

AirSend Channels

AirSend channels are the places where you collaborate with clients or team members by exchanging messages, sharing files, assigning tasks, organizing files, and saving notes. You can create an AirSend channel in a few simple steps.

This video shows you how.

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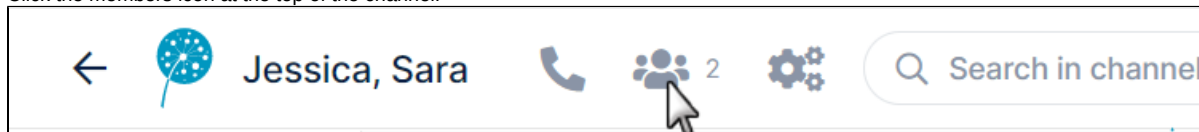
1. Open AirSend, and click the **Create New Channel** icon.
2. Enter a channel name and any number of members.
3. Click **Create Channel**.

That's it. You're ready to go!

Now you can begin sending messages, sharing files, and assigning tasks.

You can add more members at any time

1. Click the members icon at the top of the channel.



2. Click **Add New Member**.

Members

Members (2)

Requires Approval (0)



Filter members...

Sara Davis

OWNER

Online now

Jessica M

FULL COLLABORATOR

Last seen 20 hours ago

The **Share Your Channel** dialog box opens.

It enables you to either add users directly to your channel or to copy a link and send it to users to give them the option of joining.

Share your channel

Add people to the channel

Optional

Type an email and press enter to add...

Submit

Cancel

OR

Allow users to join channel with a link

https://live.airsend.io/u/JjPKjZ

Copy Link

Delete Link

Anyone with the link can join your channel. They will need to create an AirSend account to join. You can disable this link at any time.

To do more with members, see:

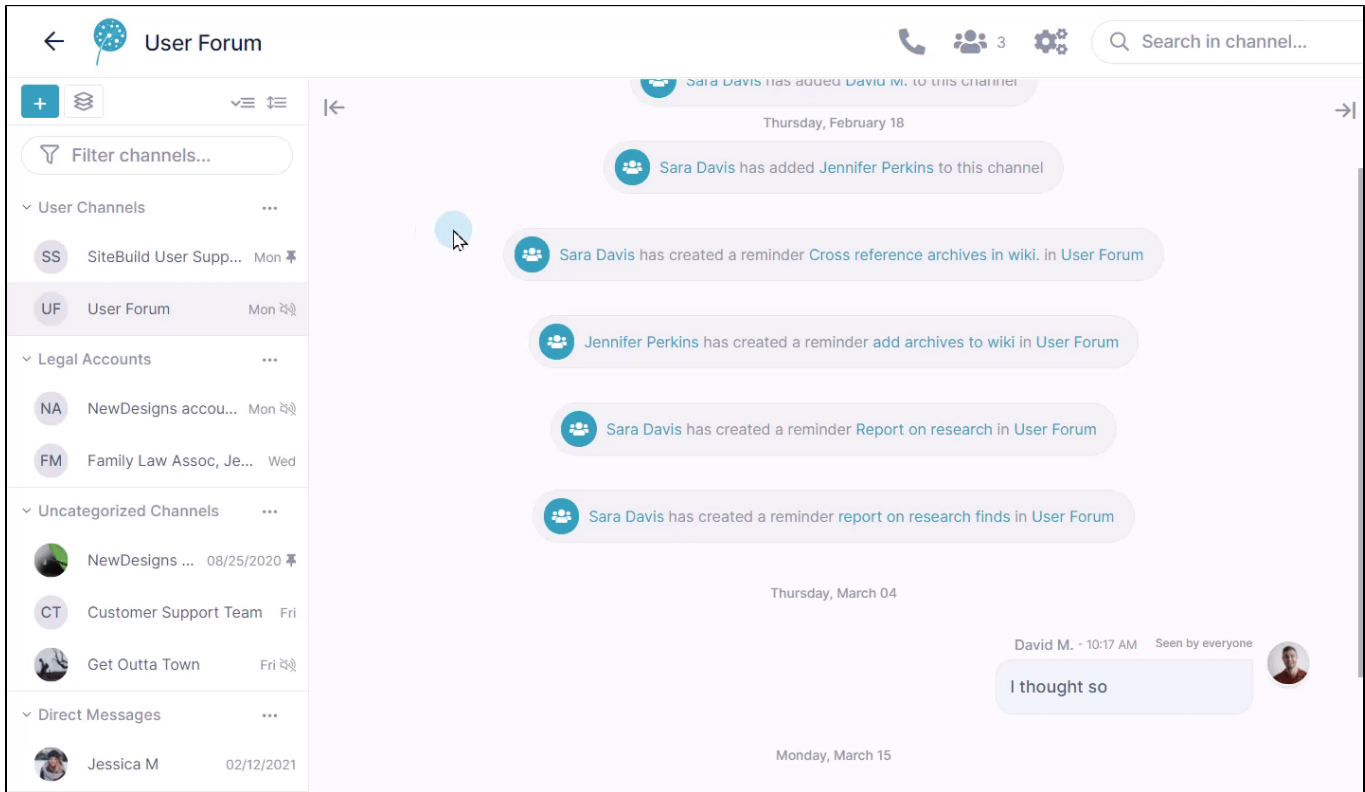
[Approving members](#)

[Removing a member from a channel](#)

[Changing a Member's Type](#)

Quickly Shifting Between Channels

When you are working within a channel in AirSend, all other channels that you have created or are a member of appear in the left channel sidebar. To move to another channel, simply click it in the channel sidebar:



The channel sidebar enables you to organize your channels so you can find them easily. See [Channel Sidebar: Finding Channels](#) for help.

In AirSend, there are different member types. Channel creators are Owners with full privileges, and other members are Full Contributors or Viewers by default. Additional member types can be assigned to give channel users increased privileges.

For more information, see [Member types](#).

If you post the channel link to make it available to all users, it is a [public channel](#), and you may require that users request membership before joining.

Next: [If you've been added to a channel](#)

Also see:

[Approving members](#)

[Channel Sidebar: Finding Channels](#)

[Direct Messaging](#)

