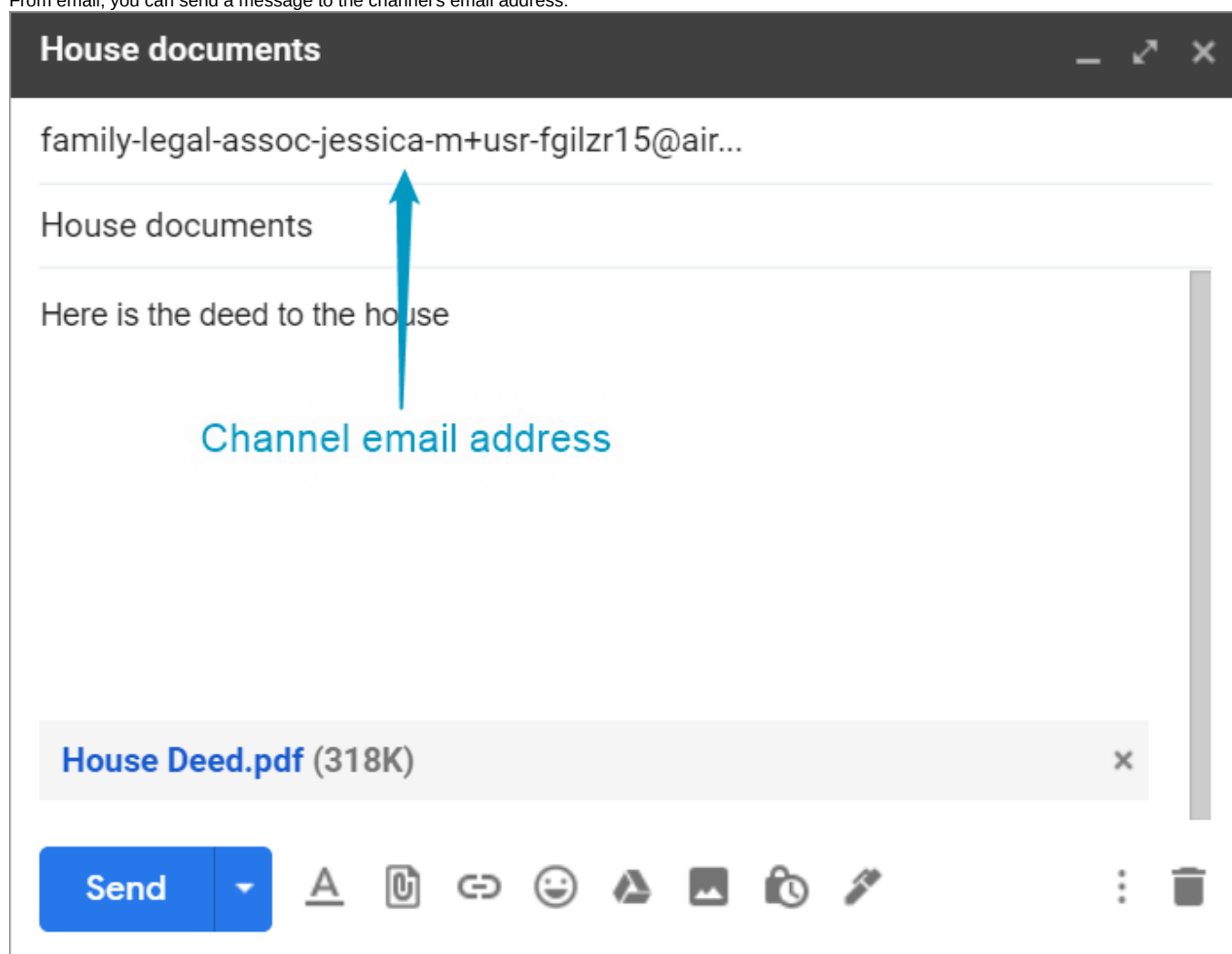


The AirSend - Email connection

AirSend and email work together seamlessly, making it easy for you to:

- Continue to work in AirSend while you interact with channel members who don't have AirSend accounts.
- Receive notifications about your channels' actions when you're not logged in to AirSend.
- Forward email messages to an AirSend channel to keep the email content at hand or to create a task from it.

From email, you can send a message to the channel's email address:



The message appears in the AirSend channel:

Wednesday, August 12



Jessica M - 11:22 AM

Seen by everyone

Here is the deed to the house 

1 file uploaded

 House Deed.pdf 

325 KB

From email notifications of messages, you can send a reply that appears in the channel:

1. Open the notification in email.



AirSend - NewDesigns accounting

<newdesigns-accounting@airsendmailer.c... 2:48 PM (4 minutes ago)

to me

▼

AIRSEND

To respond, **reply directly to this email** or [reply on AirSend](#) →

Channel

NewDesigns accounting

[Go to channel](#) →

Jared Taylor - Thursday, 6:48PM

David M.

Can you meet tomorrow?

2. Reply to the email notification directly in email.



AirSend - NewDesigns accounting (newdesigns-accounting+OGt4czlwNGQ1...

✉

Yes - if you can meet before 12|

...

Send

▼



⋮

🗑

3. Your reply appears in the AirSend channel.

←

NewDesigns accounting

3

🔍

Search in channel...

Filter chann

NA NewD... 02:48 PM
Jared: David M. Can...

TC The M... 03:17 PM
Jessica: Sara Davis ...

NewDesig... Tue
Jared Taylor has re...

Sara Davis Mon

Thursday, August 27

Jennifer Perkins has added David M. and 1 more to this channel

Jared Taylor - 02:48 PM

David M.

Can you meet tomorrow?



David M. - 02:50 PM

Seen by Jared Taylor

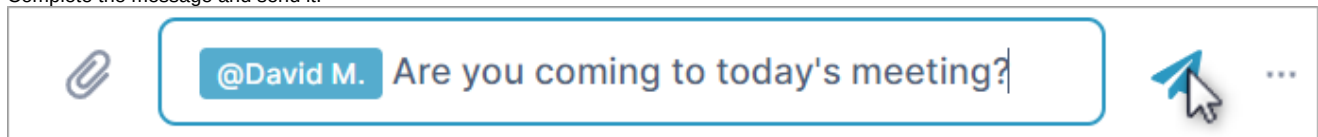
Yes - if you can meet before 12. 

From the channel, you can send a message to a member's email inbox.

1. Enter @ in the message and choose the member.



2. Complete the message and send it.



In addition to appearing in the channel, the message appears in an email sent to the @ user.

By default, you receive notifications about all AirSend channel actions by email, but you can [change notification settings](#) to just receive notifications related to you or to turn off notifications entirely.

Next: Notifications in AirSend

Also see:

[If you've been added to a channel](#)

[Changing notification settings](#)

[Setting up an AirSend account](#)