DOTS

Use your dot in Slack

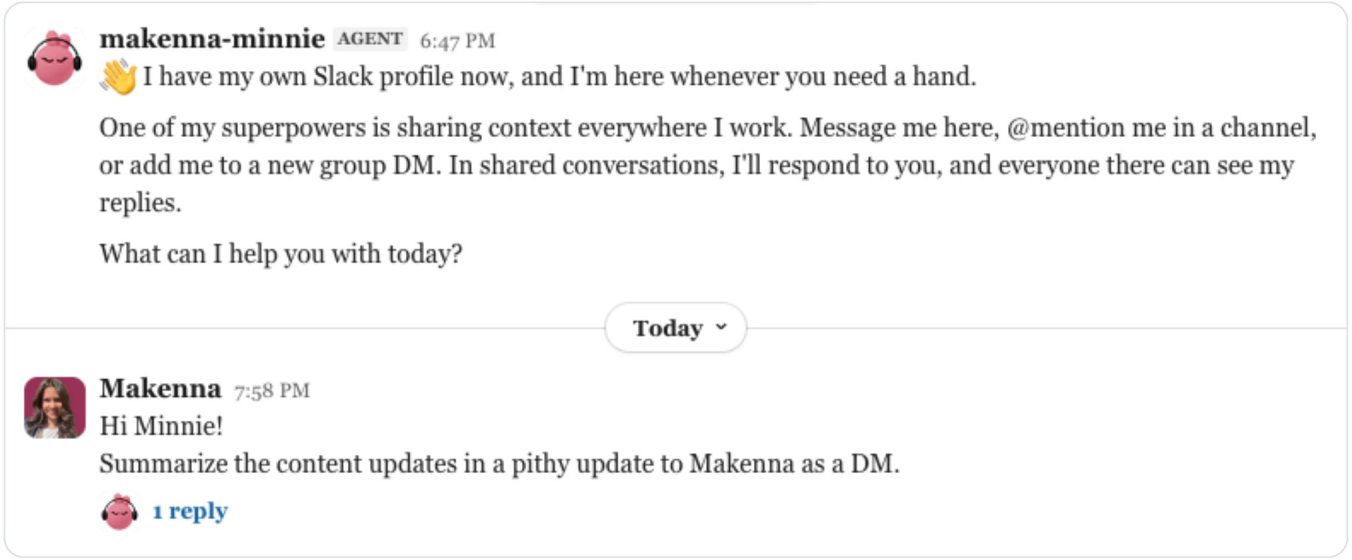
Collaborate with your dot in Slack to delegate tasks, get updates, and review its work.

Before you start

You need an enabled dot, Slack access, and permission to use the conversation. Availability and workspace controls may vary.

How to do it

1. **Connect Slack.** Open your dot's profile, select Add, and connect Slack if available.
2. **Start in context.** Send your dot a direct message, or add it to a channel and mention it in the relevant thread.
3. **Set one outcome.** Name the conversation, the result you want, and where the response should go. Use only context approved for that audience.
4. **Review before posting.** Review the draft. Approve the exact message and destination before asking your dot to post for you.



Example: asking your dot for a Slack summary.

Set a Slack message rule

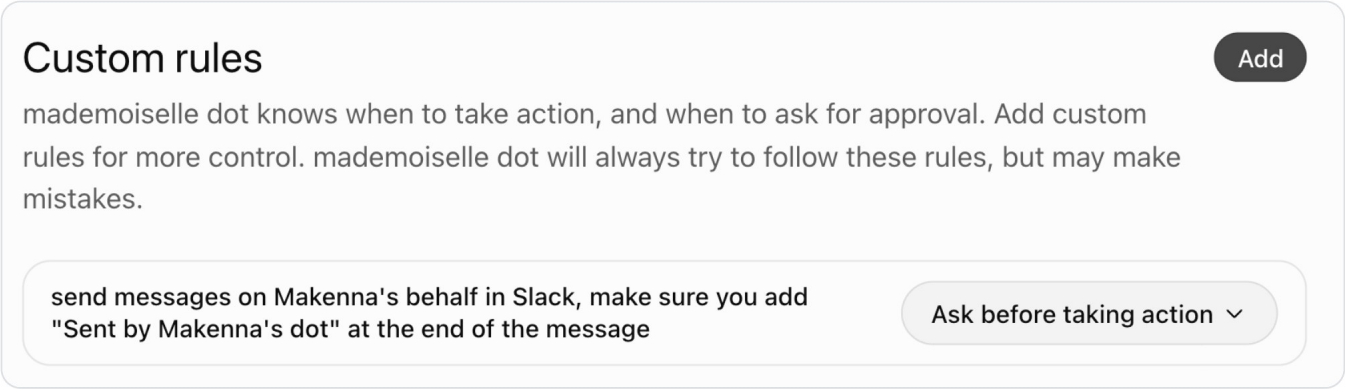
Custom rules are one way to give your dot standing instructions to follow while operating in Slack.

Open your profile in the lower-left corner, then select Personalization > Custom rules. Select Add and enter a rule for your dot.

Example rule

"When sending Slack messages on my behalf, add 'Sent by [your name]'s dot' at the end."

Replace [your name] with your own name. For messages you want to review first, select Ask before taking action.



Example: a Slack attribution rule with approval required.

Have your dot check a channel

Adding your dot to a channel does not automatically make it check for new messages. For your dot to check the channel regularly, tell it what to look for, when to check, and where to send updates. Ask your dot to confirm the setup, and read that confirmation before you rely on it.

Human check

Review the message and its destination before approving it to be sent.