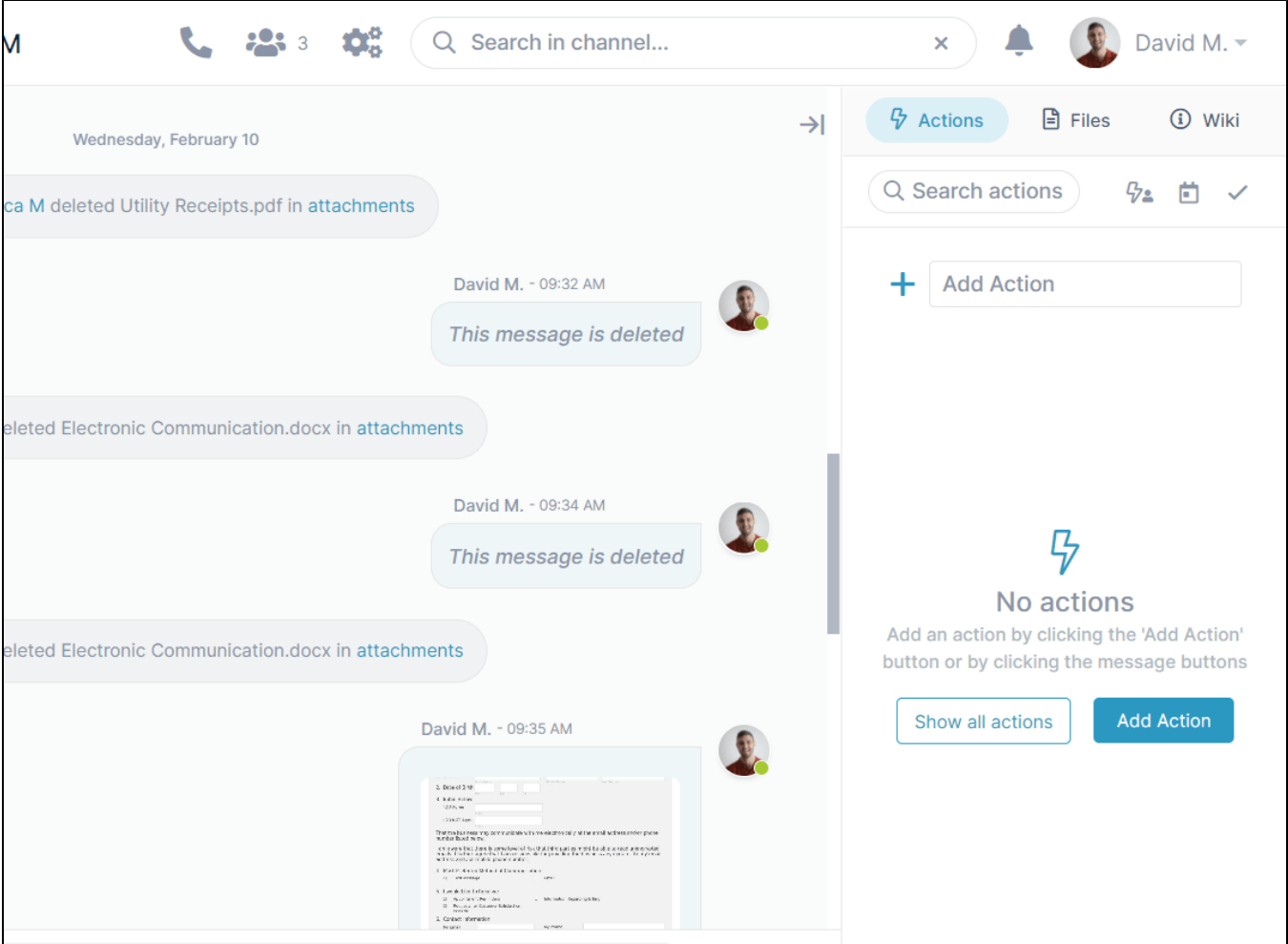


Actions in AirSend

Adding actions

In the Actions tab of the right panel, schedule actions or tasks to be completed. After you create an action, you can assign it to specific users, add a due date, or add subtasks. When an action is complete, check it to remove it from your list of incomplete actions.

Note: Your [member type](#) in a channel must be full collaborator or higher to add actions.



To work with additional action features, see the following topics: