Adding more members to a channel

If you are the creator of a channel, you may add additional members to it:

1. Open the channel.



The Members dialog box opens. Since you are the creator, and **Add New Member** button appears at the bottom. 3. Click the **Add New Member** button.

Members			×
Members (3) Requires Approval (0)			음+ Add New Member
Filter members			
Sara Davis	OWNER	Last seen 4 hours ago	
David M.	FULL COLLABORATOR -	Last seen 6 days ago	×
Jared Taylor	COLLABORATOR -	Last seen 5 hours ago	×

An Add Member dialog box opens.

4. Enter the new channel members' email addresses or add users with existing accounts.

	Add people to the channel			Optional
	Type an email and press	enter to add		
	JMartin@example.com	x 🧕 Jared Taylor	×	
		Submit Cancel]	
		OR		
	Allow users to join channel with	n a link		
	https://live.airsend.io/u/J	JkZ0×0		Copy Link
	Anyone with the link can join yo create an AirSend account to jo	our channel. They will nee in. You can disable this li	ed to ink at	
	any time.			
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The new members receive emails telling them they have been added to the channel and giving them a view link for the channel as well as an email address to use to send messages to the channel. Existing AirSend members can log in to begin contributing to the channel. Non-AirSend members must create an AirSend account if they would like to contribute to the channel. If non-AirSend members do not create AirSend accounts, they continue to have view access to the channel and receive, by email, messages sent

to them from the channel and channel alerts.