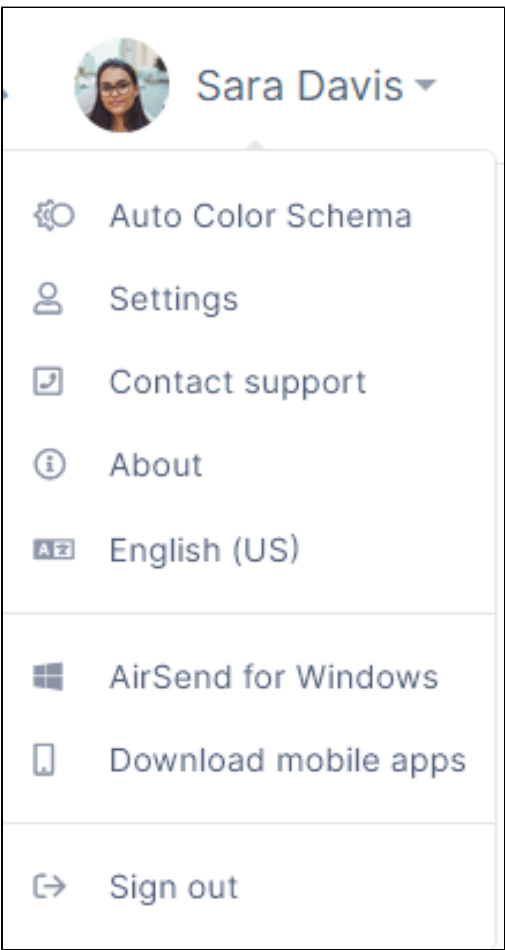


Settings in AirSend

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

| | |
|----------|--|
| Settings | <p>Click to open a Settings dialog box.</p> <p>Profiles On the Profiles tab, add and change details about your user profile:</p> <div data-bbox="1164 921 1477 1209">A screenshot of the AirSend Settings dialog box, specifically the 'Profiles' tab. The dialog has a title bar with 'Settings' and a close button. Below the title bar are five 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, indicating where to click to upload a new image. Below the picture is the user's name 'Sara Davis', email 'jumperknot2@gmail.com', and a version number '2.0.0'. Below this is a progress bar with a '2' next to it. At the bottom, there are two input fields: 'Full Name' with a '3' next to it, and 'Phone Number' with a '4' next to it.</div> |
|----------|--|

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 | <p>On the Notifications tab, change the type of notifications you receive.</p> <div data-bbox="1164 1745 1477 1913">A screenshot of the AirSend Settings dialog box, specifically the 'Notifications' tab. The dialog has a title bar with 'Settings' and a close button. Below the title bar are five tabs: 'Profile', 'Notifications', 'Audio and Video', 'Contact Form', and 'Account'. The 'Notifications' tab is selected. It shows a section titled 'Email Subscription' with a dropdown menu. The dropdown menu is open, showing four options: 'Allow all email notifications', 'Allow only mention notifications', 'No notifications (completely unsubscribed)', and 'Allow all email notifications' (which is highlighted).</div> |
|---------------|--|

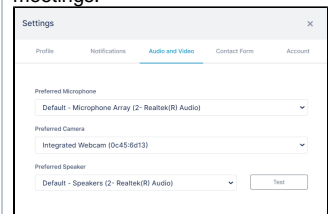
- In the **Email subscription** drop-down list choose one of the following options and click **Save settings**:
 - **Allow all email notifications** - (default)
Receive notifications about all activities performed in AirSend that affect your account.
 - **Allow only mention notifications** - Receive 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.

Settings

Profile Notifications Audio and Video **Contact Form** Account

Contact Form for your website (Beta)
 Embed a customizable Contact Us form in your website.
 Messages sent using the form will create a new channel with your customer, enabling easy and hassle-free communication.

Just follow the 2 steps below.

1. Copy the below script.

```
<div class="airsend-contact-us" data-arsend-form="
  https://3418482d39e43a672a048f889e9a08a08010712a224e7e94g
  36" data-arsend-form-color="yellow" data-arsend-form-size="
  1.00x"
  <script src="https://cdn.airsend.co/embed/contact50m_10" defer>
  </script>>
```

2. Add the script to your webpage at the end of your <body> tag.
 The Airsend contact form will pop up at the bottom of your website.

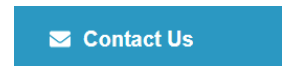
3. Theme color

4. Message to show after submission
 Thank you, we received your message. We will get back to you shortly

[Copy script](#) [Delete Form](#)

[Send](#)

1. Click **Copy script** to the right of the box to add this script to your site. It appears as shown below in step 2.
2. In your web page, paste the script above your final body tag (</body>).
 The following button appears at the bottom of the rendered web page:



It expands to the following form when a user clicks it:

Contact Us

Name *

Email *

Message *

[Send](#)

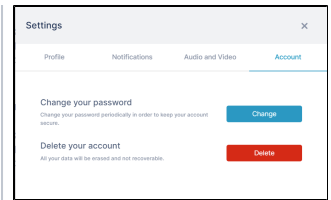
Powered by Airsend

After a user enters their information and clicks **Send**, AirSend creates a channel with the user and you as members. You are sent an email informing you that the channel has been created, and the user is sent an [email informing them that they have been added to an AirSend channel](#).

3. You may use a custom color for the button and Contact Us form.
4. You may change the default message that appears after the Contact Us form is sent.

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.

Language

Click to choose a different language for your user interface.

AirSend for Windows

Download AirSend to your own Windows computer. You can also download AirSend to OSX and Linux computers. See Download mobile apps, below.

Download mobile apps

Click to download iOS and Android versions of AirSend and to access Windows, OSX, and Linux downloads.

Sign out

Sign out of AirSend.