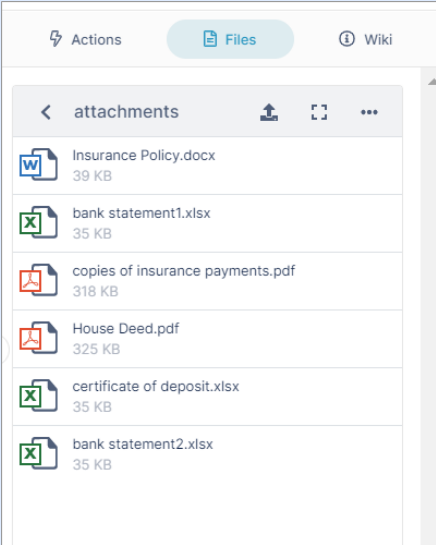


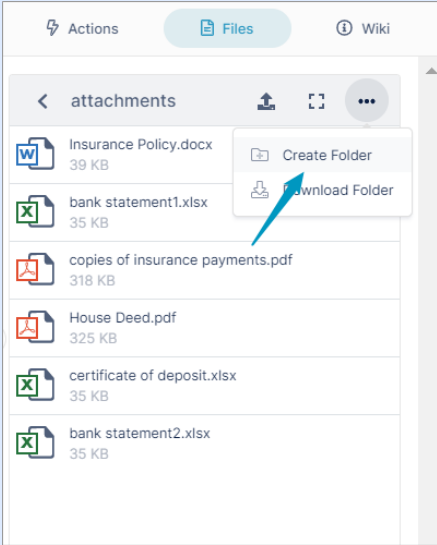
Creating a Folder Structure in the Files Tab

All of the files that you attach to messages in an AirSend channel appear in the Attachments folder in its Files tab in the right panel, but you can create your own folder structure to organize your disparate documents. You can also upload files directly to the channel without including them in a message.

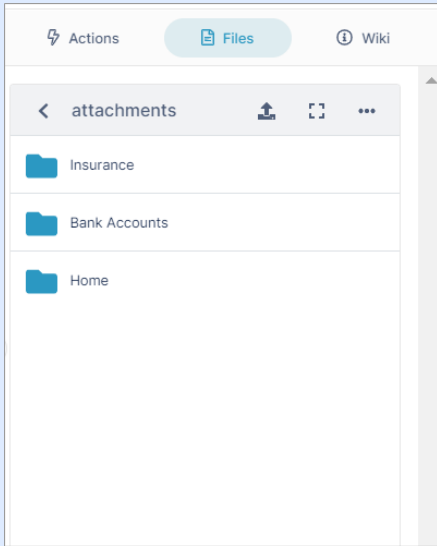
1. All files appear together under **attachments**.

A screenshot of the 'Files' tab in a software interface. At the top, there are three tabs: 'Actions', 'Files' (which is selected and highlighted in light blue), and 'Wiki'. Below the tabs, there is a header bar for the 'attachments' folder, showing a back arrow, the folder name 'attachments', and icons for upload, share, and more options. The main area displays a list of files with their icons, names, and sizes: 'Insurance Policy.docx' (39 KB), 'bank statement1.xlsx' (35 KB), 'copies of insurance payments.pdf' (318 KB), 'House Deed.pdf' (325 KB), 'certificate of deposit.xlsx' (35 KB), and 'bank statement2.xlsx' (35 KB).

2. Click **Create Folder** to add folders for organization.

A screenshot of the 'Files' tab, similar to the first one, but with the 'more options' menu open. The menu has two items: 'Create Folder' and 'Download Folder'. A blue arrow points to the 'Create Folder' option. The file list is the same as in the first screenshot.

3. Create a logical structure and drag and drop files into folders.

A screenshot of the 'Files' tab showing a folder structure. The 'attachments' folder is selected, and it contains three subfolders: 'Insurance', 'Bank Accounts', and 'Home'. The file list area is currently empty.

For more information about creating a folder structure, see:

[Files view](#)

[Managing files and folders in Files view](#)

[Create Additional folders in the Files Tab](#)