



Southeastern Zonal Forum (SEZF) Slack Training Guide

Prepared for SEZF Members of Narcotics Anonymous

1. Welcome & Purpose

Welcome to the Southeastern Zonal Forum (SEZF) Slack Training Guide. This document was created to help all members—especially those newer to technology—feel comfortable communicating and participating on Slack. Slack helps our service community stay connected, share updates, and collaborate more efficiently.

2. What Slack Is

Slack is a secure, private communication app that allows members to send messages, share files, and organize discussions by topic. You can think of it like a group text or a virtual meeting space where everyone can participate when available.

3. Getting Started (for Mobile Users)

1. Download the Slack app from your device's app store (Apple App Store or Google Play Store).
2. Open the app and tap 'Sign In.'
3. Enter the workspace link provided by SEZF or your email invitation.
4. Set up notifications so you don't miss important messages.
5. You're ready to explore your channels!

4. Basic Navigation

- **Channels:** Spaces organized by topic (for example, #announcements or #committee-discussions).
- **Messages:** Type your message in the box at the bottom and tap send.
- **Threads:** Reply directly under a message to keep conversations organized.
- **Mentions:** Use @ followed by a name to tag someone (for example, @John).
- **Files:** Tap the paperclip icon to upload a file or photo.
- **Reactions:** Tap and hold a message to add an emoji reaction.

5. Slack Etiquette for SEZF

- Keep all communication respectful and focused on service.
- Use threads to keep discussions organized.
- Avoid tagging @channel or @everyone unless the message is time-sensitive.
- When sharing resources, include a short explanation of what they are.
- Example of a clear message: "Here's the agenda for Sunday's SEZF meeting."

6. Common Troubleshooting

- **Notifications not showing up:** Check that notifications are turned on in your phone's settings and in Slack.

- ****Can't find a channel:**** Tap 'Browse Channels' and search for the channel name.
- ****Message didn't send:**** Make sure your internet connection is stable and try again.

7. Helpful Resources

Here are some up-to-date, beginner-friendly Slack tutorials. Each includes a QR code for easy scanning:

- Slack for Beginners | How to Use Slack in Just 6 Minutes

[Watch on YouTube](#)



- How to Use Slack | Your Quick Start Guide

[Watch on YouTube](#)



- How to Use Slack in 2025 – Tutorial for Beginners

[Watch on YouTube](#)



- Slack for Nonprofits: Tips for Working Better Together

[Watch on YouTube](#)

