

Useful Tips and Tricks for Navigating Slack



Keyboard Shortcuts

On a Mac keyboard, press **Option** instead of **Alt** and **Cmd** instead of **Ctrl** for shortcuts.

Ctrl + k OR Ctrl + g OR ¹ Ctrl + t	Open Quick Switcher
Ctrl + Shift + k	Browse DMs
¹ Ctrl + Shift + t	Open Threads view
² Ctrl + Shift + a	Open All Unreads view
Ctrl + Shift + l	Browse channel list
³ Alt + Down Arrow	Jump to next channel or DM
³ Alt + Up Arrow	Jump to previous channel or DM
³ Alt + Shift + Down Arrow	Jump to next unread channel or DM
³ Alt + Shift + Up Arrow	Jump to previous unread channel or DM
Cmd + [OR Cmd + Left Arrow	Move back in history
Cmd +] OR Cmd + Right Arrow	Move forward in history
Ctrl + Shift + m	Open Activity pane
Ctrl + Shift + s	Open Starred Items pane
Ctrl + Shift + w	Open Workspace Directory
Ctrl + Shift + i	Open Channel Details pane
Ctrl + / (Slash)	Open Keyboard Shortcuts pane
Ctrl + . (Period)	Toggle right-hand pane
¹ Ctrl + , (Comma)	Open Preferences
Ctrl + Shift + [	Switch to previous workspace
Ctrl + Shift +]	Switch to next workspace
⁴ Ctrl + [Number]	Switch to specific workspace
Ctrl + Alt	Show numbers assigned to workspaces in sidebar
Ctrl + f	Search the current channel or DM
Esc	Mark all messages in current channel or DM as read
Shift + Esc	Mark all messages as read
⁵ Alt + click message	Mark message as oldest unread message
Ctrl + Shift + Y	Set or edit your Slack status
Ctrl + u	Upload file to current channel or DM
Ctrl + Shift + Enter	Create snippet in current channel or DM
⁶ Up Arrow	Edit your last message in current channel or DM
Shift + Up Arrow	Select text to beginning of current line in message draft
Shift + Down Arrow	Select text to end of current line in message draft
Shift + Enter	Insert new line in message draft
Ctrl + b	Bold selected text
Ctrl + i	Italicize selected text
Ctrl + Shift + x	Strike through selected text
Ctrl + Shift + >	Indent selected text
Ctrl + Shift + c	Format selected text as inline code
Ctrl + Shift + 7	Format selected text as numbered list
Ctrl + Shift + 8	Format selected text as bulleted list
@ [Character]	Show autocomplete options for display names
# [Character]	Show autocomplete options for channel names
: [Character]	Show autocomplete options for emoji
m	Toggle mute during call
v	Toggle video during call

+ (Plus) OR a	Show invite list during call
e + (1-9)	View and select emoji during call
@ [username]	Notify specific person
@here	Notify active members of channel
@channel	Notify all members of channel, whether they're active or not
@everyone	Notify all members of channel #general

Message Formatting Syntax

text	Bold text
text	Italicize text
~text~	Strike through text
>text	Indent single block of text
>>>text text	Indent multiple blocks of text
`text`	Format single line of inline code
~~~text text ~~~	Format multiple lines of inline code
1. 2.	Format as numbered list
* text OR • text	Format as bulleted list

Search Modifiers

Add modifiers before or after search keyword(s).

in: [channel]	Search specific channel
in: @username]	Search specific DM
from: username	Search messages/files shared by specific user
from: me	Search messages/files sent by you
on: [date]	Search using specific date
⁸ before: [date] OR ⁸ after: [date] OR ⁸ during: [date]	Search using specific date or time frame
has: [emoji:]	Search for items with specific emoji
has: pin	Search for pinned items
has: star	Search for starred items
has: link	Search for items with links

Slash Commands

Type in the message field and hit **Enter**.

/status	Set or clear your custom status
/away	Toggle your "away" status
⁹ /dnd for [Time] OR ⁹ /dnd until [Time]	Schedule Do Not Disturb session
/dnd off	Turn off Do Not Disturb
/expand	Expand all inline images and videos in current channel
/collapse	Collapse all inline images and videos in current channel
/feed subscribe [feed address]	Subscribe to RSS feed in current channel
/feed list	List RSS feeds (and their ID numbers) for current channel
/feed remove [ID number]	Unsubscribe current channel from RSS feed
/feed help	Get help with /feed commands
/join [#channel]	Join channel

/leave [#channel] OR /close [#channel] OR /part [#channel]	Leave channel
/leave	Leave current channel
/open [#channel]	Open specific channel
/topic [text]	Set topic for current channel
/invite [@username] [#channel]	Invite member to channel
/remove [@username] OR /kick [@username]	Remove member from current channel
/mute [#channel]	Mute/unmute specific channel
/mute	Mute/unmute current channel OR ¹ Unfollow current thread
/star	Star current channel or DM
/rename [new-name]	Rename current channel
/archive	Archive current channel
/who	List members (up to 100) in current channel
/msg [#channel] [message]	Send message to any channel
/msg [@username] [message] OR /dm [@username] [message]	Send DM
/me [text]	Display italicized text
/remind @me or @username] or #channel] to [What] [When]	Set a reminder
/remind list	View list of upcoming, past, or incomplete reminders
/remind help	Get help with /remind commands
/search [keyword(s)]	Search messages and files
/shortcuts	Open Keyboard Shortcuts pane
/apps [app]	Search for app in Slack directory
/feedback [text]	Send feedback or help request to Slack
/shrug [message]	Add <code>_(ツ)_/</code> to end of message
¹⁰ /giphy [keyword(s)]	Share a random GIF

¹Works only in desktop app.

²Works only if you have enabled **All Unreads** view under **Preferences > Sidebar**.

³Includes starred channels and DMs.

⁴Press **Ctrl + Alt** or hover over workspace logo in sidebar to see number assigned to workspace.

⁵Use **Ctrl + Alt + click** on Linux.

⁶Ensure cursor is in empty message field.

⁷Use MM/DD/YY(YY) or MM-DD-YY(YY) format for date.

⁸Replace [date] with specific date or with keyword like today, yesterday, [day], [month], or [year]

⁹Use time descriptors like "for 20 mins", "until 4pm", "until tonight", etc.

¹⁰Requires integration with Giphy app.