







# Channel naming conventions

When you create channels in your Slack workspace, channel naming conventions-complete with agreed-upon prefixes for every type of channel-will keep everything organized and easier to find.

Here are some ideas for channel naming conventions-feel free to follow these suggestions, or come up with your own.

- 
-  Organize ongoing **projects** in channels can start with **#proj-** (#proj-café-build, #proj-customer-summit)
  -  Keep track of **accounts** and **clients** with either **#accounts-** or **#client-** prefixes (#accounts-acme, #accounts-wonka)
  -  Create a space for internal teams to discuss their work with **#team-** prefixes (#team-legal, #team-marketing)
  -  Let coworkers ask questions and make requests in **#help-** channels (#help-accounting, #help-benefits)
  -  Create office location channels and subchannels as needed **#berlin, #sanfrancisco** or **#nyc-announcements, #nyc-events**
  -  Make **topic** channels for everything else, with or without a prefix (social stuff like #fun-movies, #fun-music, and #yoga, or work stuff like #announcements, #birthdays)
-