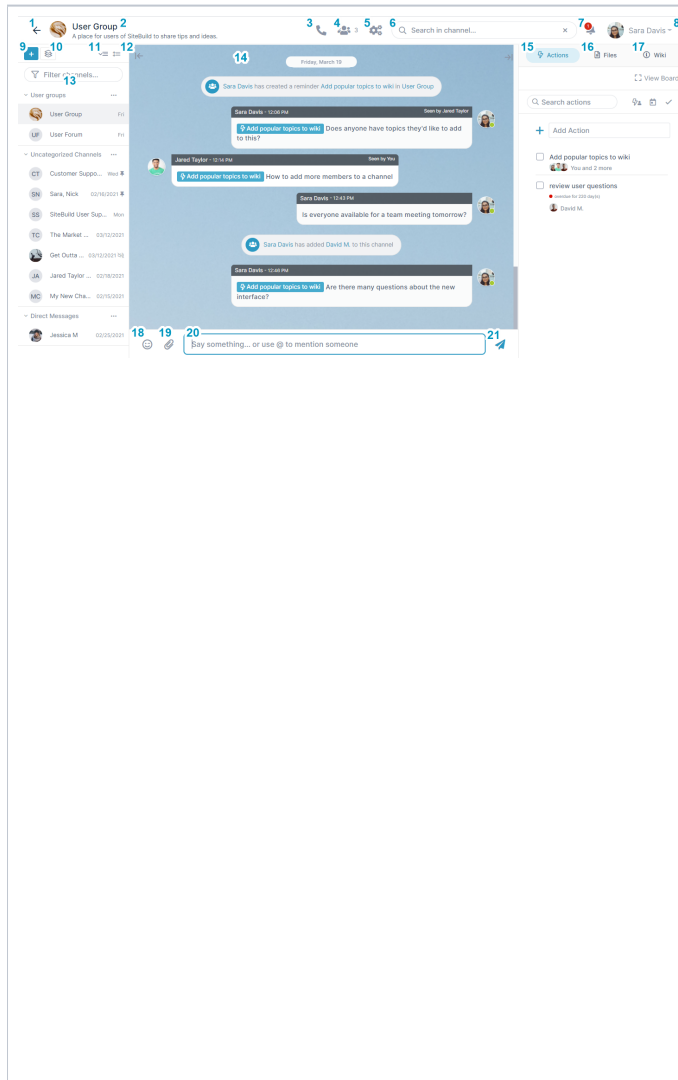# Inside an AirSend channel

The AirSend channel screen

1. Go to **Dashboard.**
2. **Name** of the channel.
   In this example, the channel name is **User Group.**
3. **Meeting.** Click to start a meeting.
4. **Members.** Click to see a list of members in the channel or to add new members. The number on the icon indicates the number of members including the owner.
5. **Settings.** Click to see channel information and configuration opens.
6. **Search box**. Enter a search term to search through messages, channels, users, files, and actions.
7. **Notifications**. Click to display recent notifications . See AirSend Dashboard for more information. The number on the icon indicates the number of unread messages.
8. **User** and **user settings**. User signed in to the channel. Click the down arrow to see a user menu with user settings.
9. **Add a channel.** Click to add a new channel.
10. **Add a group**. Click to create a Group that includes multiple channels. See Channel Sidebar: Finding Channels for more information about adding groups.
11. **Expand/Collapse channel categories.** See Channel Sidebar: Finding Channels for more information about expanding/collapsing the sidebar.
12. **Full/Compact sidebar view** toggle. See Channel Sidebar: Finding Channels for more information about listing channels in the toolbar in full or compact view.
13. **Channel sidebar**. List of all active channels. Lets you view and switch to other channels while a channel is open.
14. **Message section**. Section that displays messages and notifications when actions occur.
15. **Actions**. Click this tab to view and add actions that all members of the channel can see.
16. **Files**. Click this tab to attach files and access files that other users have added.
17. **Wiki** - Click this tab to view and add important information such as instructions, updates, and frequently accessed data.
18. **Emoji** - Click to add an emoji to your message.
19. **Attachment icon** - Click to attach a picture or file to your message. The picture or file is saved to the channel and is accessible in the **Attachments** folder of the **Files** tab in the right panel.
20. **Message input box** - Type in your message here, then click Enter or the send icon.
21. **Send icon** - Click to send your message and display it in the **Message section**.