



How to launch Slack at your organization

Training Summary



5 steps to launch Slack at your organization



Give access



Offer support



Create channels



Add Slack Connect












Integrate apps



Launch Slack

in 5 steps

- 
- A purple hot air balloon with a basket containing a monkey, a dog, and a cat, floating in a blue sky with white clouds.
- 
- A small orange and black butterfly flying near some green leaves and yellow flowers in the bottom left corner.
-  **What is Slack?** [▶ Learn more](#)
 -  **1 Give everyone access to your workspace** [▶ Learn more](#)
 -  **2 Tell your employees and help them get started** [▶ Learn more](#)
 -  **3 Create channels for work and social engagement** [▶ Learn more](#)
 -  **4 Work externally in Slack Connect channels** [▶ Learn more](#)
 -  **5 Connect Slack to your other tools** [▶ Learn more](#)
 -  **Your next steps** [▶ Learn more](#)

A purple hot air balloon with a basket containing a woman, a man, and a dog, floating in a blue sky with white clouds.

Quick links (1/2)

for launching Slack

A decorative illustration in the bottom left corner featuring green leaves, yellow flowers, and a small orange and black butterfly.

1

Give everyone access to your workspace

- Send email invites ▶ [Show me how](#)
- Manage member access through SSO ▶ [Show me how](#)
- SSO pre-migration requirements ▶ [Learn more](#)
- Invite members to channels ▶ [Show me how](#)
- Create user groups ▶ [Show me how](#)

2

Tell your employees and help them get started

- Create a communication plan ▶ [Show me how](#)
- Share your Slack announcement ▶ [Show me how](#)
- Use our email templates ▶ [Download now](#)

3

Create channels for work and social engagement

- Create companywide channels ▶ [Learn more](#)
- Create key team channels ▶ [Learn more](#)
- Create employee engagement channels ▶ [Learn more](#)
- Admins: Configure your settings and permissions ▶ [Show me how](#)
- Keep channel settings open ▶ [Show me how](#)
- Set companywide default channels ▶ [Show me how](#)

A purple hot air balloon with a basket containing a woman, a man, and a dog, floating in a blue sky with white clouds.

4

Work externally in Slack Connect channels

- What is Slack Connect? ▶ [Learn more](#)
- Invite external contacts to a Slack Connect channel ▶ [Show me how](#)
- Send a direct message to an external contact ▶ [Show me how](#)
- Invite external contacts as guests ▶ [Show me how](#)
- Configure Slack Connect permissions settings ▶ [Show me how](#)
- ⚡ **Activity 1:** How to create a channel ▶ [Follow the steps](#)

5

Connect Slack to your other tools

- Get more work done with Slack apps ▶ [Learn more](#)
- How to conceptualize Slack apps ▶ [Show me how](#)
- How to integrate your apps with Slack ▶ [Show me how](#)
- Admin: App approval checklist ▶ [Learn more](#)
- Admin: Turn on app installation restrictions ▶ [Show me how](#)
- Admin: Set a pre-approved apps list ▶ [Show me how](#)
- Admin: Select members to manage app requests ▶ [Show me how](#)
- Admin: Allow members to request apps ▶ [Show me how](#)
- Admin: Review app requests ▶ [Show me how](#)
- ⚡ **Activity 2:** How to install an app ▶ [Follow the steps](#)

Quick links (2/2)

for launching Slack

A decorative illustration in the bottom left corner showing green leaves, yellow flowers, and a small brown butterfly.



What is Slack?



Slack makes
people's working
lives simpler, more
pleasant and
more productive.

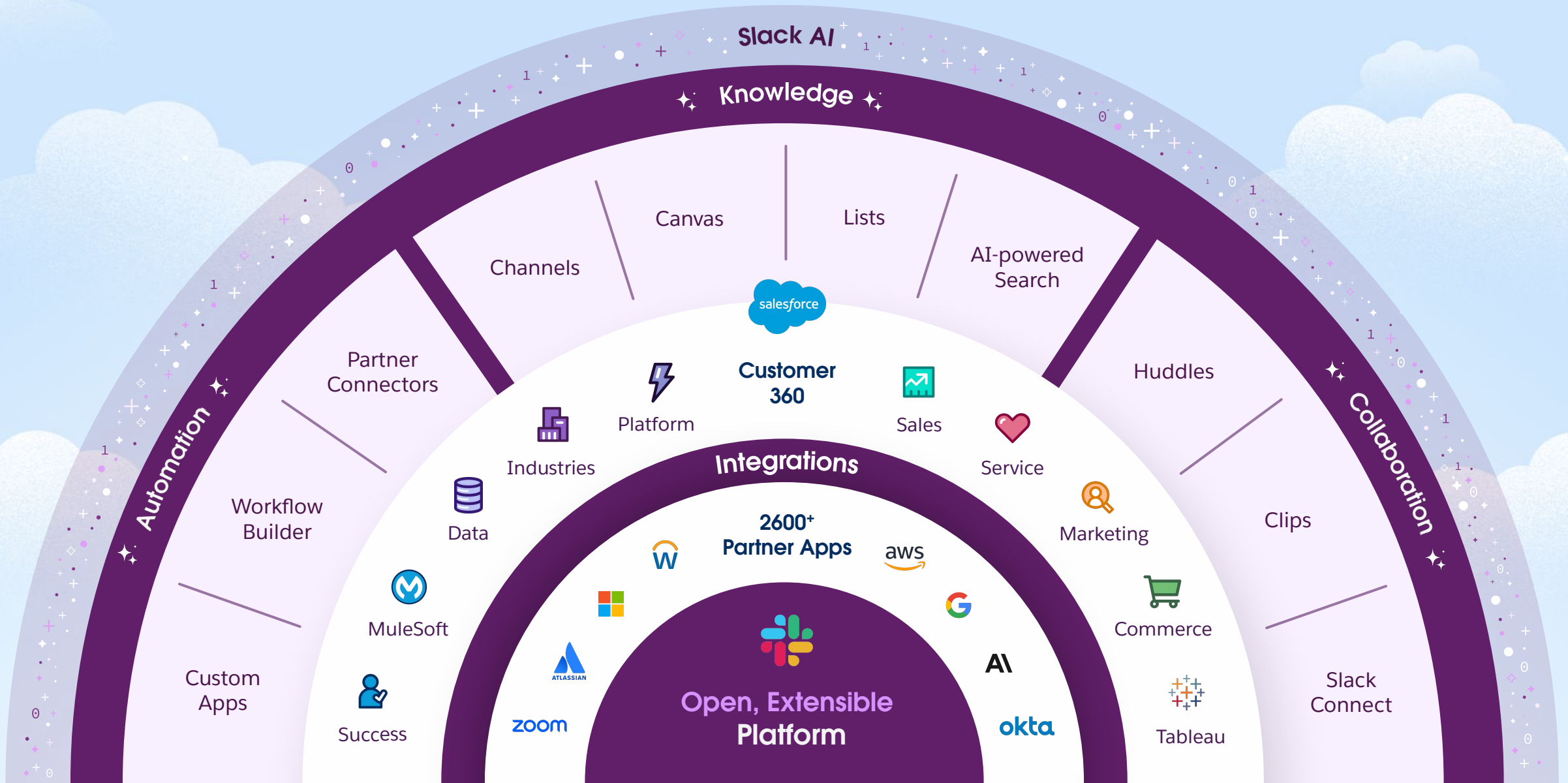
 3

 2

100 5



Slack is your intelligent productivity platform



New to Slack?

Watch the Slack Workshop 101!



▶ [Slack.com/events/workshop-101](https://slack.com/events/workshop-101)



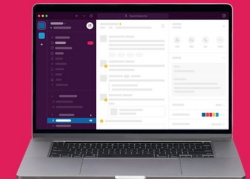
Lauren Brock



Christina Meng

Workshop 101: Learn the basics

60-min. live training session



Stay in sync from anywhere



With Slack, your team is never more than a click away. Take teamwork to go with the Slack apps for Android and iOS, or open Slack in browser.

- Download the Slack app at: slack.com/downloads

OR

- Join from your browser at: slack.com/signin



Step 1: Give everyone access to your workspace



Admins: 3 key actions to initiate Slack launch



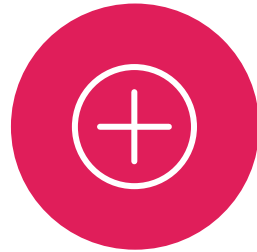
1

Give access



2

Add to channels



3

Group users



Add members to Slack



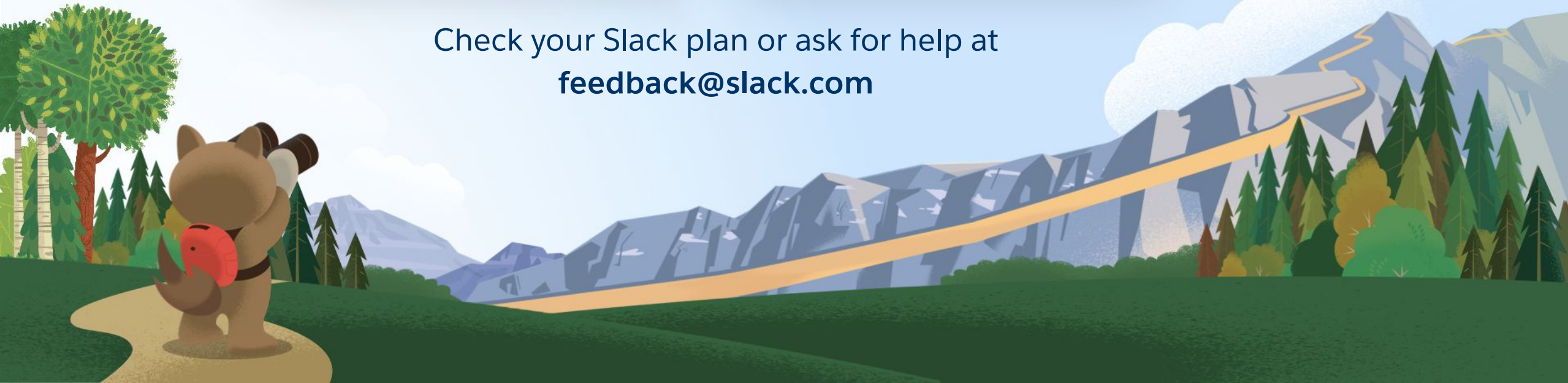
Option 1

Email invites

Option 2

SSO provisioning

Check your Slack plan or ask for help at
feedback@slack.com



Send email invites



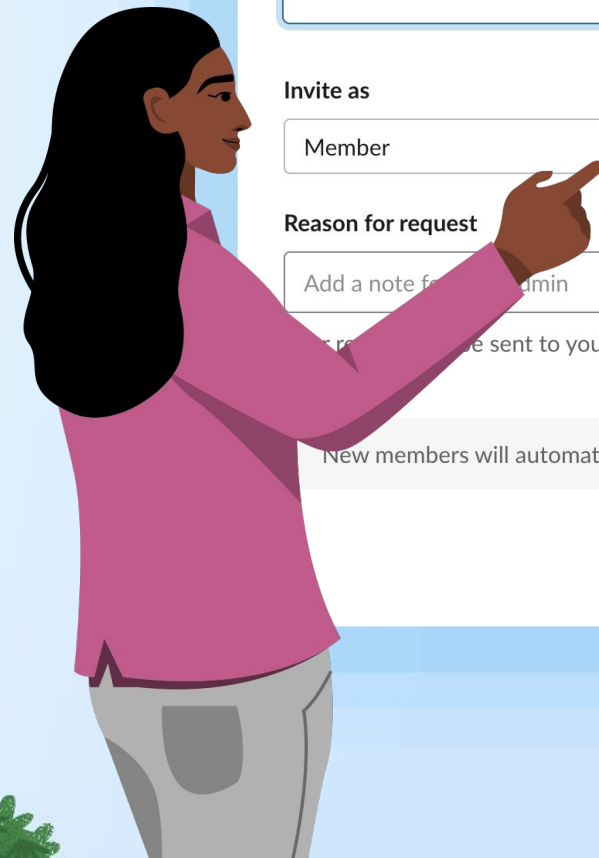
Invite new members by sending email invitations

Learn more:

<https://slack.com/help/articles/201330256-Invite-new-members-to-your-workspace>

Loop in **pending members** before they accept the Slack invite

Send invites **en masse** by separating the emails by commas



Request invitations to BizOps

To:

name@acme.com ×

Invite as

Member

Reason for request

Add a note for admin

Request will be sent to your admins, and you'll be notified when it's approved or

New members will automatically join your workspace's default channels. [Add more](#)

Send Request

Manage member access through SSO

Enable SSO for increased security and a seamless login experience for end users

Learn more:

<https://slack.com/help/articles/220766827-Connect-your-SSO-account-with-Slack>

okta Google

PingIdentity.

PingFederate® PingOne®

Microsoft
Active Directory
Federation Services

Microsoft Azure

SECUREAUTH Auth0

miniOrange Centrifry®

Shibboleth.

CYBERARK onelogin

jumpcloud™ Duo

LastPass...



salesforce





SSO pre-migration requirements

For accounts moving to Enterprise Grid plan



Free, Pro,
Business+
plans

Check out the requirements
before migrating your account to
Enterprise Grid:

<https://view.salesforce.com/viewer/64146e3f89137271a0ab7b4e>

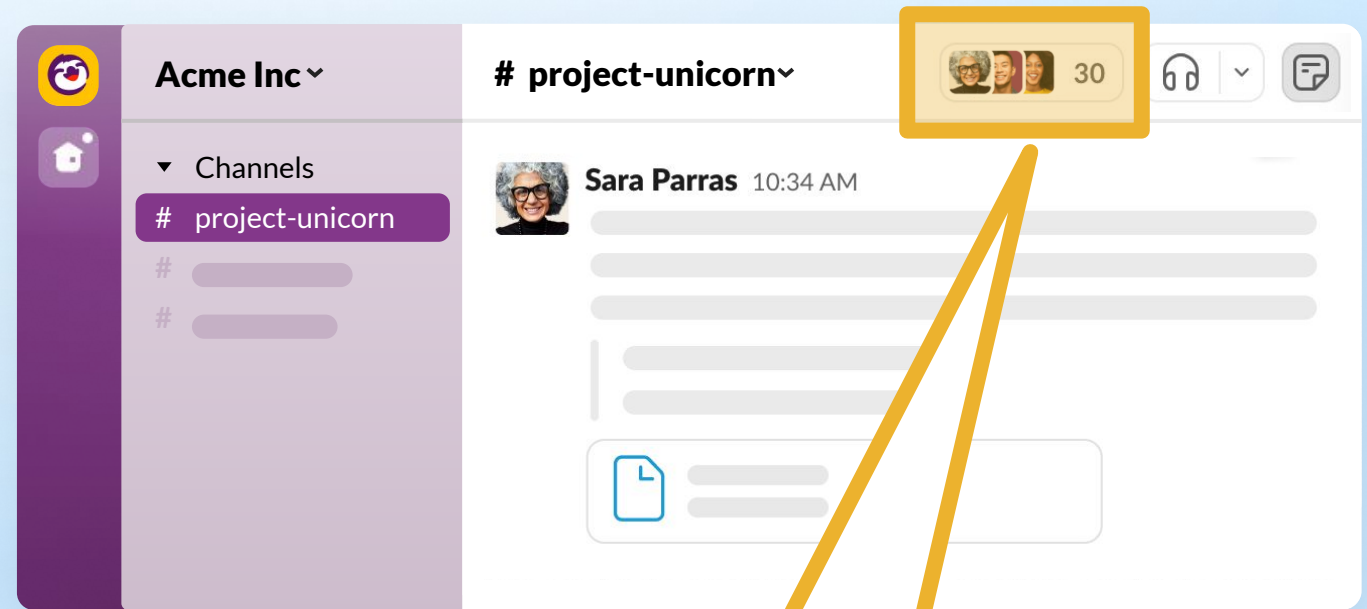
Enterprise
Grid plan

Invite members to channels



Make sure your colleagues don't join with an empty inbox!

- 1 Click the cluster of pictures at the top right
- 2 Search for people by name or email
- 3 Add them



Learn more:
<https://slack.com/help/articles/201980108-Add-people-to-a-channel>

Optimize channel membership



Default channels

Select channels for new members to automatically join by default

Learn more

<https://slack.com/help/articles/201898998-Set-default-channels-for-new-members>



User groups

Create user groups to notify groups of people at once, rather than mentioning each person individually

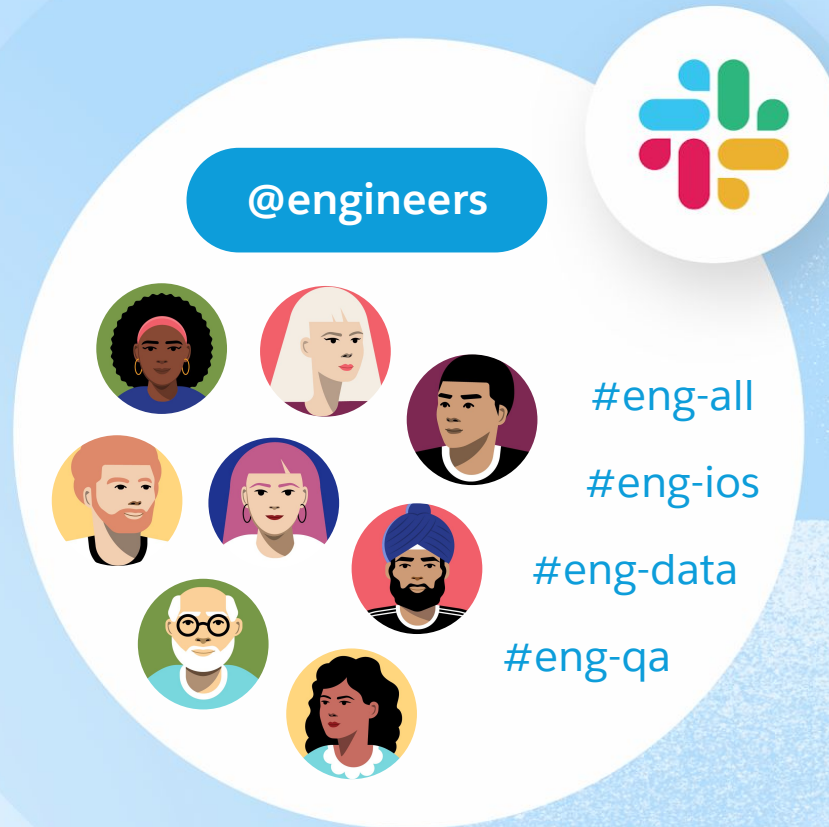
Learn more

<https://slack.com/help/articles/212906697-Create-a-user-group>

Create user groups



User groups help you manage groups of people at once rather than individually



Benefits include:

- @ mention entire team
- /invite entire team to channels
- Set team-specific default channels

Define user groups by:

- Department
- Team

Learn more:

<https://slack.com/help/articles/212906697-Create-a-user-group>



3 takeaways | Step 1



1

Give access



via email or SSO

2

Add to channels



manually
or by default

3

Group users



by department
and team

STEP 1: Give everyone access to your workspace

Step 2: Tell your employees and help them get started



Create a communication plan

3 key questions to answer



Question 1

Why

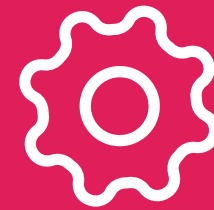
have you chosen to use Slack?



Question 2

What

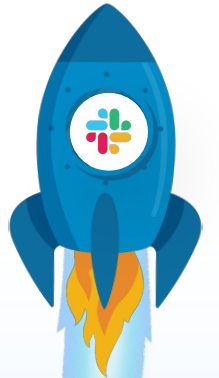
is the benefit of employees using Slack?



Question 3

How

can employees get started?



Recommended communication plan

3 critical steps for the success of Slack across your organization



1 Assign your executive sponsor

- **Deliver** initial communications
- **Promote** the change



2 Slack announcement

- Sent out by **executive sponsor**
- **Why** we are moving to Slack
- **Where** to go for questions/feedback



3 Team welcome

- Sent out by **people managers** and **department leads**
- Reiterate **why** you are moving to Slack
- Share **how** the department/team will use Slack
- **Where** to go for questions/feedback

Share your Slack announcement in 4 steps



Draft announcement

Why, what, how



Admin creates announcement channel

Rename the #general channel to #announcements-company



Executive sponsor posts announcement

- Use @channel to notify everyone of the move to Slack in #announcement-company
- Leverage **notify pending**
- Send an **email** to all employees



Engage employees

- Employees can react to a post with **emoji**
- Direct employees to #help-slack for questions and **resources** about getting started

About notify pending: <https://slack.com/help/articles/360024686174-Invited-members-in-Slack>

Download our launch email templates

<https://slack.com/resources/launch-communications>

 **DOWNLOAD NOW**

Slack Launch: Email Templates

Wave 1: Initial communication from executive sponsor

Hi team,

I wanted to share an exciting announcement. As some of you know, we're moving to Slack for our internal team communications. Slack is a messaging app where we can talk, share files, and work together. It also connects with tools we already use, like **[add your examples here]**, plus thousands of other apps. The date we're aiming to provide Slack accounts for all employees is **[date]**.

Why are we moving to Slack?

We want to use the best communication tools to make our lives easier and be more productive. Having every employee on one platform will help us work together better and faster, rather than jumping around between emails, IMs, texts and a bunch of other programs. Everything you share in Slack is automatically indexed and archived, creating a searchable archive of all our work.

Questions or feedback?

More information on the company-wide Slack launch will be provided in the following days. If you have questions about our Slack workspace, please post in the **[#slack-help or another appropriate channel]** channel on Slack or send an email to **[email address here]**. If you have general questions about Slack, its Help Center is a great resource.

3 takeaways | Step 2



1

Assign



an executive sponsor to amplify the message

2

Communicate



why, what, how you are moving to Slack

3

Support users



with #help-slack and training resources

STEP 2: Tell your employees and help them get started

Step 3: Create channels for work and social engagement



Channels

are where work happens in Slack

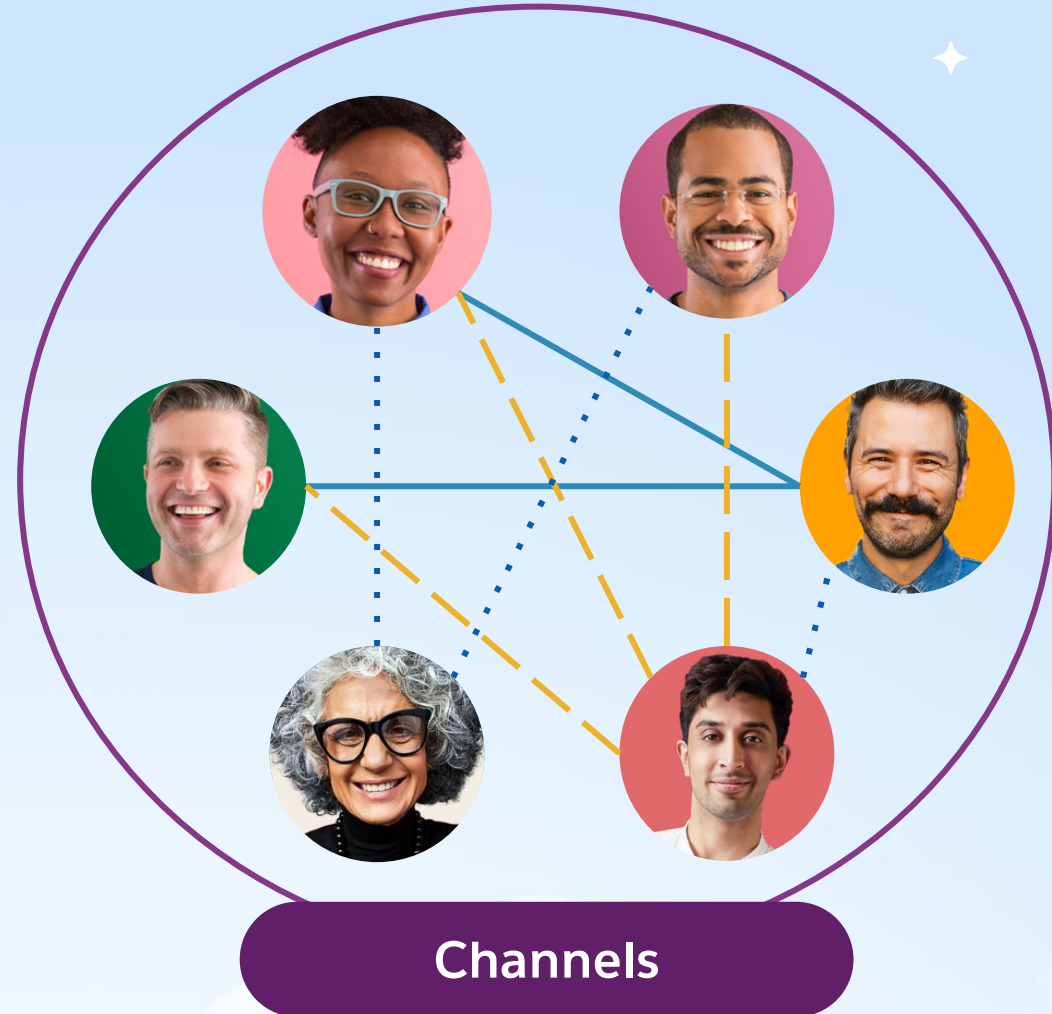


Channels speed up work

by putting all the people,
information and tools
needed **into a single place**

Create a channel for:

- A **project** (#proj-website)
- A **team** (#team-iOS) or
- A **function** (#HR-requests)



3 types of channels

Public channels for information for anyone to access

Private channels for discussing a confidential project with sensitive information

Slack Connect channels for working in Slack with people outside your company

Public channels



- # proj-marketing
- # help-IT
- # feedback-feature
- # released

Private channels



- 🔒 proj-skunkworks
- 🔒 help-legal
- 🔒 feedback-hiring
- 🔒 released-internal

Slack Connect channels

Dependent on corporate policy; admin approval needed. Can be public or private.

- # ext-acme-org
- # help-vendor
- 🔒 customer-feedback
- 🔒 partnership-vendor

Keep channel settings open

Enable all members to create, join and leave all channels as their work requires

Learn more:

<https://slack.com/help/articles/360052445454-Manage-permissions-for-channel-management-tools>

Everyone

Settings & Permissions

Adjust workspace-wide settings and preferences here for **Slack Training**. You can also [manage members and roles](#).

Settings

Permissions

Attachments

Channel Management

Choose who can create, archive, remove members, and manage posting permissions in channels.

People who can create private channels:

Everyone, plus Multi-Channel Guests (default)

People who can create public channels:

Everyone, except guests (default)

People who can remove members from private channels:

Everyone, except guests (default)

People who can remove members from public channels:

Workspace Admins and Owners only (default)

People who can manage posting permissions in channels:

Everyone (default)



Admins: Configure your settings and permissions



1 Open Slack on **desktop** > Go to **Home** 

2 Click your **workspace name** in the sidebar

3 Select **Tools & settings** from the menu

4 Depending on your **plan type**:

Pro and Business+ plans: Click “Workspace settings”

Enterprise Grid plan: Click “Organization settings”

Learn more:

<https://slack.com/help/categories/200122103-Workspace-administration>
#workspace-settings-permissions



Create channels



Companywide channels

For relaying important company updates

Team and project channels

For managers and direct reports to connect and cross-functional teams to collaborate



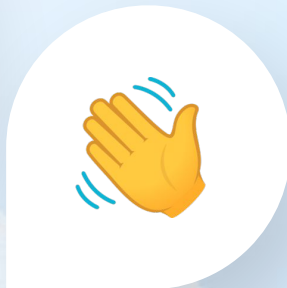
Employee engagement channels

For creating community around company culture, resource groups and common interests



Create companywide channels

Help members stay up to date on important information for your entire company, department or region.



Channel type	Purpose	Example
Announcements <Company>	Important updates for everyone	#announcements-company
Announcements <Department>	Important updates for everyone in a certain department	#announcements-sales
Announcements <Location>	Important updates for everyone in a certain office or location	#announcements-sf
Help	Single place for employees to go for assistance	#help-people #help-it #help-slack



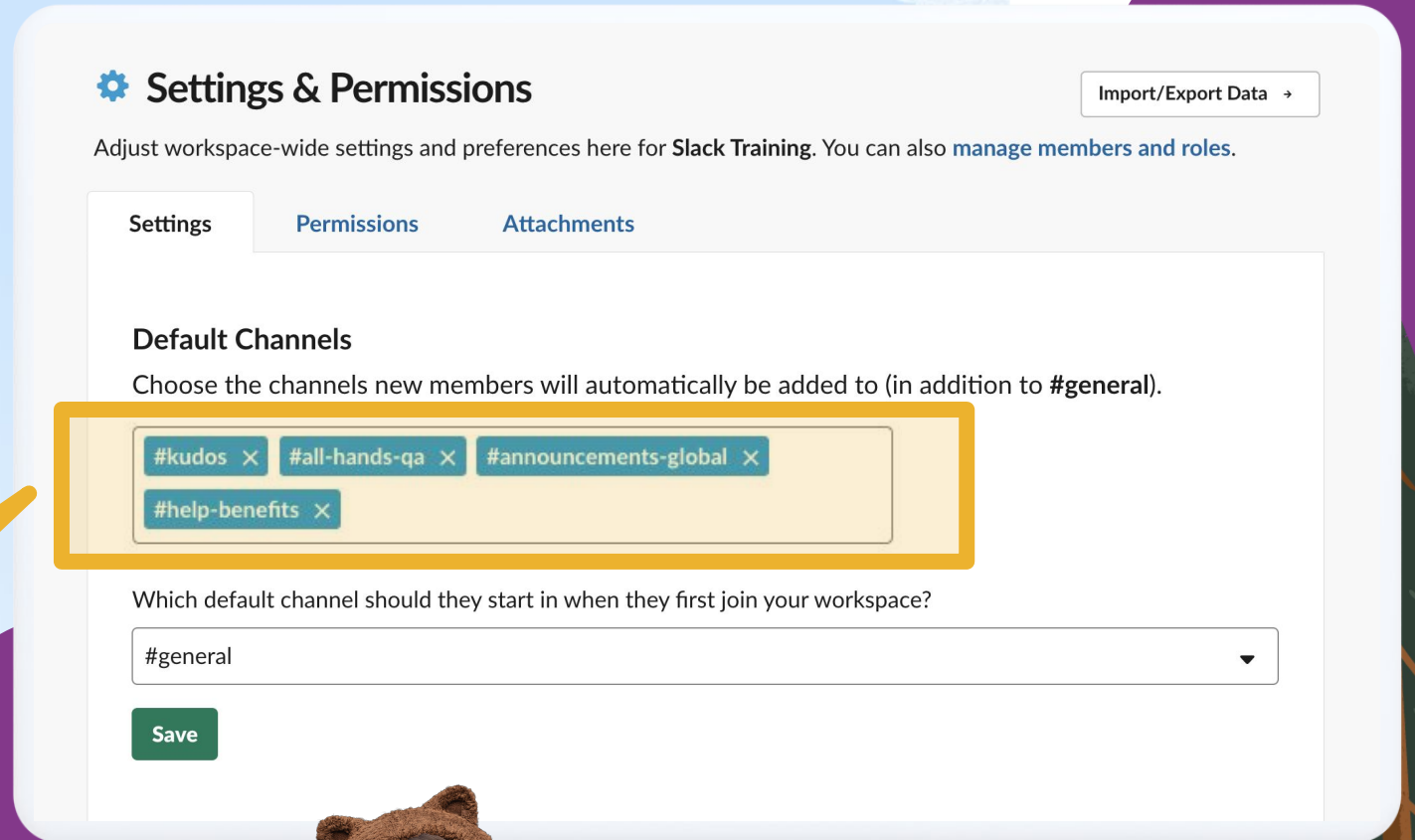
Set companywide default channels

Choose the channels new members will automatically be added to

Learn more:

<https://slack.com/help/articles/201898998-Set-default-channels-for-new-members>

#kudos ×



Settings & Permissions Import/Export Data →

Adjust workspace-wide settings and preferences here for **Slack Training**. You can also [manage members and roles](#).

Settings **Permissions** Attachments

Default Channels

Choose the channels new members will automatically be added to (in addition to **#general**).

- #kudos ×
- #all-hands-qa ×
- #announcements-global ×
- #help-benefits ×

Which default channel should they start in when they first join your workspace?

#general ▼

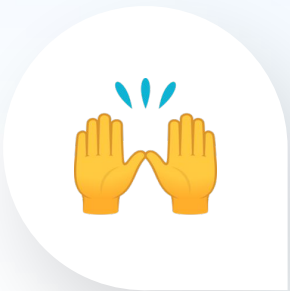
Save



Create key team channels



Pro tip: Pull in team manager or project lead to own the setup of these channels



Channel type	Purpose	Example
Team	A place for teams to gather to share weekly updates and receive support	#sales-sf #mktg-brand
Project	Work on specific projects with your cross-functional partners	#proj-launch #proj-website

How to move your next project into a channel:

 [Slack.com/events/workshop-101](https://slack.com/events/workshop-101)

Create employee engagement channels

Build a sense of connection, transparency and belonging



kateguarente 4:14 PM

I'm not sure what happens when my dog goes on walks during the day but it's cute!

clooney2.jpg ▾



salesforce

Channel type	Purpose	Example
Culture channels	Celebrate your company values	#kudos #ama #wellness
ERG channels (Employee Resource Group)	Foster diversity and inclusion	#women #parents #veterans
Social channels	Create connection around common interests	#pets #cooking #remote-tips

3 takeaways | Step 3



1

Create channels



for announcements,
help, teams, projects

2

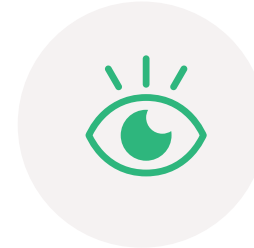
Foster connection



with employee
engagement channels

3

Default to public



to create a transparent
and open environment

STEP 3: Create channels for work and social engagement

Step 4: Work externally in Slack Connect channels



**With Slack
Connect,
anyone can
securely work
together across
organizational
boundaries**



Collaborate with partners and customers in Slack Connect



- ✓ Bring customers into secure channels
- ✓ Accelerate projects with external partners
- ✓ Share information in a trusted environment

77
of the Fortune
100 companies
use Slack
Connect

100K+
organizations
already use Slack
Connect



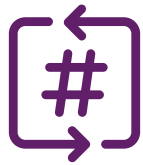
64%
of the Forbes
Most Innovative
Companies use
Slack Connect

Forbes



Three ways to use Slack Connect

Depending on external contact's Slack plan



Slack Connect channels

For external contacts who are on a **paid plan**



Slack Connect direct messages

For external contacts on **ANY** Slack plan



Join as guest

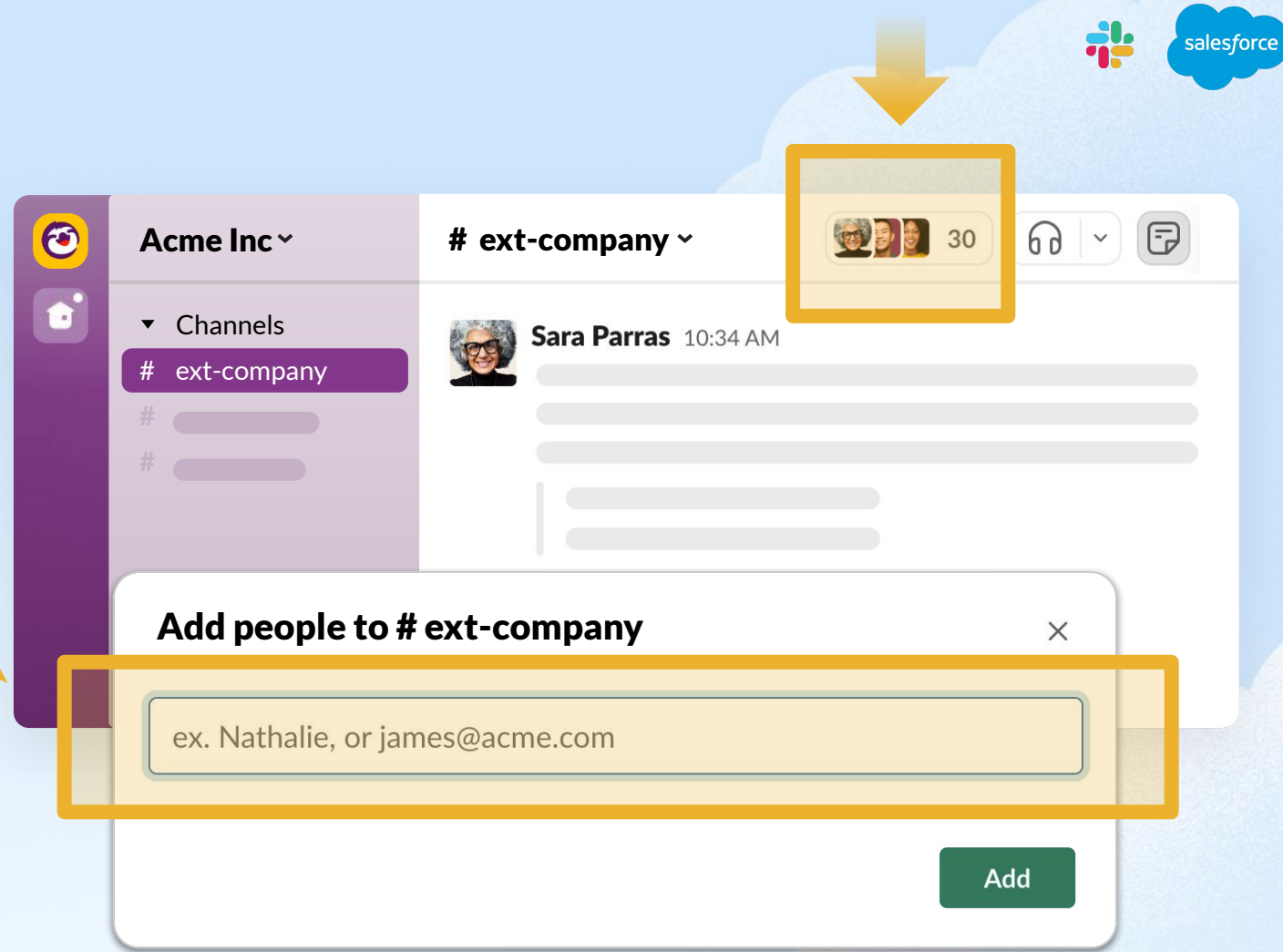
For external contacts who are **not on Slack**

Slack Connect channels

Invite external contacts that are on a paid plan to your Slack Connect channel by clicking on the cluster of pictures at the top right and adding their email

250
companies max in a Slack Connect channel

Unlimited
number of Slack Connect channels allowed



Learn more: <https://slack.com/help/articles/360035092414-Use-Slack-Connect-to-work-with-other-companies-in-channels>

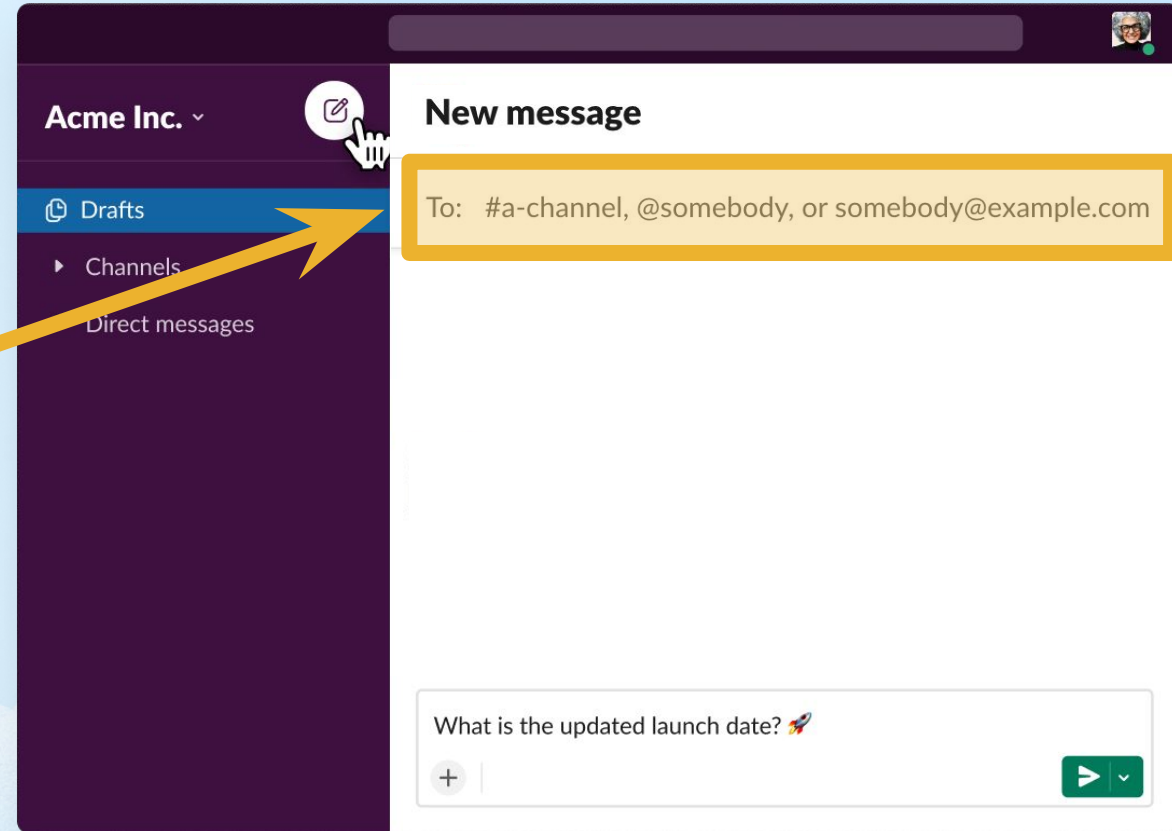
Slack Connect direct messages



DM an external contact that is on ANY Slack plan by adding their email address to the “To” field

Learn more:

<https://slack.com/help/articles/1500001422062-Use-Slack-Connect-to-start-a-DM-with-someone-at-another-company>



Join as guest

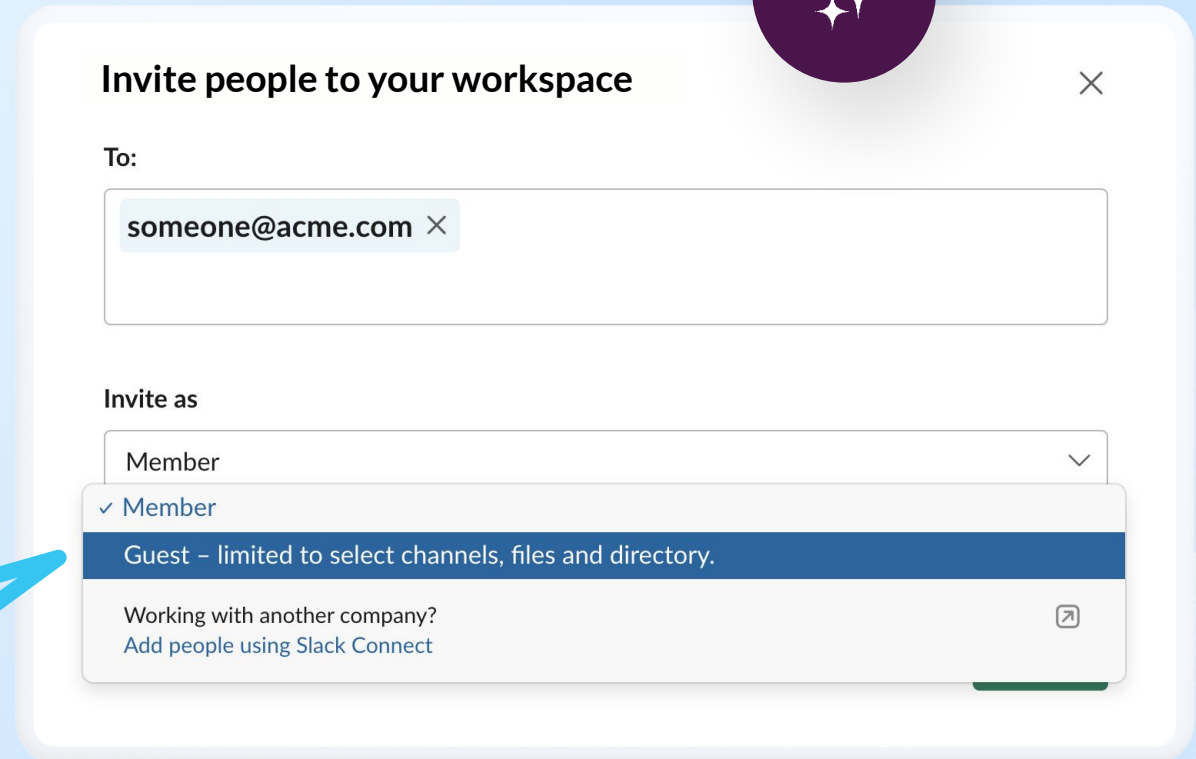


Invite external contacts that are **not on Slack** to join your workspace as guest with limited access

Learn more:

<https://slack.com/help/articles/202518103-Understand-guest-roles-in-Slack>

Guest

A screenshot of the Slack 'Invite people to your workspace' dialog box. The dialog has a title bar with a close button (X) and a purple circular icon with three white stars. Below the title bar, there is a 'To:' field containing the email address 'someone@acme.com' with a small 'X' to its right. Underneath is an 'Invite as' dropdown menu. The dropdown is open, showing three options: 'Member' (with a downward arrow), 'Member' (with a checkmark and a downward arrow), and 'Guest - limited to select channels, files and directory.' (highlighted in blue). At the bottom of the dropdown, there is a link that says 'Working with another company? Add people using Slack Connect' with an external link icon.

Slack Connect permissions settings

Pro/Business+ plans: Choose who can request to share a channel and approve a request

Learn more:

<https://slack.com/help/articles/115005912706-Slack-Connect-Manage-channel-approval-setting-and-invitation-requests>

Inviting people

Settings & Permissions

Adjust workspace-wide settings and preferences here for **Slack Training**. You can also [manage members and roles](#).

Settings

Permissions

Attachments

Slack Connect Channels

Close

Slack Connect enables members of your organization to work with partners, vendors, and other third parties in the same channel. [Learn more](#)

Inviting people from outside Acme

With permissions only to post

This lets people from outside Acme post messages.

On

Who can send these invitations?

- Everyone, except guests (default)
- Workspace Owners and Admins only
- Workspace Owners and Admins, as well as...
- Workspace Owners only

With permission to post, invite, and more

This lets people from external organizations post messages, invite their coworkers, and more. [Learn more](#)

On



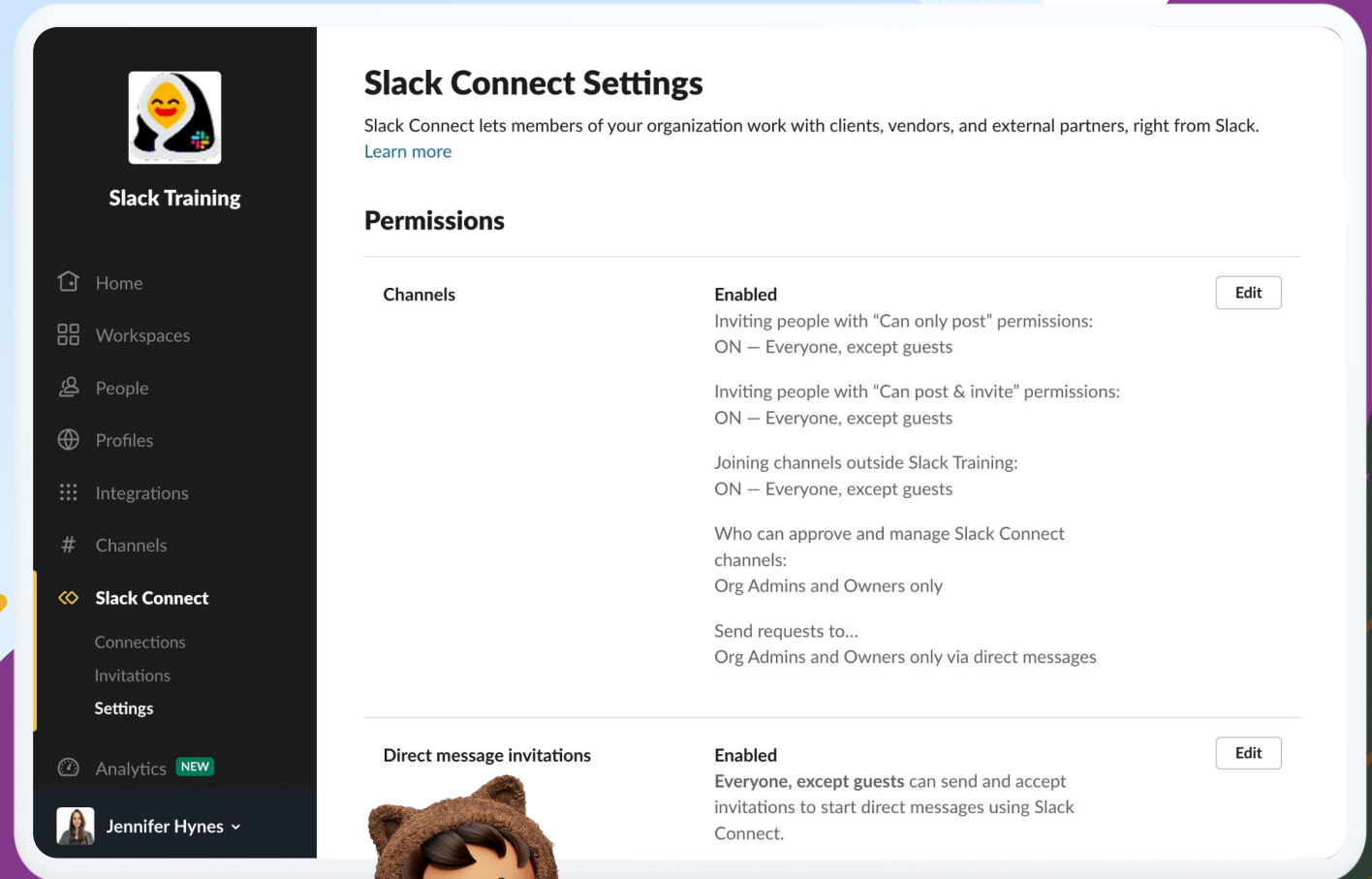
Slack Connect permissions settings

Enterprise Grid: Access a dedicated Slack Connect setting page

Learn more:

<https://slack.com/help/articles/115005912706-Slack-Connect-Manage-channel-approval-setting-and-invitation-requests>

Slack Connect









The screenshot shows the Slack Connect Settings page for a workspace named 'Slack Training'. The left sidebar contains navigation options: Home, Workspaces, People, Profiles, Integrations, Channels, Slack Connect (highlighted), Connections, Invitations, Settings, and Analytics (NEW). The main content area is titled 'Slack Connect Settings' and includes a description: 'Slack Connect lets members of your organization work with clients, vendors, and external partners, right from Slack.' Below this is a 'Permissions' section with two categories: 'Channels' and 'Direct message invitations'. Each category has a status (Enabled), a description of the permissions, and an 'Edit' button.

Category	Status	Description	Action
Channels	Enabled	Inviting people with "Can only post" permissions: ON – Everyone, except guests Inviting people with "Can post & invite" permissions: ON – Everyone, except guests Joining channels outside Slack Training: ON – Everyone, except guests Who can approve and manage Slack Connect channels: Org Admins and Owners only Send requests to... Org Admins and Owners only via direct messages	Edit
Direct message invitations	Enabled	Everyone, except guests can send and accept invitations to start direct messages using Slack Connect.	Edit



Activity 1: Create a work, social or Slack Connect channel



- 1 Create a new channel by clicking on   
- 2 Select a **workspace** (for Enterprise Grid plans only)
- 3 Give it a name starting with “**announcements-**”, “**proj-**”, “**help-**”, “**team-**”, or “**ext-**” for a Slack Connect channel
- 4 **Add a colleague** to the channel by clicking on the cluster of pictures at the top right
- 5 **Add an external contact** by clicking “**Add members**” and adding their email address
- 6 **Approve the request as an admin:** click 3-dot icon  External partners  View invitations  Select “**Approve**”

3 takeaways | Step 4



1

Slack Connect DMs



for quick follow-ups
with an external contact

2

Slack Connect channels



to connect people from
multiple companies

3

Permissions



configured by admins
in the settings

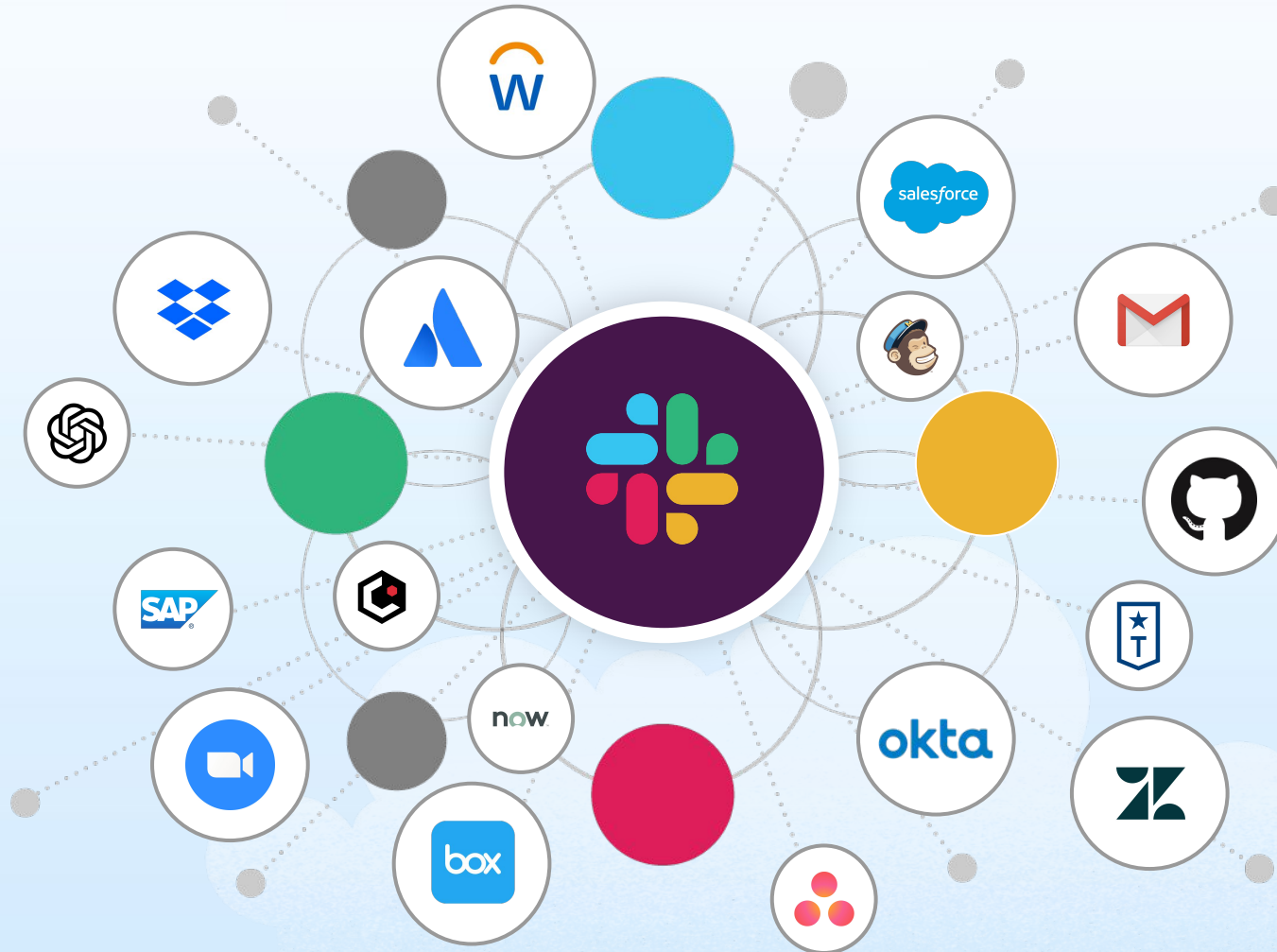
STEP 4: Work externally in Slack Connect channels



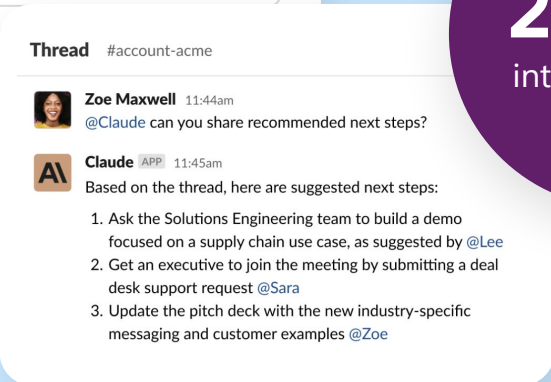
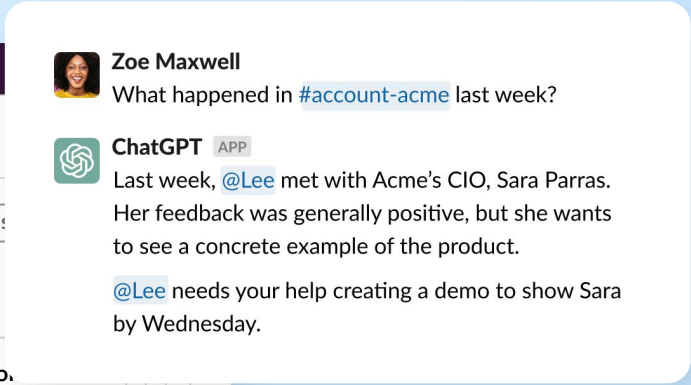
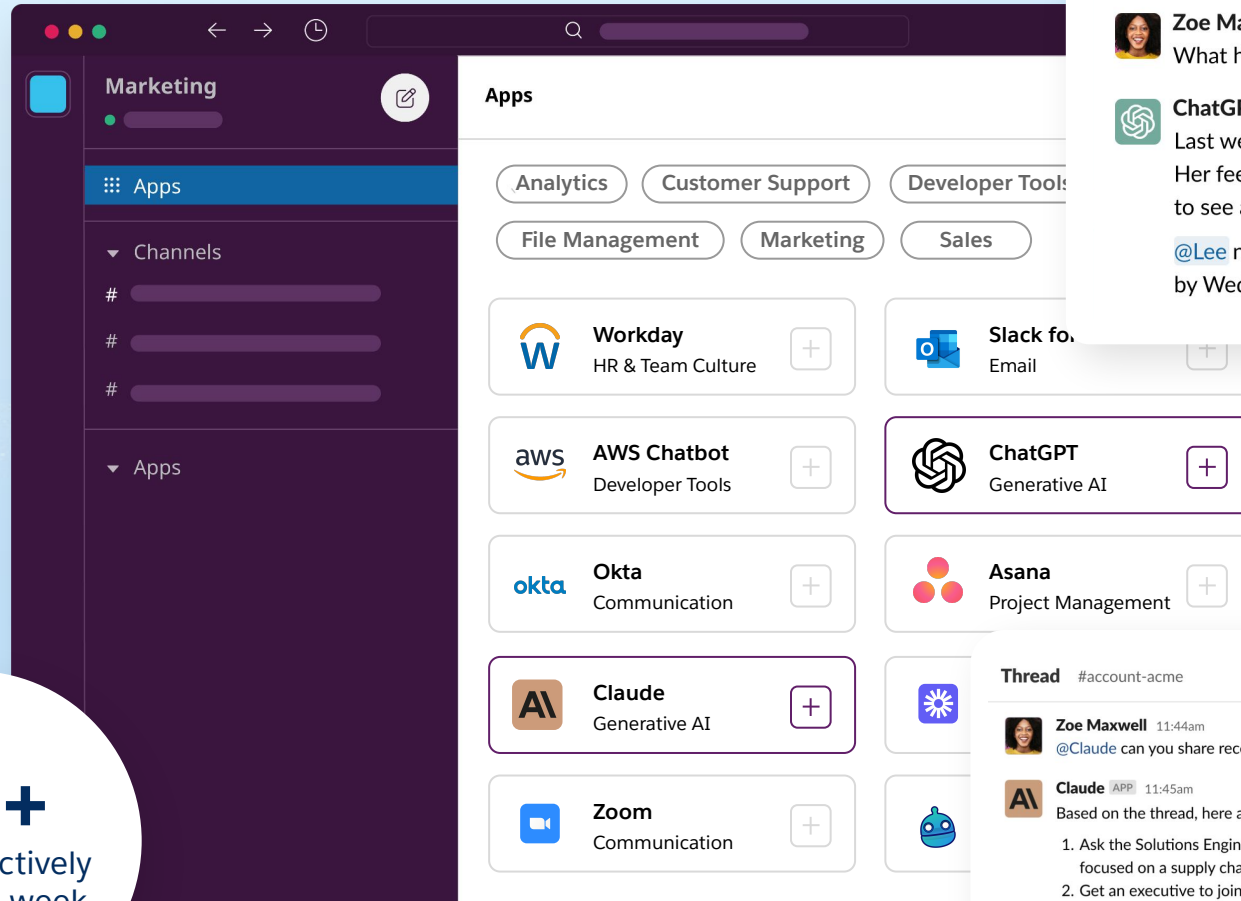
Step 5: Connect Slack to your other tools



2,600+ apps ready to install in Slack



Add your favorite apps to Slack



1M+
apps are actively
used each week

2,600+
integrated apps

How to conceptualize Slack apps



PRODUCTIVITY APPS

FILES



CALLS



CALENDAR



EMAIL



TASKS



ROLE-SPECIFIC APPS

SALES



SUPPORT



ENGINEERING



MARKETING



DESIGN

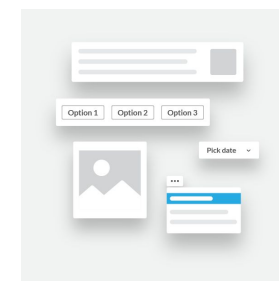


HR



CUSTOM APPS

OPEN APIs FOR CUSTOM APPS



NO-CODE & LOW-CODE BUILDERS

3RD PARTY



Integrate your apps with Slack in 4 steps



Roll out broad, trusted integrations that everyone can use, like your core productivity tool set

Use Slack's API to build apps that deliver insights, automate workflows and optimize your business

App governance system
to keep your data secure

Core integrations for
files, calls, email, calendar

**Apps for all roles
and departments**

Custom apps
for every business need






Adopt a system for reviewing and approving Slack app requests.

Introduce teams to Slack integrations with tools they already use daily



Admin: App approval checklist



-  • Turn on app installation restrictions [▶ Learn more](#)
-  • Set a pre-approved apps list [▶ Learn more](#)
-  • Assign app management permissions to other individuals [▶ Learn more](#)
-  • Allow members to request apps [▶ Learn more](#)
-  • Review app requests [▶ Learn more](#)

About managing app approval:

<https://slack.com/help/articles/222386767-Manage-app-approval-for-your-workspace>

About managing app requests:

<https://slack.com/help/articles/360024269514-Manage-app-requests-for-your-workspace>

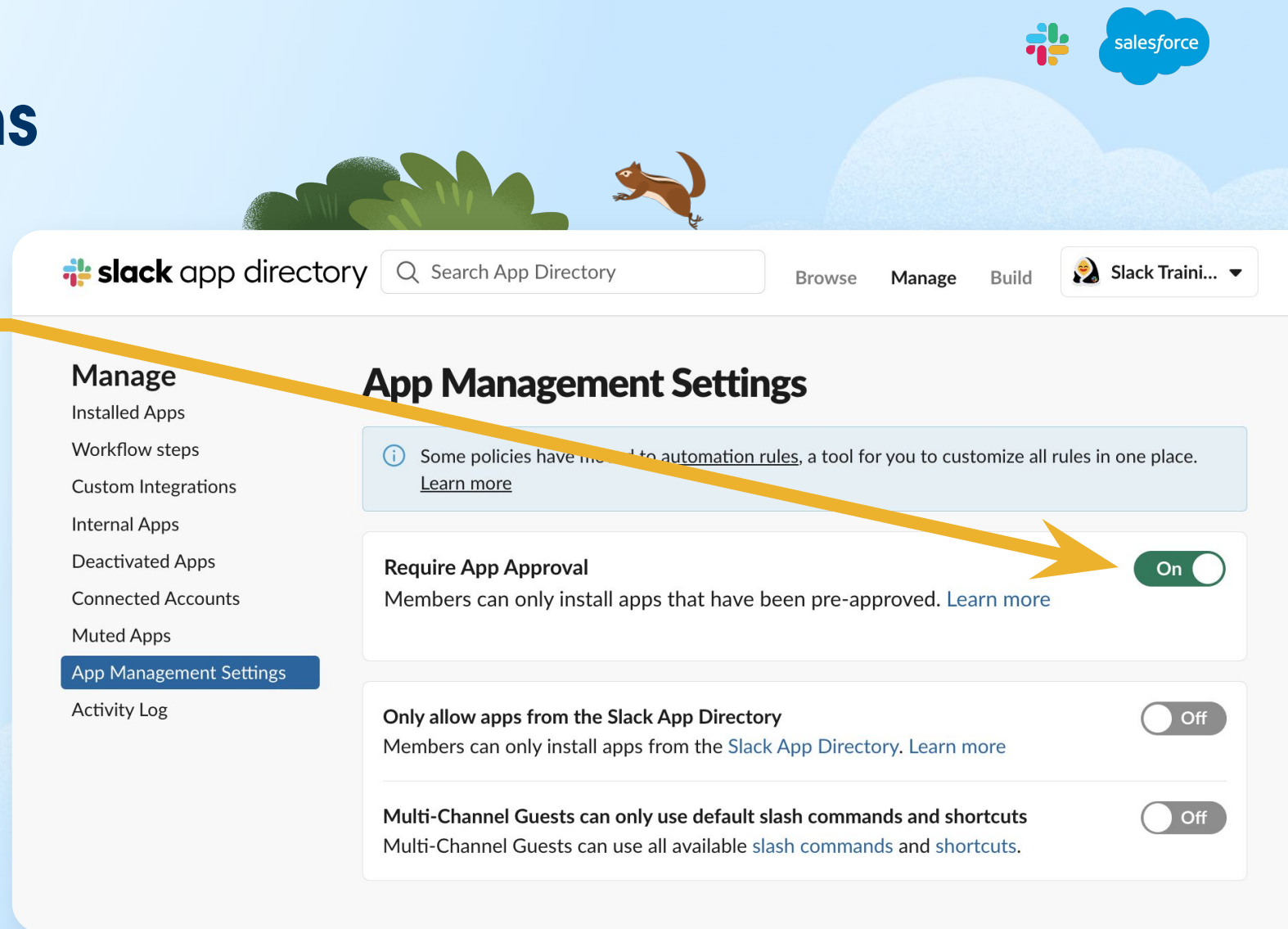
Admin: Turn on app installation restrictions

Turn on this setting to pre-approve and restrict certain apps for your workspace

Go to **Home** → **Workspace name** → **Tools & settings** → **Manage apps** → **App Management Settings** → Click the toggle next to **Require App Approval**

Learn more:

<https://slack.com/help/article/s/222386767-Manage-app-approval-for-your-workspace>



slack app directory [Browse](#) [Manage](#) [Build](#) Slack Traini...

Manage

- Installed Apps
- Workflow steps
- Custom Integrations
- Internal Apps
- Deactivated Apps
- Connected Accounts
- Muted Apps
- App Management Settings**
- Activity Log

App Management Settings

i Some policies have moved to [automation rules](#), a tool for you to customize all rules in one place. [Learn more](#)

Require App Approval
Members can only install apps that have been pre-approved. [Learn more](#)

Only allow apps from the Slack App Directory
Members can only install apps from the [Slack App Directory](#). [Learn more](#)

Multi-Channel Guests can only use default slash commands and shortcuts
Multi-Channel Guests can use all available [slash commands](#) and [shortcuts](#).

Admin: Set a pre-approved apps list

When app approval is enabled, members can install and start using pre-approved apps right away.

Go to **Home** → **Workspace name** → **Tools & settings** → **Manage apps** → Click **Browse** → **Search** for and select an app → From the app page, click **Approve**

Learn more:

<https://slack.com/help/article/s/222386767-Manage-app-approval-for-your-workspace>

The image shows a screenshot of the Slack App Directory interface. At the top right, there is a Salesforce logo. The main header reads "slack app directory" with navigation links for "Browse", "Manage", "Build", and "Slack Training". A yellow callout bubble labeled "Browse" points to the "Browse" link. Below the header, there is a section titled "Add apps, get work done" with a subtext "Pull reports, start calls, file tickets, and more — right within Slack." and a "Get Essential Apps" button. To the right, there is a "Start an instant meeting..." section with a Zoom integration card showing a meeting started by Bruce Olson. A yellow callout bubble labeled "Find" points to a search bar with the placeholder text "Find a new app, or a service you already use." Below the search bar, there are sections for "Featured" (Enterprise-ready apps, Working from home, Daily Tools, Essential Apps, New & Noteworthy, Brilliant Bots) and "App Collections" (Office 365, Google Workspace). At the bottom right, there is a promotional banner for "Get more done with Slack apps and workflows" with a subtext "Learn how to unlock productivity in Slack" and a description "Choose when and how you get notified, respond to approvals, stay connected to teammates, and more."

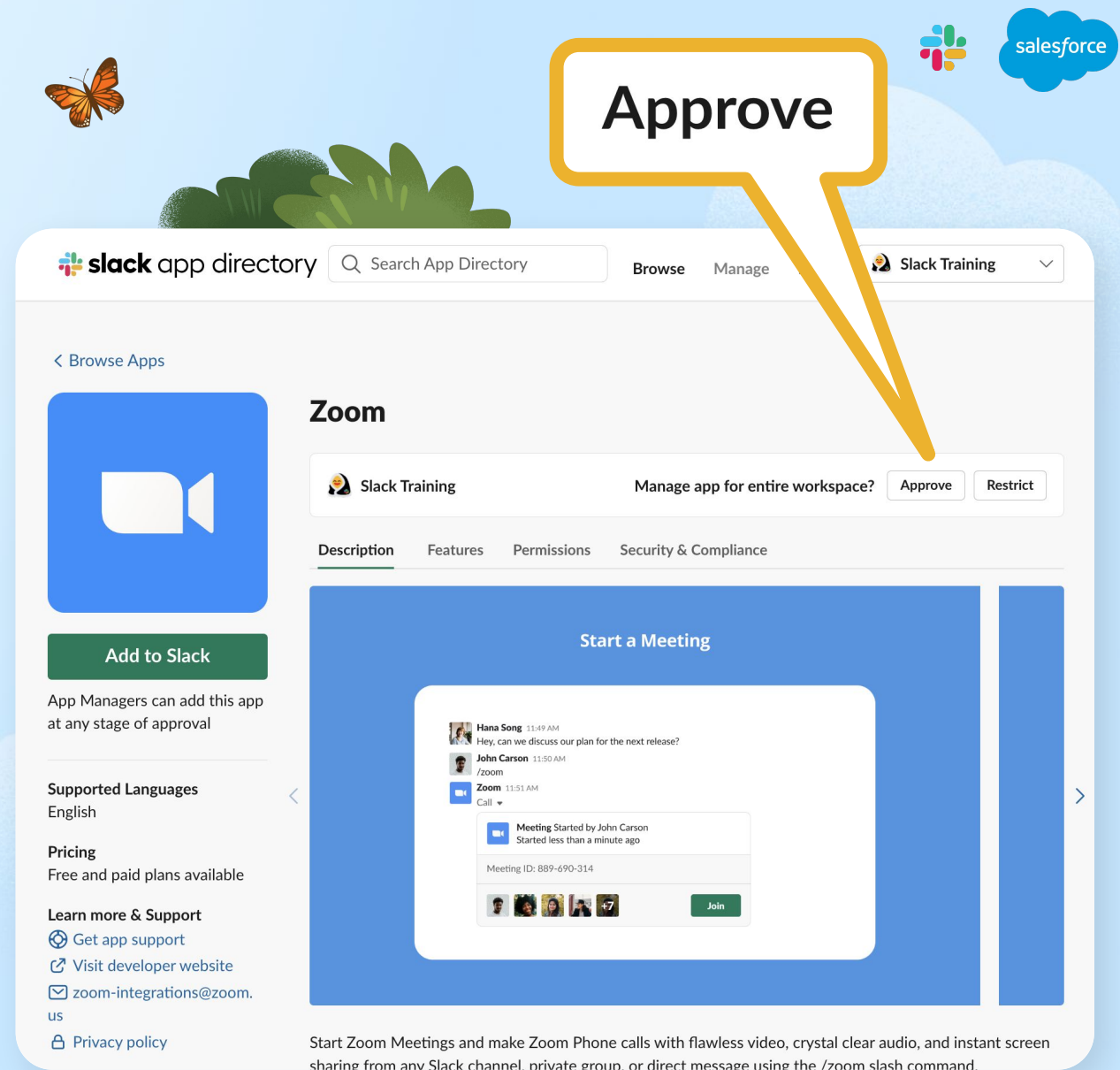
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Learn more:

<https://slack.com/help/article/s/222386767-Manage-app-approval-for-your-workspace>



The image shows a screenshot of the Slack App Directory interface for the Zoom app. At the top right, there is a yellow callout bubble with the word "Approve" in black text. The interface includes a search bar, navigation tabs for "Browse" and "Manage", and a dropdown menu for "Slack Training". The main content area displays the Zoom app details, including a "Zoom" header, a "Slack Training" user profile, and a "Manage app for entire workspace?" section with "Approve" and "Restrict" buttons. Below this, there are tabs for "Description", "Features", "Permissions", and "Security & Compliance". The "Description" tab is active, showing a "Start a Meeting" section with a chat history and a meeting card. The chat history shows a message from Hana Song at 11:49 AM asking about the next release plan, followed by a response from John Carson at 11:50 AM using the "/zoom" command. The meeting card shows "Meeting Started by John Carson" at 11:51 AM, with a meeting ID of 889-690-314 and a "Join" button. The bottom of the page contains a brief description of Zoom's capabilities.

Admin: Select members to manage app requests

If you'd like a larger group to help review app requests, appoint other members as app managers

Go to Home → Workspace name → Tools & settings → Manage apps → App Management Settings → Select App Managers to manage apps → Select members or user groups

Learn more:

<https://slack.com/help/article/s/222386767-Manage-app-approval-for-your-workspace>



slack app directory

Search App Directory

Browse Manage Build Slack Train...

Manage

- Installed Apps
- Workflow steps
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- Activity Log

App Management Settings

Some policies have moved to [automation rules](#), a tool for you to customize all rules in one place. [Learn more](#)

Require App Approval On
Members can only install apps that have been pre-approved. [Learn more](#)

Select App Managers to manage apps

Workspace Owners only

Workspace Owners and selected members or groups

Choose an option...

User Groups

- Workspace Admins**

Members

- Emilie Chane Dubois** Emilie Chane Dubois
- User-1000 User McUseron
- User-107 User McUseron
- User-116 User McUseron
- User-117 User McUseron
- User-118 User McUseron

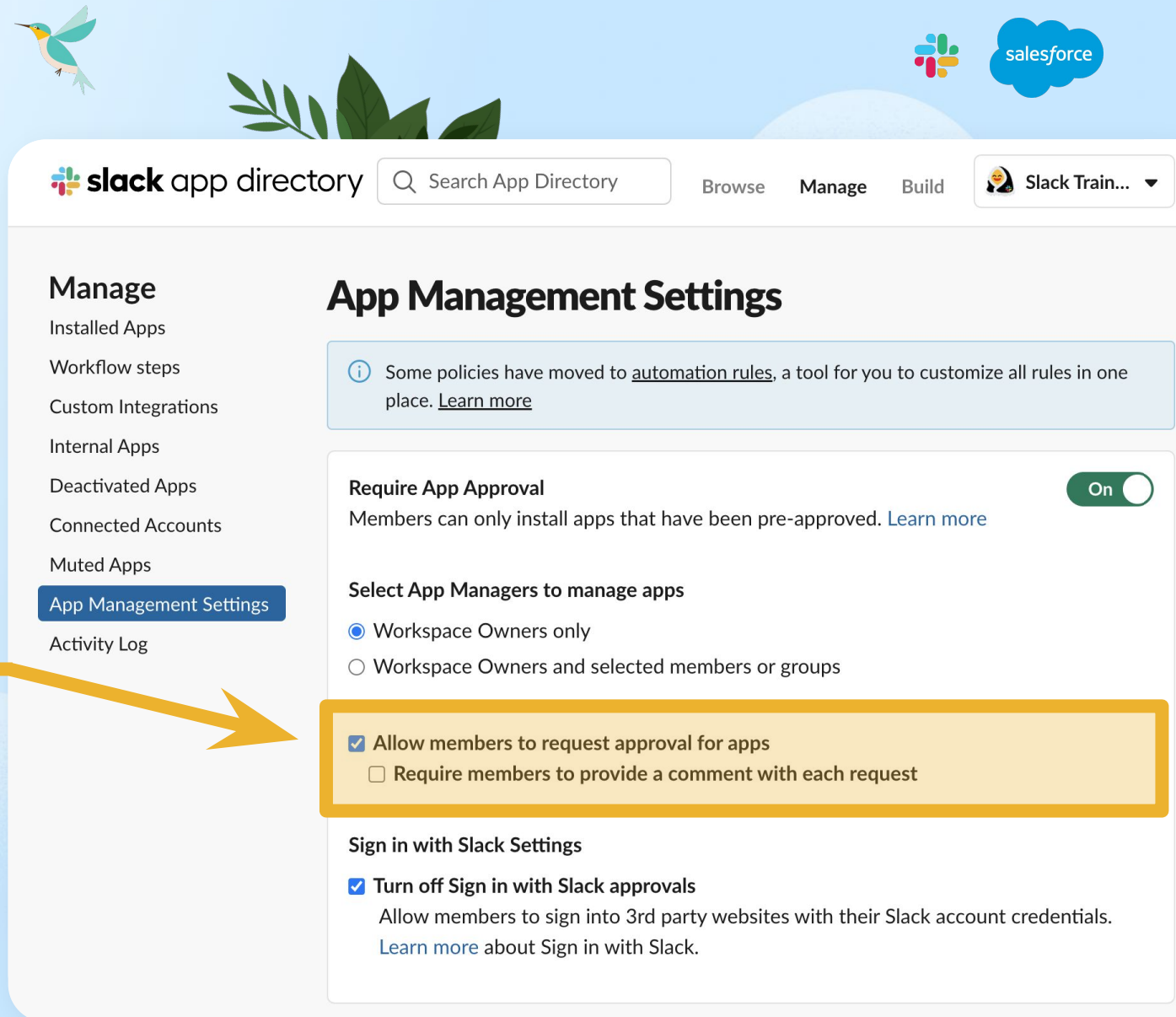
Admin: Allow members to request apps

When app approval is enabled, you can allow members to request apps that haven't been pre-approved

Go to Home → Workspace name → Tools & settings → Manage apps → App Management Settings → Check the box next to “Allow members to request approval for apps”

Learn more:

<https://slack.com/help/article/s/222386767-Manage-app-approval-for-your-workspace>



slack app directory Search App Directory Browse Manage Build Slack Train...

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App Management Settings

Some policies have moved to [automation rules](#), a tool for you to customize all rules in one place. [Learn more](#)

Require App Approval On
Members can only install apps that have been pre-approved. [Learn more](#)

Select App Managers to manage apps

- Workspace Owners only
- Workspace Owners and selected members or groups

Allow members to request approval for apps
 Require members to provide a comment with each request

Sign in with Slack Settings

- Turn off Sign in with Slack approvals
Allow members to sign into 3rd party websites with their Slack account credentials. [Learn more](#) about Sign in with Slack.

Admin: Review app requests

If a user requests to install an app that hasn't been pre-approved, you'll get a request via **Slackbot**

Go to **Home** → **Apps** section → Open **Slackbot**, or the **channel** that requests are sent to → Select **Approve** or **Restrict** for Workspace



Learn more:

<https://slack.com/help/article/s/360024269514-Manage-app-requests-for-your-workspace>



Slackbot 2:27 PM

@Olivia would like to install **Google Calendar** on **Acme Corp.**

Reason for requesting:

Hi there, I'd like to use Google Calendar in Slack to keep track of meetings and events.

Google Calendar

See your schedule, respond to invites, and get event updates.

[See the full description](#)



Google Calendar requires 4 permissions & scopes:

- Add the ability for people to direct message or mention @google_calendar `bot`
- View information about the user's identity `identify`
- Add actions and/or slash commands that people can use `commands`
- Edit the user's profile information and status `users.profile:write`

All actions on a request will affect the entire workspace

[Approve for Workspace](#)

[Restrict for Workspace](#)

Approve for Workspace

Admin: Review app requests

If a user requests to install an app that hasn't been pre-approved, you'll get a request via **Slackbot**

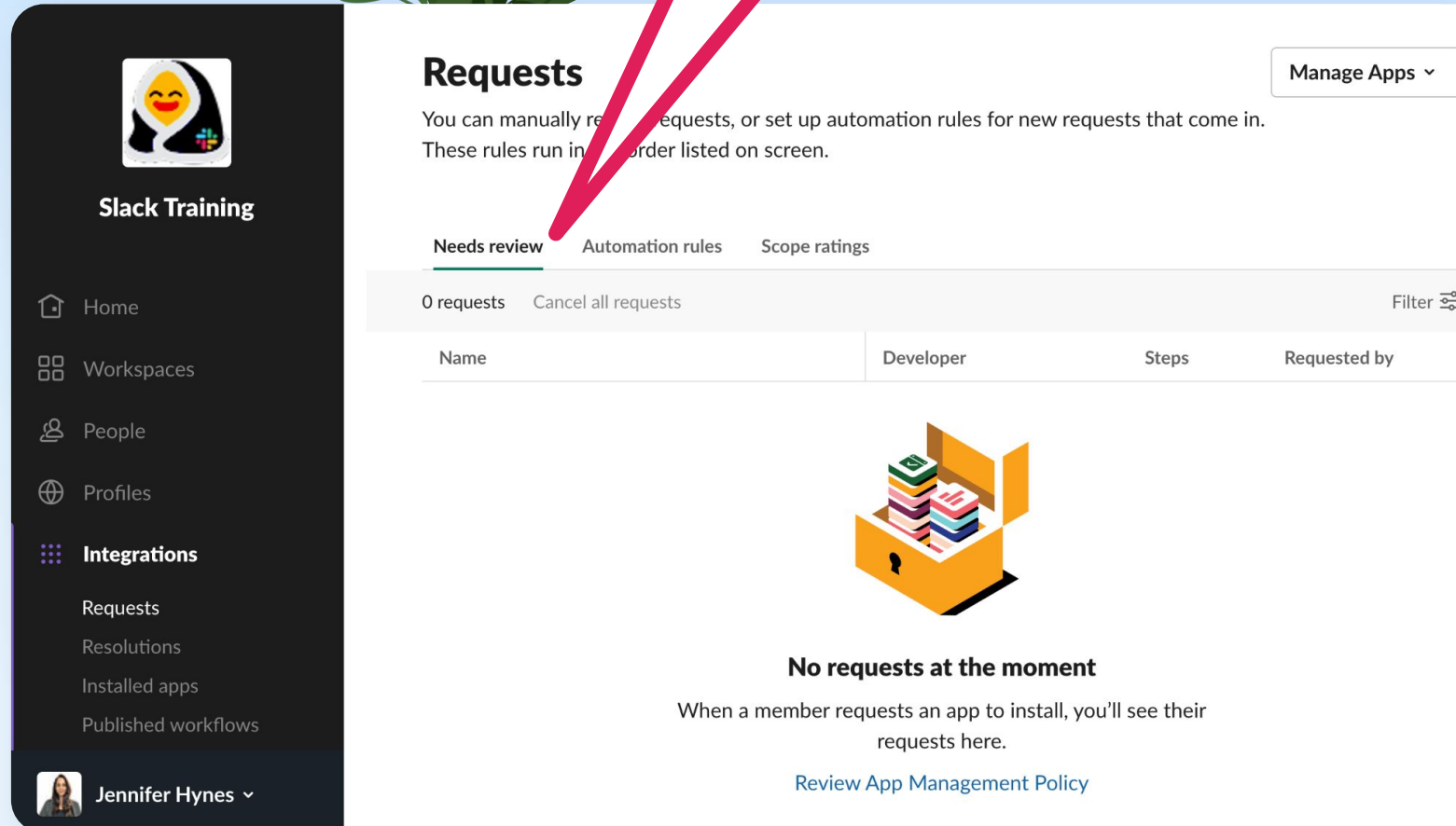
Enterprise Grid customers can access an app dashboard:

Go to Home → Workspace name → Tools & settings → Integrations → Requests



Learn more:

<https://slack.com/help/articles/360000281563-Manage-apps-on-Enterprise-Grid>



Slack Training

- Home
- Workspaces
- People
- Profiles
- Integrations**
- Requests
- Resolutions
- Installed apps
- Published workflows

Jennifer Hynes


Requests

You can manually review requests, or set up automation rules for new requests that come in. These rules run in the order listed on screen.

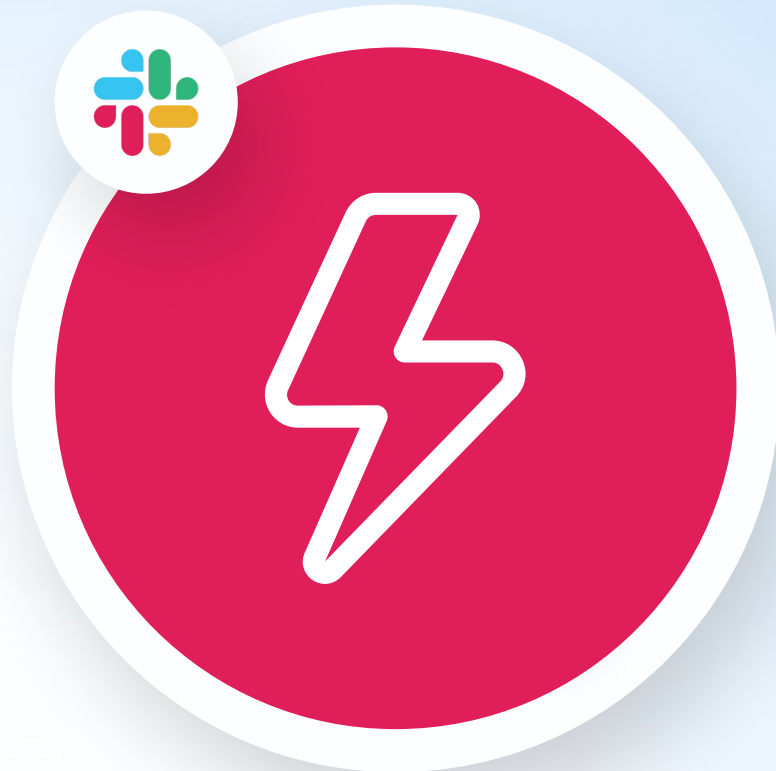
Manage Apps





Needs review Automation rules Scope ratings

0 requests Cancel all requests Filter

Name	Developer	Steps	Requested by
 No requests at the moment When a member requests an app to install, you'll see their requests here. Review App Management Policy			

Activity 2: Install an app of your choice in Slack



- 1 Click the “Home” view 
- 2 Scroll down to the “Apps” section
- 3 Click  Add apps
- 4 Search for the app in the App search bar 
- 5 Select the name of the app or click: 
- 6 **Admins: Review the app request** if the app hasn't been pre-approved: Go to **Home** → **Apps** section → Click **Slackbot** → Select **Approve** or **Restrict** for Workspace

3 takeaways | Step 5

1

Give permission



to members to install
apps in Slack

2

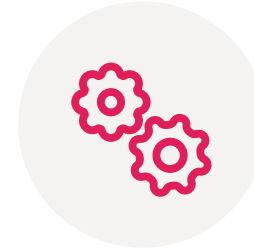
Restrict access



to a list of
pre-approved apps

3

Set up a process



for app approval
requests

STEP 5: Connect Slack to your other tools



Good job, you made it!

Your next steps

- 1 Check out the **Admin Launch Guide**: slack.com/resources/launching-slack
- 2 Watch the **Admin 101** webinar: slack.com/events/admin-essentials-101
- 3 Boost your Slack skills by enrolling into the **Slack Certified** program: www.slackcertified.com
- 4 Keep learning using **Slack Resources Library**: slack.com/resources
- 5 **Any questions?** Ask for help at: slack.com/help