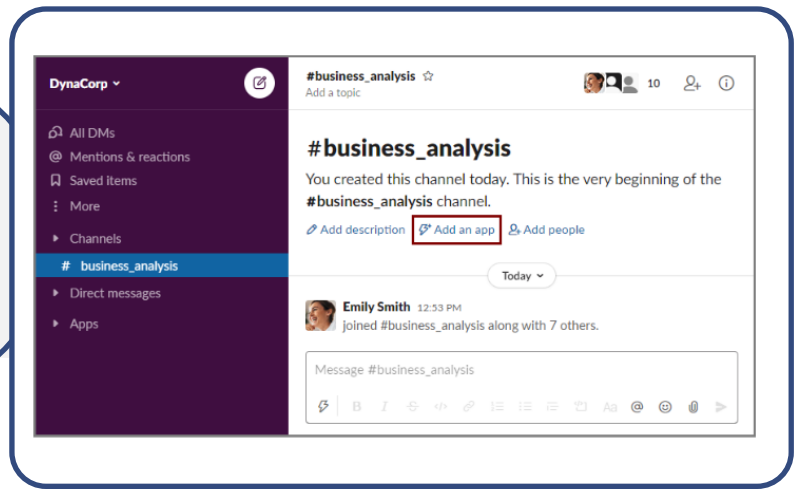


# Your quick start guide to NextPlane OpenChoice channels

## Add non-Slack Contacts to a New Slack Channel

Create a new Slack channel and below the channel description, select **Add an app**.

1



**Add apps to** #business\_analysis

View App Directory

Search by name or category (e.g. productivity, sales)

John.doe@gomaxine.com  
john.doe@gomaxine.com John Doe

Add

jack.miller@nxpmsteams.com  
jack.miller@nxpmsteams.com

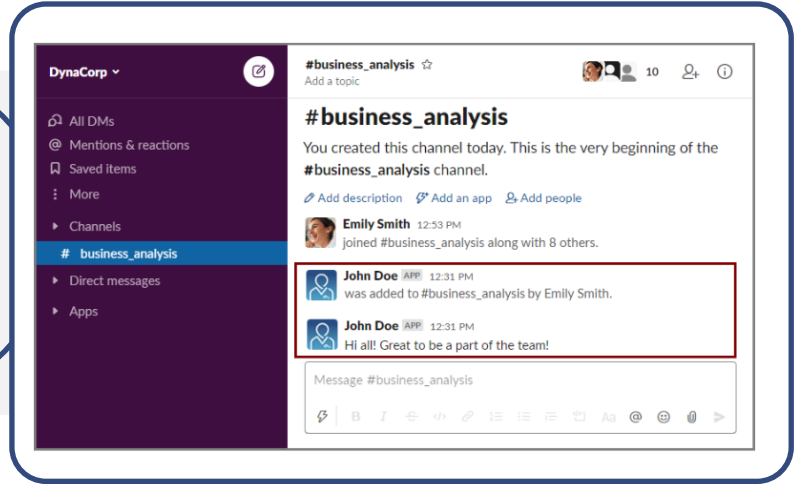
Add

2

In the list of workspace apps, find your non-Slack contact, e.g., *john.doe@gomaxine.com*, and click **Add**.

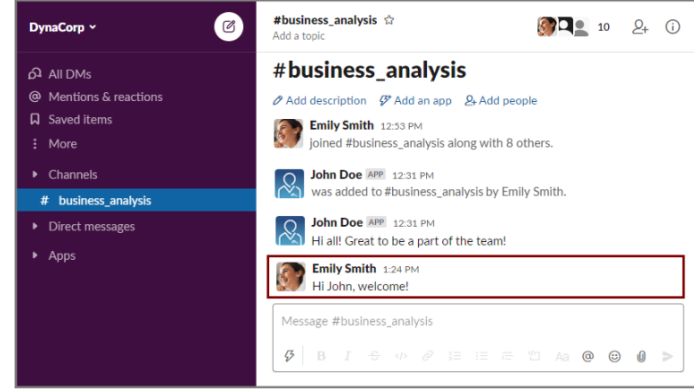
Wait for the non-Slack contact to accept your invitation and join the channel.

3



Post a welcome message to your non-Slack contact.

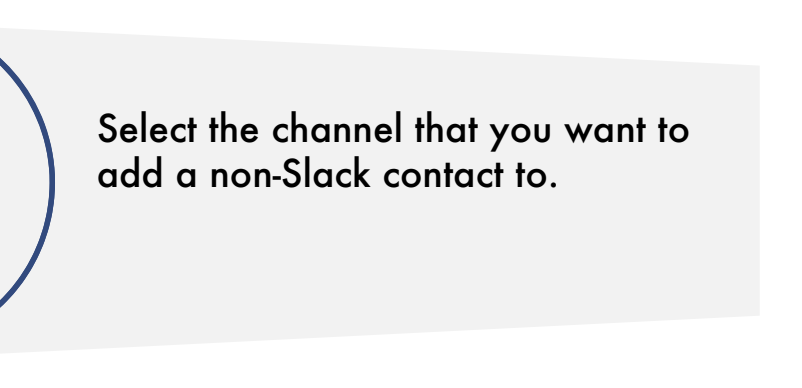
4



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

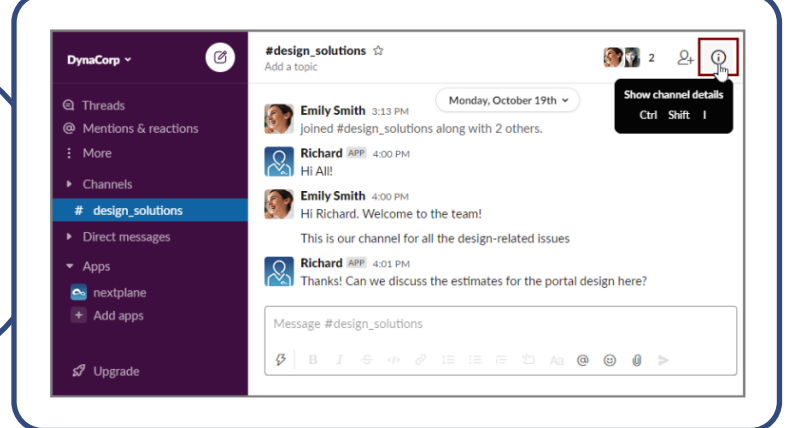
Select the channel that you want to add a non-Slack contact to.

1



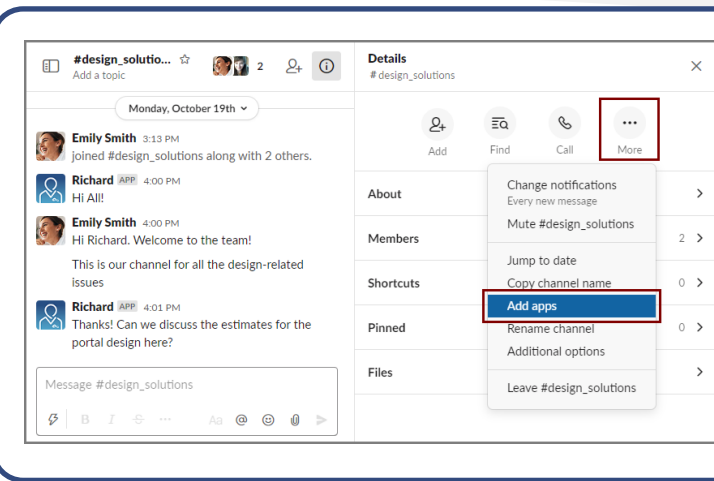
In the upper-right corner, click **Show channel details**.

2



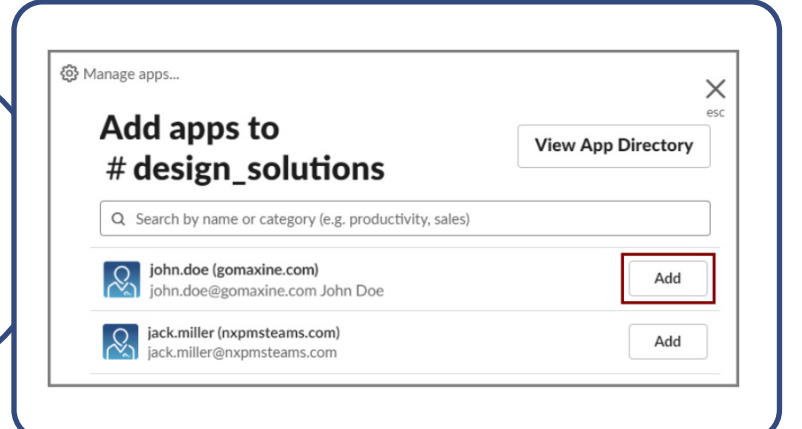
Select **More > Add apps**.

3



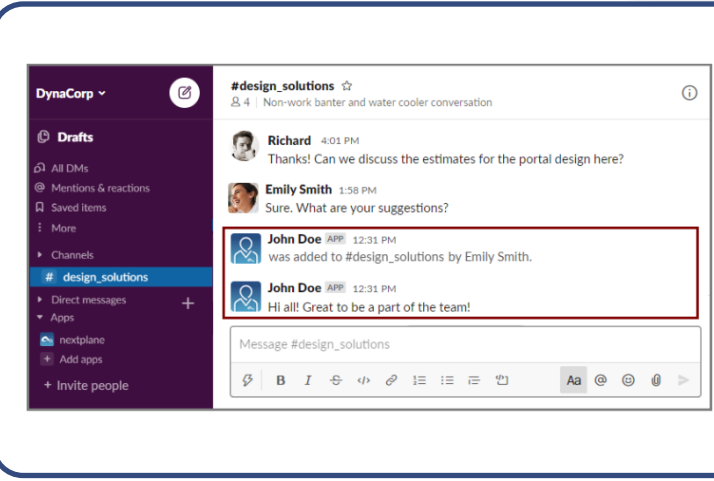
In the list of workspace apps, next to the app representing the necessary contact, click **Add**.

4



Wait for the non-Slack contact to accept your invitation and join the channel.

5



Post a welcome message to your non-Slack contact.

6

