Slack – Collaboration Features: Huddle & Canvas

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1. Starting a huddle (an audio or video call)

A Slack huddle is designed for short and informal conversations. You can initiate a huddle within any channel or direct message.

Please keep in mind that Slack huddles are not intended to replace scheduled, formal meetings conducted on Zoom, which provides longer recording times, support more participants, and can be scheduled in advance.

Each Slack huddle can host up to 50 participants simultaneously.

To Start a huddle:

1. Open a channel or DM.
2. Tap the 🎧 **headphones** icon located in the top-right corner of the screen.
3. Press "Huddle" to commence a call.
4. If you like, tap the 📹 **camera** icon to turn your video on.

2. Sharing Your Screen

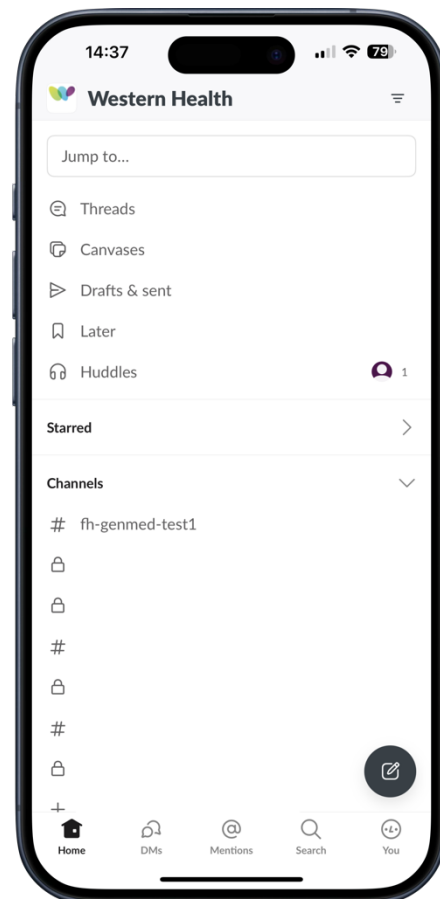When in a call, follow these steps to share your screen:
1. Tap the ••• three dots icon in the bottom right corner of your screen.
2. Tap 🖥 Share Screen.

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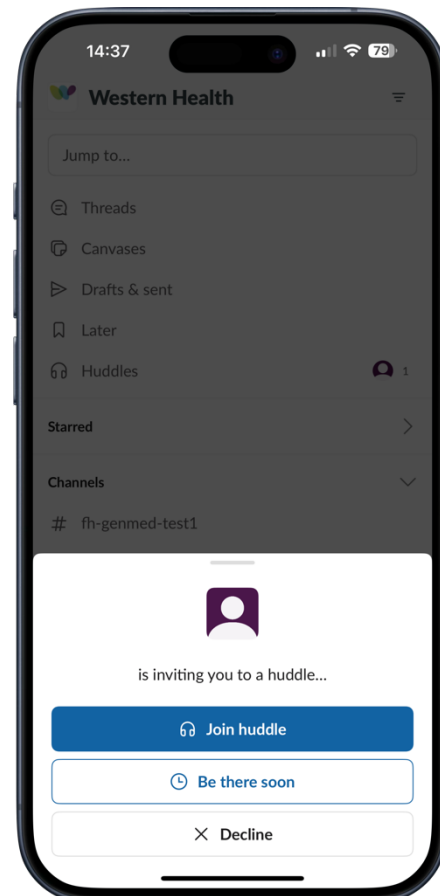
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3. Joining a huddle

When you receive an invitation to a huddle, a pop-up window will appear. To join the huddle, tap on "Join," or if you are unable to join, you can tap "Not now."

1. From 🏠 **Home**, tap the 🎧 **headphones icon** next to a channel or DM.

2. Tap **Join huddle**.
3. If you like, tap the 🎥 **camera** icon to turn your video on.

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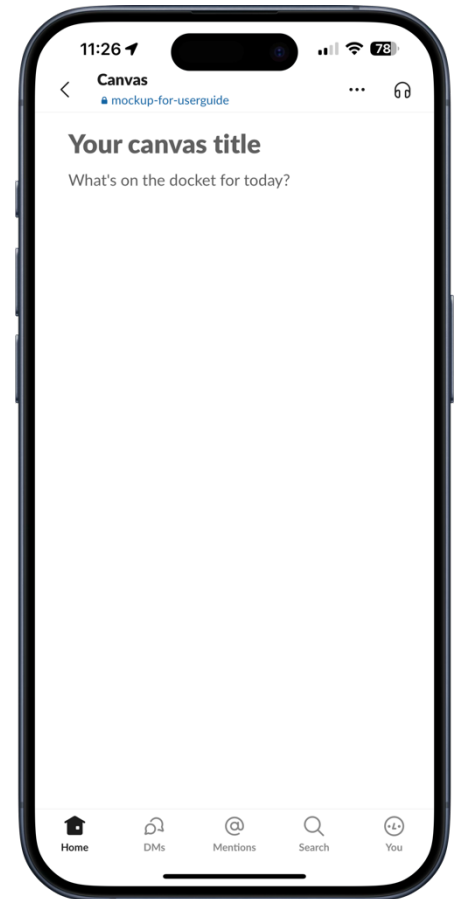**Quick Reference Guide**

4. Canvas

A canvas is a space where you can store and share important information, notes, ideas and more. You can create a canvas in a channel, a direct message, or on its own.

For example, you can add the frequently used contact numbers, the date and time for the regularly unit meetings, the

To contribute to a canvas in a channel or direct message:

1. Click on the blank ⬆️ **add channel canvas** icon in any conversation header to open the canvas.
2. Add content to the canvas.

To contribute to a standalone canvas:

1. From the 🏠 **Home** tab, tap 🗒️ **Canvas** at the top.
2. From the **Canvas** view, tap **Create**.
3. A blank canvas will open. Start typing to add content to your canvas.