confirm

Can we send you email with Slack tips, news, and offers?

- Sure!
- No thanks

3. Check your email to get the confirmation code, and enter it on the next screen.

Check your email!

We've sent a 6-digit confirmation code to @gmail.com. It will expire shortly, so enter it soon.

 -

Keep this window open while checking for your code. Remember to try your spam folder!

4. Enter your team name, or the name you want for the workspace. This will become the workspace name.

What's the name of your company or team?

e.g. A1 or A1 Marketing

Next

5. The next screen asks for a 'project name', which is a little confusing. This is just a prompt to create your first channel. There will already be a channel for general chat, so enter a topic you might want to have its own permanent category, like 'fundraising' or 'housing'.

What's a project your team are working on?

Next

6. The next screen is another odd-sounding one, asking for who you email the most. This is just a prompt to add your first team member (besides yourself). If there is someone else helping you set up the Slack you can add them here, but otherwise just click 'skip for now'. You will be able to add people later, once you have everything set up.

Who do you email most about this project?

[+ Add another](#)

Add teammates

[Get an invitation link to share](#)

[Or skip for now](#)

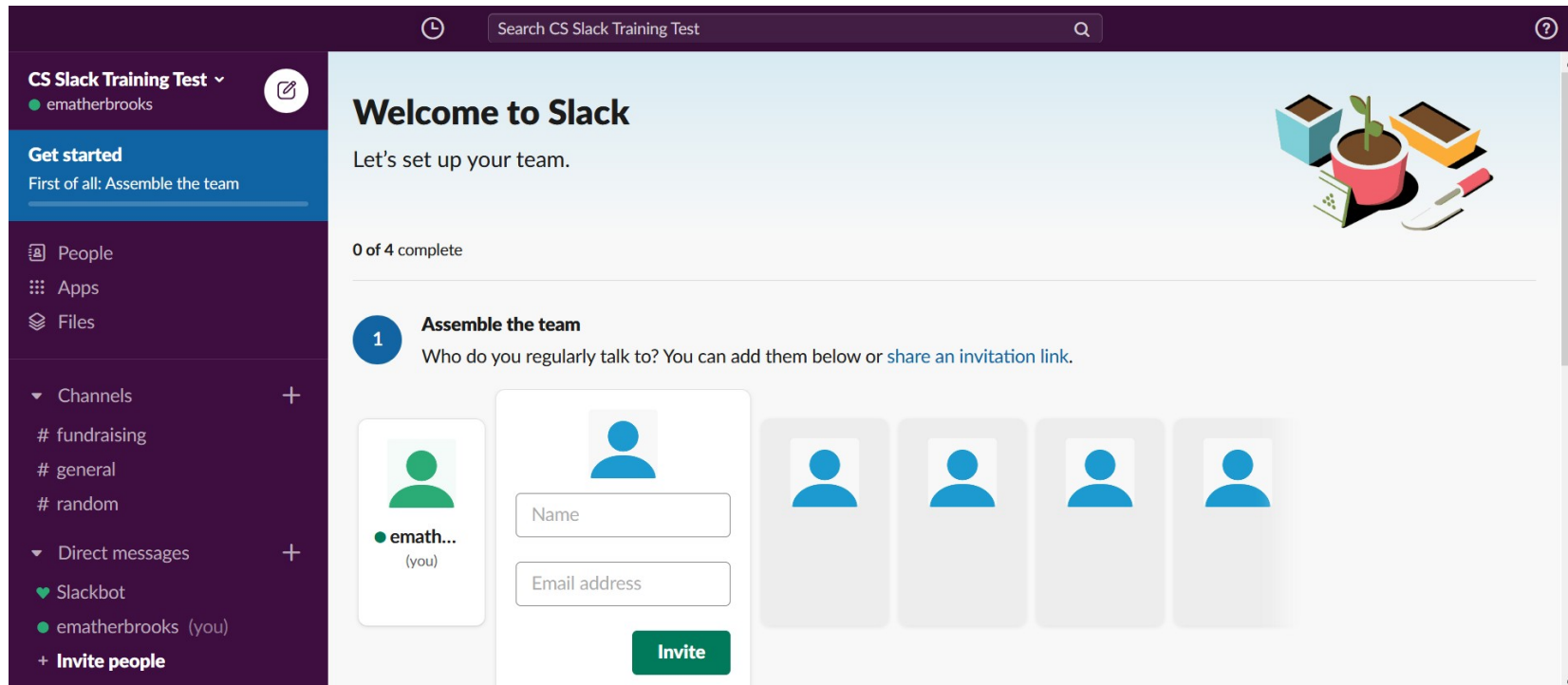
7. Your workspace is ready to go! Click on the big button to go straight there.

Tada! Meet your team's first channel: #fundraising

You're leaving those unending email threads in the past. Channels give every project, topic and team a dedicated space for all their messages and files.

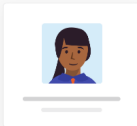
[See your channel in Slack](#)

8. Here's what your workspace will look like to start. On the left you can see the channel list – it always includes a 'general' and a 'random', plus the new channel you created on setup. The main screen has some steps to finish setup, but you can scroll down to the fourth option and click 'finish setup'.



9. Enter your name as you want it displayed in Slack, enter a password, and click 'next'. Note I've just put my first name here – you can go either way, just know that if you use your full name it will be displayed like that every time someone tags you.

Set your name and password ×



Your full name

Your name will be displayed with messages you send.


Your password

Passwords must be between 6 and 72 characters long and can't be things like 'password', '123456' or 'abcdef'.

Step 1 of 3 Next

10. The next screen is a final chance to adjust your workspace name and web address. Check you're happy with everything and click next. The screen after that is yet another prompt to invite people, but you can skip that for now.

Review your team's details ×



Slack workspace name

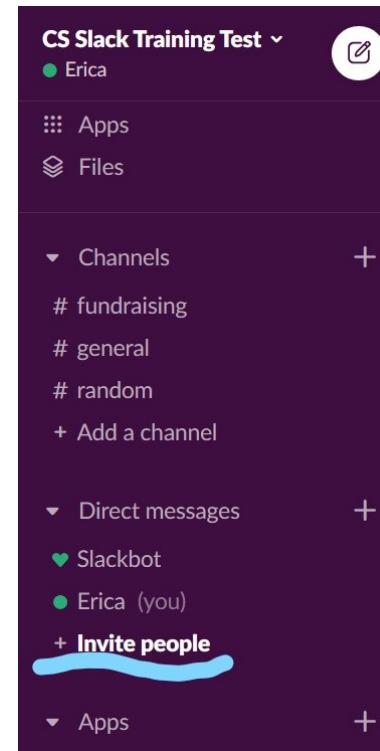
Most teams use the name of their company or organisation.

Slack URL

You'll use this URL to sign in to Slack. Letters, numbers and hyphens only.

Step 2 of 3 Back Next

11. Once you are ready to add people to the workspace, click on the 'invite people' link in the lower left.



12. On the invite screen, you can add just one or two people or click 'add many at once' to do it in bulk. Or if you'd prefer, you can just click on 'Share invite link' and share that in your team for people to add themselves.

It's useful to note the 'Default channels' setting here too. It comes in especially handy once you have an established workspace and you recruit new volunteers later on.

