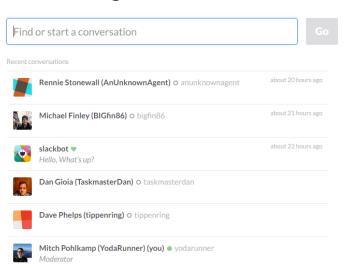


#### **Direct Messages**



Slackbot can be messaged with slack questions to ask for help

You can write yourself messages in order to remember things for later (i.e. To Do lists, portals that you need to hit later, etc.)



### **Profile & Account**



Account Settings **Notifications** Profile Access Logs **Team Settings** Username expand Password expand **Two-Factor Authentication** expand Two-Factor authentication is inactive for your account. **Email Address** expand Your email address is mitchell.pohlkamp@gmail.com Time Zone expand Slack uses your time zone to send summary and notification emails, for times in your activity feeds, and for reminders. Your time zone is currently set to: (UTC-06:00) Central Time (US and Canada).

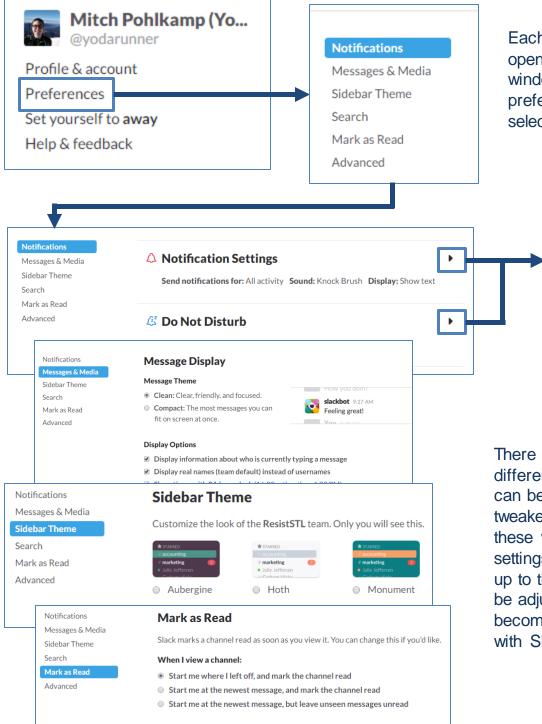
B

- A. Change your username (please use your IGN)
- B. Change your password

Notifications can be changed by going to the proper tab but an easier way is shown on the next page



#### **Preferences**



Shortcuts

Mark a channel as road by hitting the Eschou

Each of these bars opens up a new window where preferences can be selected

Click to expand

settings options

There are many different settings which can be toggled and tweaked in each of these windows. These settings are ultimately up to the user and can be adjusted as one becomes more familiar with Slack.



### Chatting

