

# Slack integration step by step

March / 2025

Chapter 01

### Getting Started with Slack Integration

#### Step 1: Start the Slack Integration

To enable Slack notifications, navigate to HQ1 and follow these steps:

1. Go to User menu > Notifications.



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To enable Slack notifications, navigate to HQ1 and follow these steps:

- 1. Go to User menu > Notifications.
- 2. Click the "Integrations" button to open the integration settings.

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	Privacy and Compliance Get alerts for privacy-related updates and required actions.								
	Insights and Configuration Don't miss out on critical campaign data and new insights.								
	Collaborative Features Stay updated on shared resources and collaboration opportunities.								



#### Step 1: Start the Slack Integration

To enable Slack notifications, navigate to HQ1 and follow these steps:

- 1. Go to User menu > Notifications.
- 2. Click the "Integrations" button to open the integration settings.
- 3. Click the "Connect to Slack" button.

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#### Step 2: Authorize Slack Integration

After clicking "Connect to Slack", a new tab will open, prompting you to authorize the integration:

- 1. Make sure the correct Slack workspace is selected.
- 2. Click "Allow" to grant the necessary permissions.
- ★ Users may see a banner stating: 'This app is not approved by Slack.' This is due to the beta status of the app and does not affect functionality



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After clicking "Connect to Slack", a new tab will open, prompting you to authorize the integration:

- 1. Make sure the correct Slack workspace is selected.
- 2. Click "Allow" to grant the necessary permissions.
- Once authorized, you'll see a "Integration Successful" message.

Your Slack workspace is now linked, and notifications will start appearing in the selected channel. Integration Successful Your slack integration is now active. You're all set to start receiving updates and insights directly in slack!

Getting Started with Slack Integration

#### Step 3: Review Slack Settings

After successfully connecting, you can manage your Slack settings in HQ1:

- 1. The Slack channel will now appear as part of the notifications settings.
- 2. If needed, you can disconnect Slack at any time from this page.

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Chapter 02

### **Handling Errors**

## Slack Approval Required

- In some cases, additional approvals may be needed before completing the Slack • integration.
- If your Slack workspace has restricted app installations, you may see an approval • request during the authorization process. Here's how to handle it.



#### Requesting App manager approval

Some Slack workspaces restrict app installations, requiring admin approval before you can complete the integration.

If this applies to your workspace, you'll see a message stating: "This app requires permissions that must be reviewed by an App Manager before you can install it."

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Until approval is granted, the integration cannot proceed.



Your workspace admin will receive a notification, and must approve the app in Slack Admin Panel:

- 1. In Slack app, click on the workspace dropdown
- 2. go to Tools & settings > Manage apps.



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- 1. In Slack app, click on the workspace dropdown
- 2. go to Tools & settings > Manage apps.
- In Slack Admin Panel, go to Requests to approve the app
- Once approved, the user can continue the integration, or return to HQ1 and restart the process.



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#### Slack Marketplace Restrictions

Some Slack workspaces are configured to allow only Marketplace-approved apps.

If your workspace has this restriction, you'll see a message stating: "App cannot be installed."



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#### Slack Marketplace Restrictions

Since this app is still in beta, only a Slack workspace admin can complete the integration.

To proceed, follow these steps:

- 1. A Slack admin must log in to HQ1 and start the integration process.
- 2. The admin should approve the app manually as a user.
- 3. Once integrated, the app will function normally within the workspace.







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