

# Post a message in Slack

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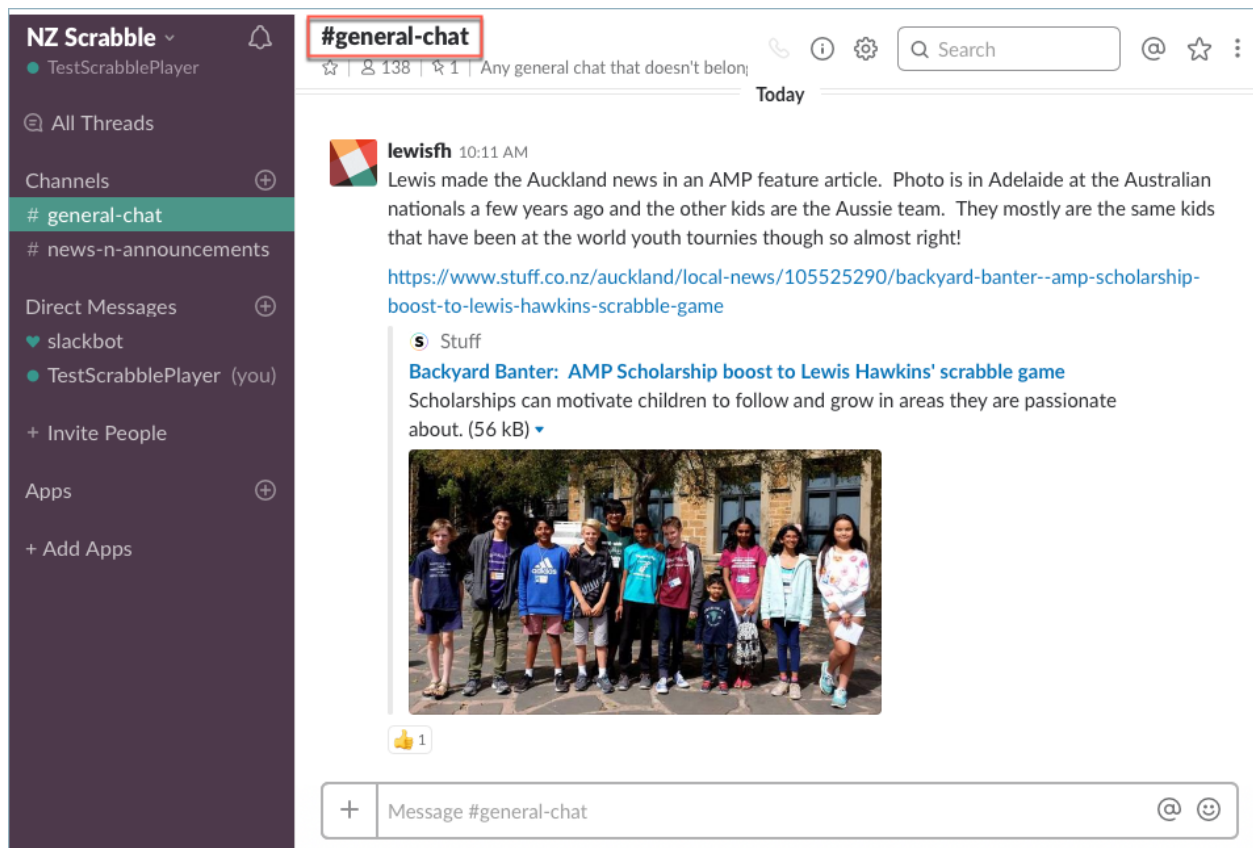
## Start a new thread (conversation)

1. After you've logged in to Slack, on the left side of the screen under 'Channels', click on the channel you want your message to appear in.

# general-chat - For all general Scrabble-related items.

# news-n-announcements - For tournament entry forms, results, important announcements.

You'll see your selected channel's name at the top of the main window.



The screenshot shows the Slack interface for the 'NZ Scrabble' workspace. The left sidebar contains a list of channels, with '# general-chat' selected and highlighted in green. The main window displays the '#general-chat' channel header, which includes a search bar and a notification that 138 members are in the channel. A message from 'lewisfh' at 10:11 AM is visible, containing text about a news article and a link. Below the text is a photo of a group of people. The message has one thumbs-up reaction. At the bottom, there is a text input field with the placeholder 'Message #general-chat' and icons for adding attachments, mentions, and emojis.

2. In the box at the bottom of the screen, start typing your message. If the message is urgent or particularly important, you can notify people by typing:

@here - Notifies everyone currently logged in to Slack who is in the channel

@channel - Notifies everyone in the channel, whether they're currently logged in or not. If they're not logged in they'll get an email notification if they've set them up (see [Get Slack to notify you of new posts](#) for how to do this).

@everyone - Same as @channel, but only available in the #news-n-announcements channel (the only channel that everyone is a member of).

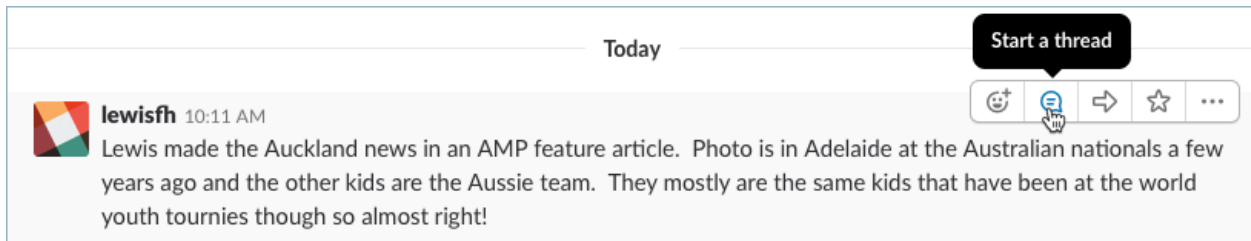
@username - Notifies the individual whose username is 'username'.

Press Enter when you've finished your message.

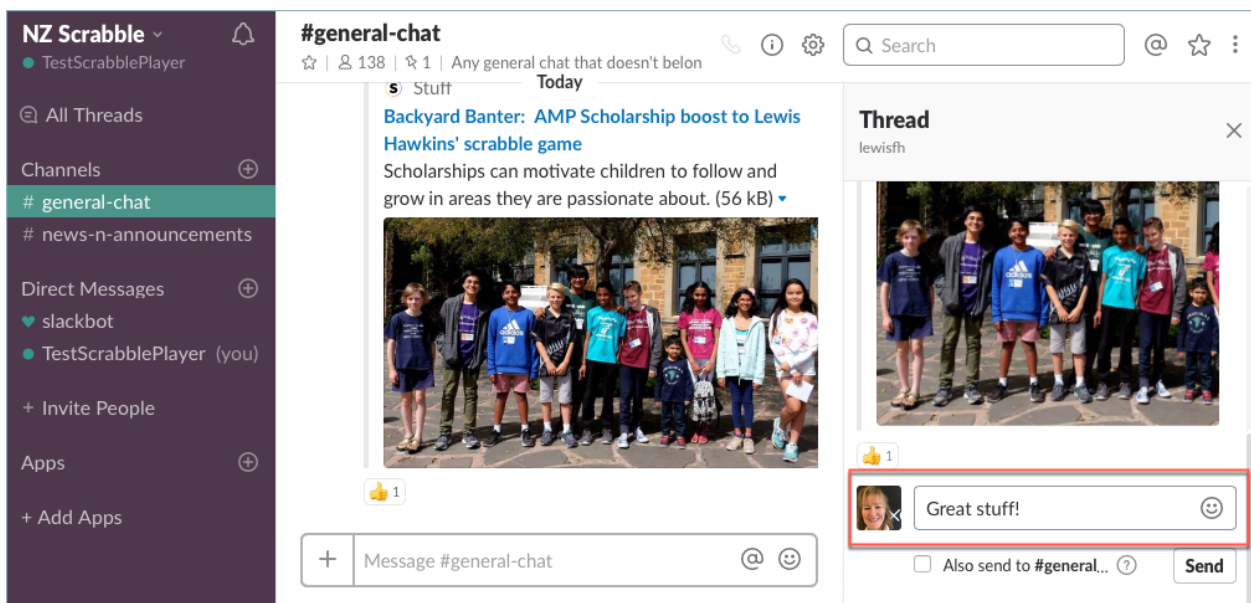
The screenshot shows a Slack interface for a channel named "#general-chat". On the left is a sidebar with the workspace name "NZ Scrabble" and a list of channels including "#general-chat" and "#news-n-announcements". The main area shows a message from user "lewisfh" at 10:11 AM. The message text is: "Lewis made the Auckland news in an AMP feature article. Photo is in Adelaide at the Australian nationals a few years ago and the other kids are the Aussie team. They mostly are the same kids that have been at the world youth tournies though so almost right!". Below the text is a link to a news article: "https://www.stuff.co.nz/auckland/local-news/105525290/backyard-banter--amp-scholarship-boost-to-lewis-hawkins-scrabble-game". Under the link is a "Stuff" logo and a snippet of text: "Backyard Banter: AMP Scholarship boost to Lewis Hawkins' scrabble game. Scholarships can motivate children to follow and grow in areas they are passionate about. (56 kB)". Below the snippet is a photograph of a group of about ten people, mostly children and young adults, standing outdoors in front of a building. Below the photo is a thumbs-up icon with the number "1". At the bottom of the screen is a text input field with a red border containing the text "Hi everyone, this is a test message - please ignore!". To the right of the input field are icons for mentioning (@) and emojis (😊). At the very bottom of the screen is a small legend for text formatting: "\*bold\*", "\_italics\_", "-strike-", "`code`", "``preformatted``", and ">quote".

# Add to an existing thread

1. If you want to respond to someone else's comment, hover to the right of the name of the original poster. A few images will appear. Hover over the 2nd image. You'll see either 'Start a thread' or 'Reply to thread', depending on whether anyone else has added a response. Click the image.

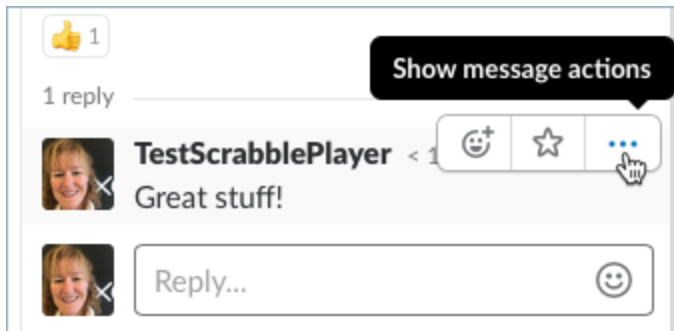


2. A new column will appear on the right side of the screen, entitled 'Thread'. Scroll down to the bottom of that new column and add your comment in the box. Click Enter.

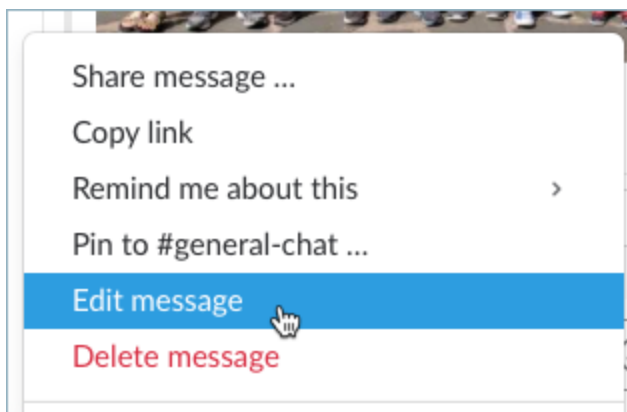


# Edit your message

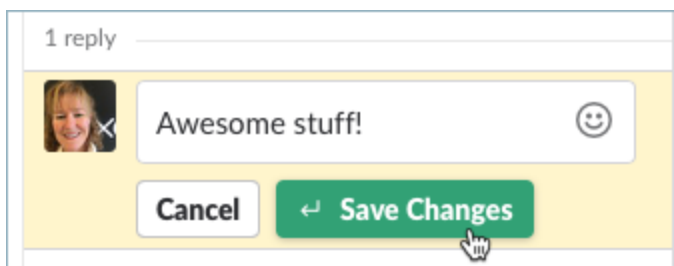
1. If you post a message and subsequently want to edit it, hover over the message to the right of your name. You'll see some images appear.



2. Click on the 3 dots. Select 'Edit message'.

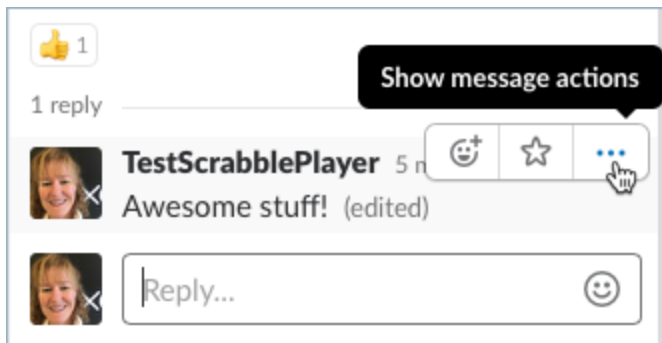


3. Make your changes, then click 'Save Changes'.

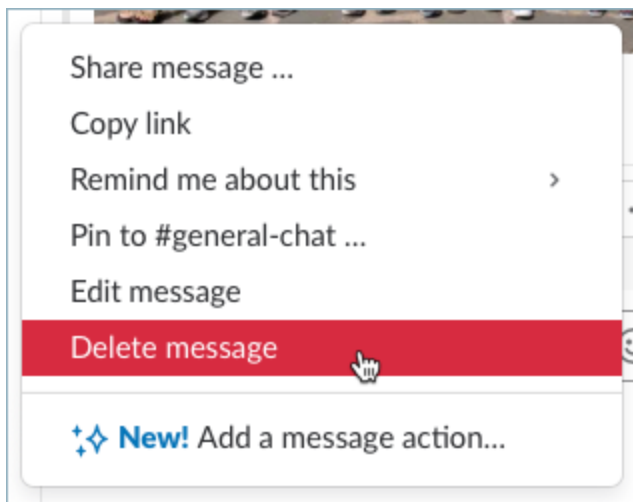


# Delete your message

1. If you want to delete a message, hover to the right of your name on the message until the images appear. Click the 3 dots.



2. Click 'Delete message'.



END