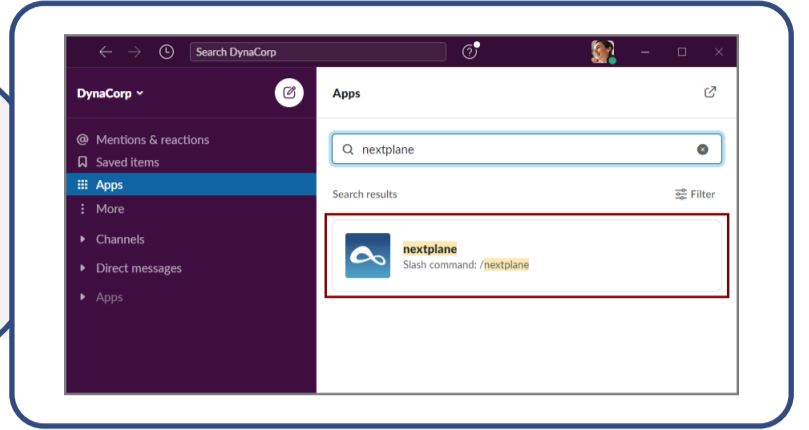# NEXTPLANE®

Your quick start guide for Slack federation
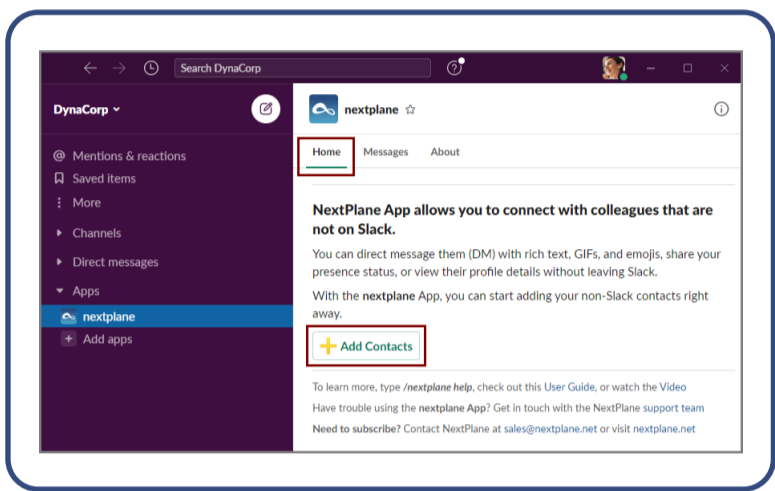
1 Add the **nextplane** App to your Slack workspace.
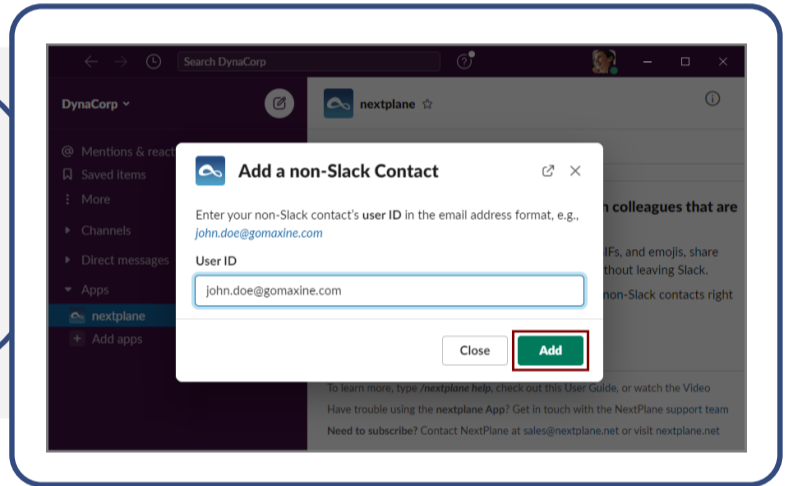
2 Add a non-slack contact to your workspace. Select the **nextplane** App and on the Home tab and click **'+ Add Contacts'** button.
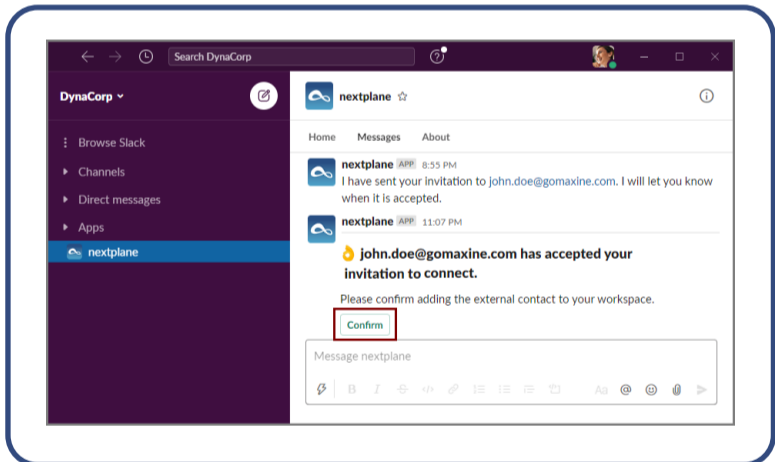
3 Enter your non-Slack contact's user ID in the email address format, e.g., **john.doe@gomaxine.com**, and click an **'Add'** button.
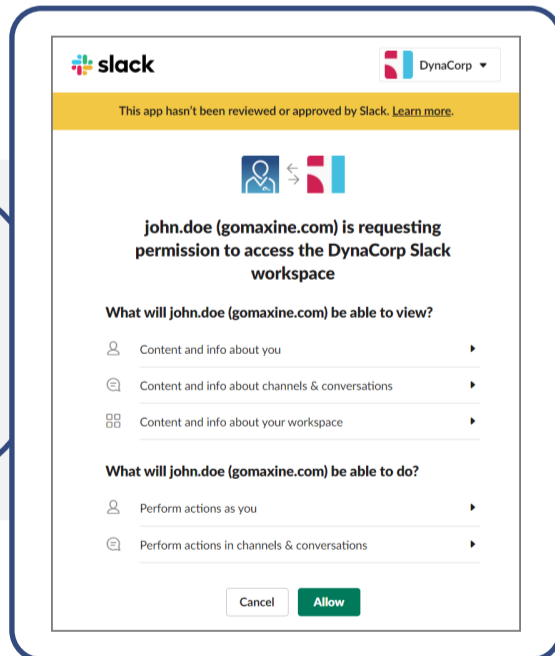
4 .Wait for your contact to accept your invitation to connect. Click the **'Confirm'** button once your contact accepts your invitation.

5 Grant the required permissions by clicking the **'Allow'** button.

6 Direct Message your non-Slack contacts. They are added to your workspace and appear in the 'Apps' section. Use them for ad-hoc messages or tasks, like rescheduling a meeting with your teammate or asking them what's for lunch.