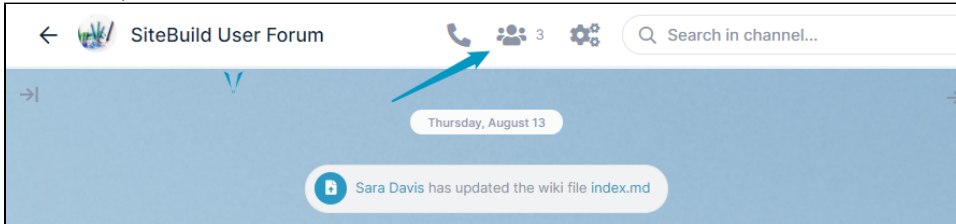


Adding more members to a channel

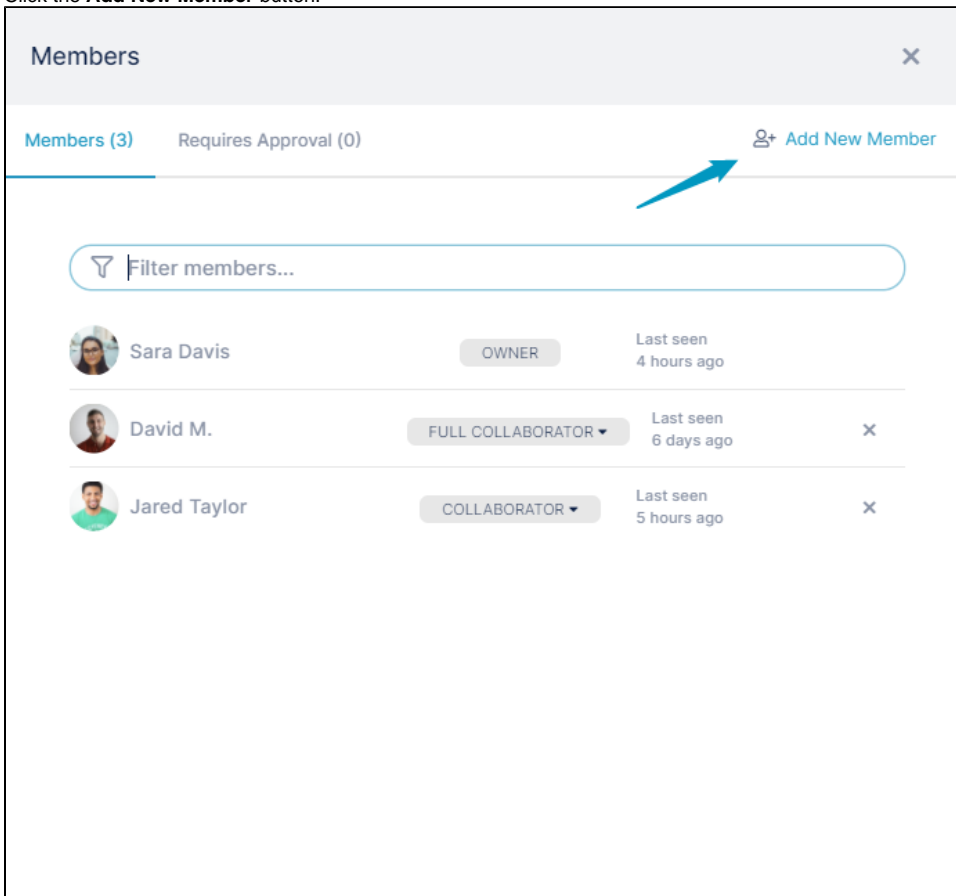
If you are the creator of a channel, you may add additional members to it:

1. Open the channel.
2. In the toolbar, click the Members icon.



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.



An Add Member dialog box opens.

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


Share your channel

Add people to the channel

Optional

Type an email and press enter to add...

JMartin@example.com X

 Jared Taylor X

Submit

Cancel

OR

Allow users to join channel with a link

https://live.airsend.io/u/JkZ0x0

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.





5. Click **Submit**.

The newly added users are now members of the channel, and are listed with other members.

Members

Members (4) Requires Approval (0) Add New Member

Filter members...

	Sara Davis	OWNER	Last seen 4 hours ago	
	David M.	FULL COLLABORATOR	Last seen 6 days ago	X
	JMartin	FULL COLLABORATOR	Never seen	X
	Jared Taylor	COLLABORATOR	Last seen 5 hours ago	X

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.