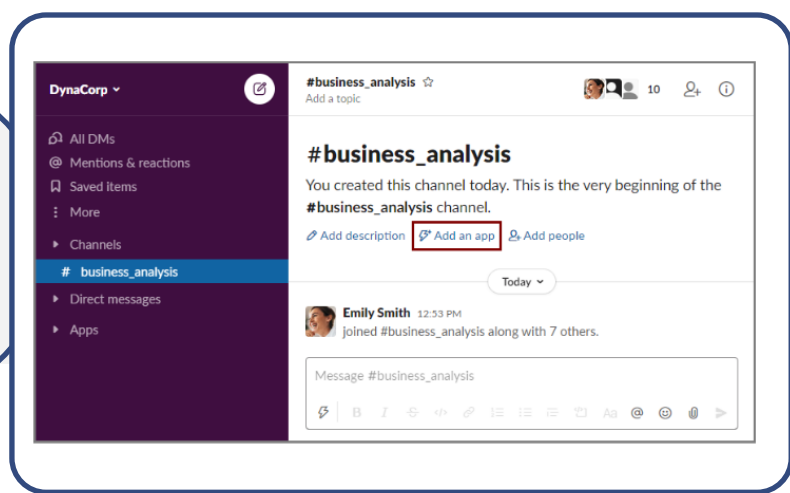NEXTPLANE

Your quick start guide to NextPlane OpenChoice channels

Add non-Slack Contacts to a New Slack Channel

1 Create a new Slack channeland below the channel description, select **Add an app**.
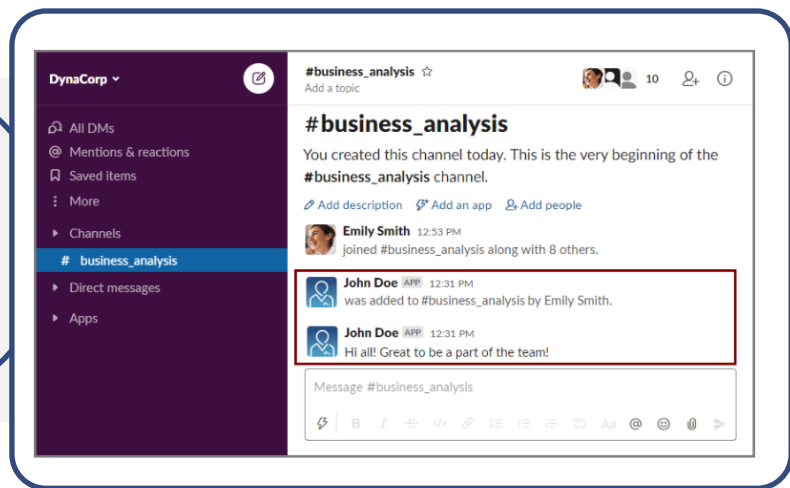
2 In the list of workspace apps, find your non-Slack contact, e.g., *john.doe@gomaxine.com*, and click **Add**.
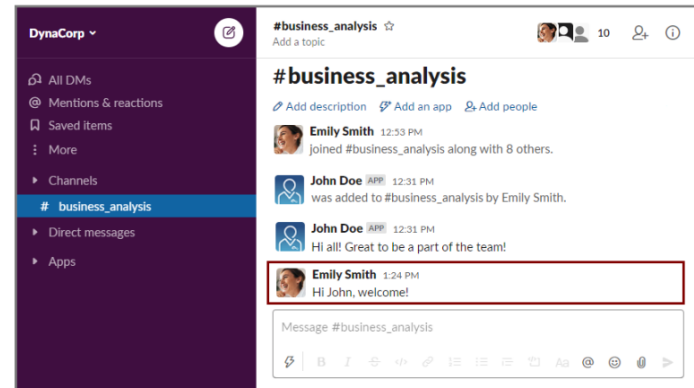
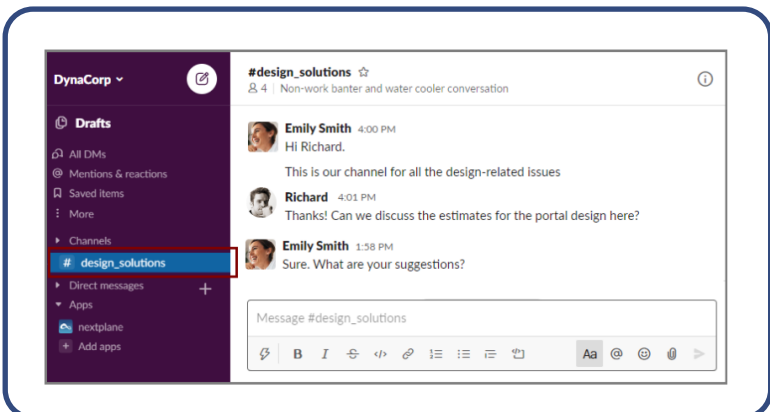**3** Wait for thenon-Slack contact to accept your invitation and join the channel.

4 Post a welcome message to your non-Slack contact.

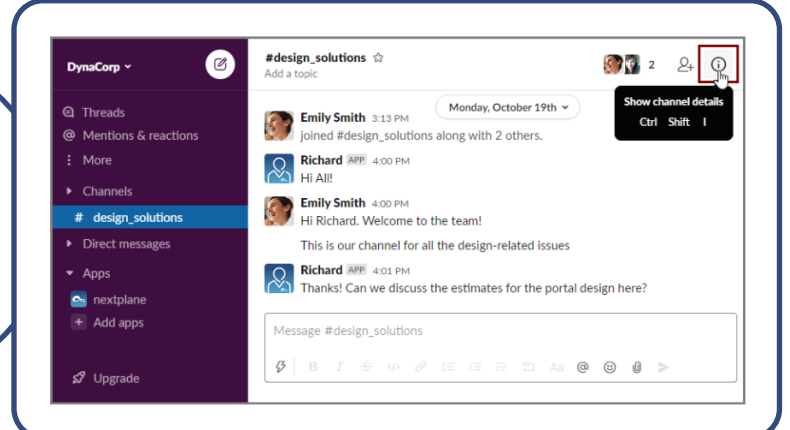## Add non-Slack Contacts to an Existing Slack Channel

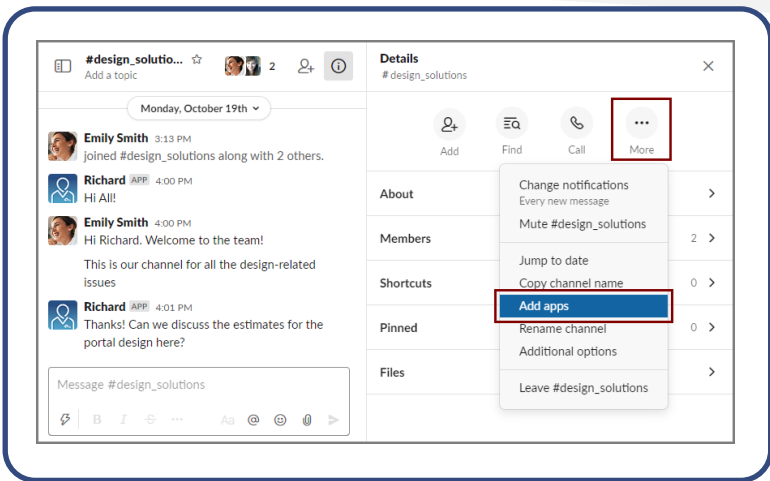**1** Select the channel that you want to add a non-Slack contact to.

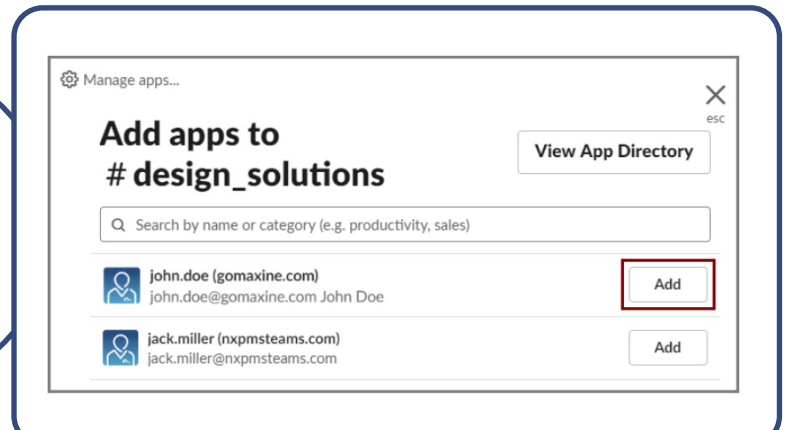**2** In the upper-right corner, click **Show channel details.**
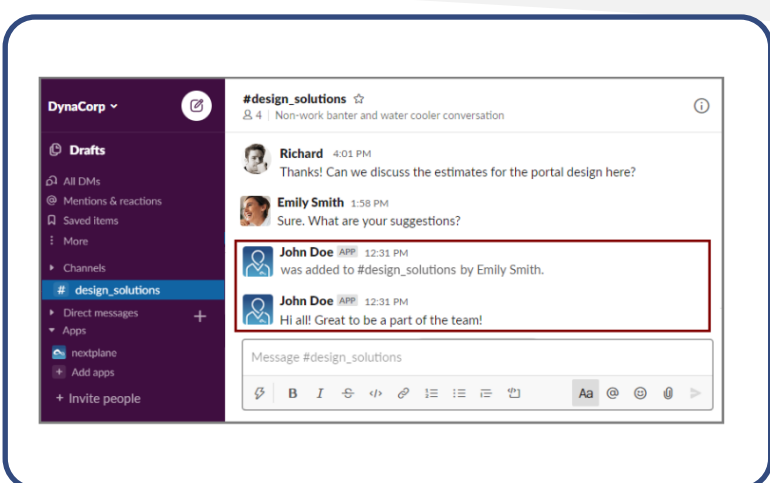
3 Select **More** > **Add apps**.

4 In the list of workspace apps, next to the app representing the necessary contact,click **Add**.

5 Wait for thenon-Slack contact to accept your invitation andjoin the channel.

6 Post a welcome messageto your non-Slack contact.

NEXTPLANE