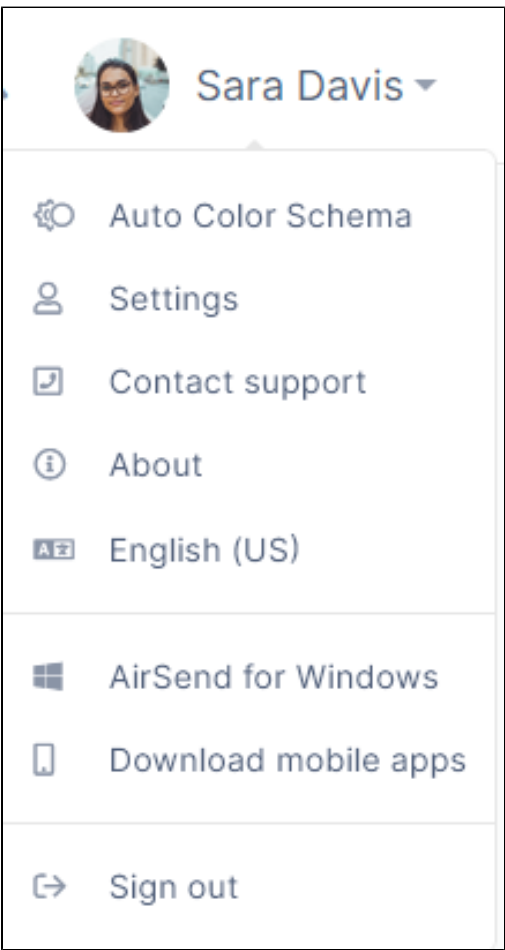


Settings in AirSend

The user menu lets you add a picture of yourself to your account, set up the types of notifications you receive, and change your password. It also includes links for downloading AirSend mobile apps and contacting AirSend support.

To access the user menu, click the user name in the upper-right corner of the AirSend channel screen.



Menu option	Description
Color Schema	By default, the background setting for AirSend is Auto Color Schema, but you may also choose Light Mode or Dark Mode. Auto Color Schema - AirSend screens appear in the mode set for your operating system, either light or dark. Light Mode - Screens are displayed with a white background. Dark Mode - Screens are displayed with a black background.

Settings	Click to open a Settings dialog box. Profiles On the Profiles tab, add and change details about your user profile: A screenshot of the AirSend Settings dialog box, Profiles tab. The dialog has a title bar 'Settings' with a close button. Below the title bar are tabs: 'Profile', 'Notifications', 'Audio and Video', 'Contact Form', and 'Account'. The 'Profile' tab is selected. It shows a circular profile picture with a '1' next to it. Below the picture is the name 'Sara Davis' and the email 'jumperknu2@gmail.com'. There is a progress bar with '2' and '100%' next to it. Below the progress bar are two input fields: 'Full Name' with '3' and 'Sara Davis' entered, and 'Phone Number' with '4' and an empty field.
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1. Click the circle to upload an image of yourself. Listed below the image is your username, email address, and the version of AirSend that you are using.
2. The bar displays the amount of space you have used and your total space quota. Hover your cursor over it to see how many items you have created in your system.
3. **Full Name** is your display name. You may change it.
4. Entering your **Phone Number** is optional.

Notifications	On the Notifications tab, change the type of notifications you receive. A screenshot of the AirSend Settings dialog box, Notifications tab. The dialog has a title bar 'Settings' with a close button. Below the title bar are tabs: 'Profile', 'Notifications', 'Audio and Video', 'Contact Form', and 'Account'. The 'Notifications' tab is selected. It shows a section 'Email Subscription' with a dropdown menu. The dropdown is open, showing four options: 'Allow all email notifications', 'Allow only mention notifications', 'No notifications (completely unsubscribed)', and 'Unsubscribe'.
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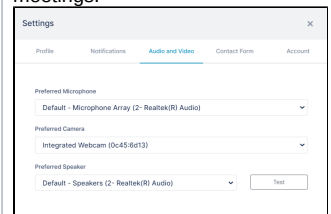
- In the **Email subscription** drop-down list choose one of the following options and click **Save settings**:
 - **Allow all email notifications** - (default)
Receive notifications about all activities performed in AirSend that affect your account.
 - **Allow only mention notifications** - Receive notifications about activities that users perform in a channel if you or a group you are a member of is mentioned. To mention another member in a message, click @ and begin to type their username. A list of matching names appears and you can select their name.
 - **No notifications (completely unsubscribe)** - Do not receive notifications about any activities performed in the channel.

Contact Form

This tab enables you to copy script for inserting a specialized contact form into a site. When users contact you using the form, an AirSend channel is automatically created where you and the user can address the question or chat. See [Creating Channels from Contact Forms](#).

Audio and Visual

On the Audio and Visual tab, configure your microphone, camera, and speaker settings for meetings.



The screenshot shows the 'Settings' window with the 'Audio and Video' tab selected. The window has a title bar with 'Settings' and a close button. Below the title bar is a navigation bar with tabs: 'Profile', 'Notifications', 'Audio and Video' (active), 'Contact Form', and 'Account'. The main content area has three sections: 'Preferred Microphone' with a dropdown menu showing 'Default - Microphone Array (2 - Realtek(R) Audio)', 'Preferred Camera' with a dropdown menu showing 'Integrated Webcam (0c45:6d13)', and 'Preferred Speaker' with a dropdown menu showing 'Default - Speakers (2 - Realtek(R) Audio)' and a 'Test' button.

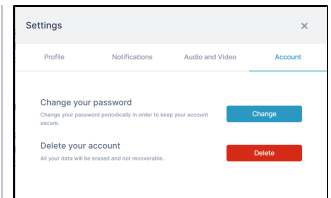
To check your speaker sound, click **Test**. Click **Stop** to end the test.

Contact Form

On the Contact Form tab, you can create a Contact Us form that is connected to add to a website. When a user sends you a message through the Contact Us form, a [direct messaging channel](#) for you and the user is created in AirSend.

Account

On the Account tab, you can change your password and delete your account.



Contact support

Click to open the [AirSend Contact Support page](#). From here, you can send an email to our support team, join our feedback channel, and access training videos.

About

Click to view the latest versions and to access release notes.

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Click to choose a different language for your user interface.

AirSend for Windows

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Sign out

Sign out of AirSend.