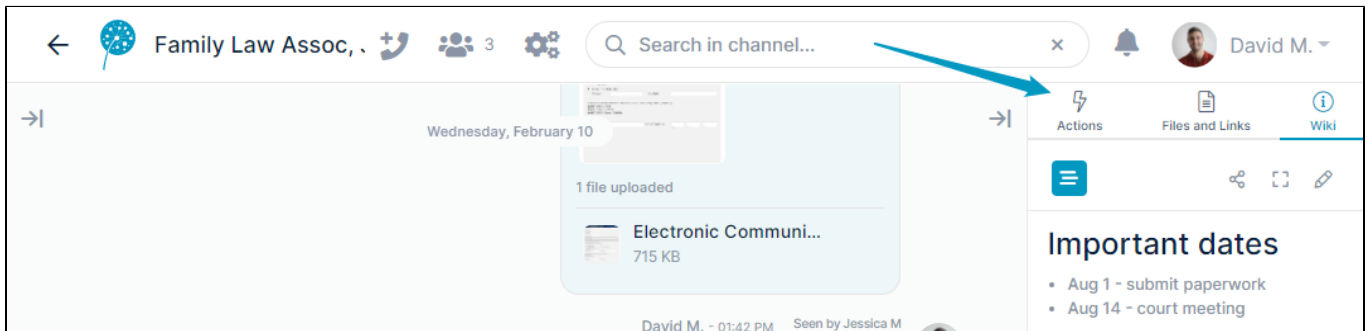


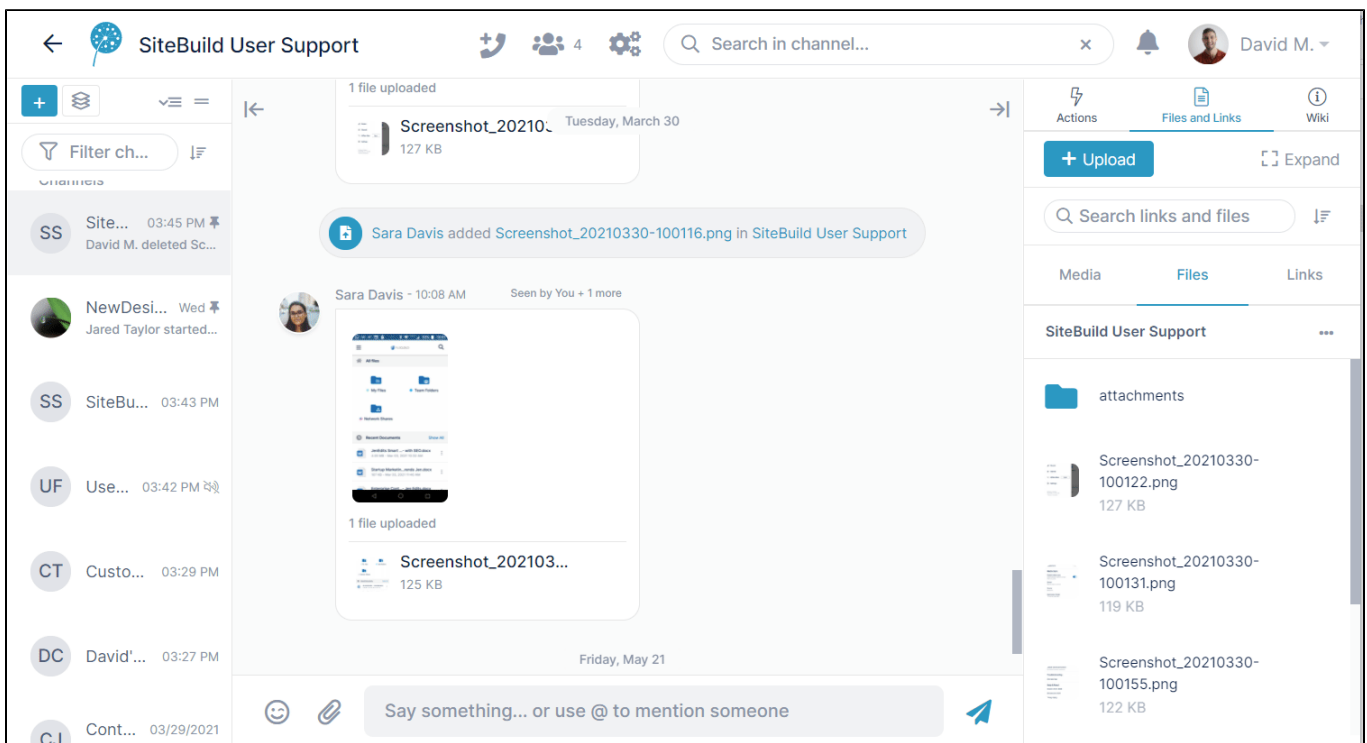
# Files, Actions, and Wiki

Access a channel's actions, files and links, and Wiki in its right panel.



## Uploading files

Drag and drop a file onto the messaging section to add it to a new message and share it with other channel members. After you send the message, the file appears in the **Attachments** folder in the Files tab of the right panel as well as in the message. Other members can download it from either of these locations.



## Adding actions

In the Actions tab of the right panel, schedule actions or tasks to be completed. After you create an action, you can assign it to specific users, add a due date, or add subtasks. When an action is complete, check it to remove it from your list of incomplete actions.

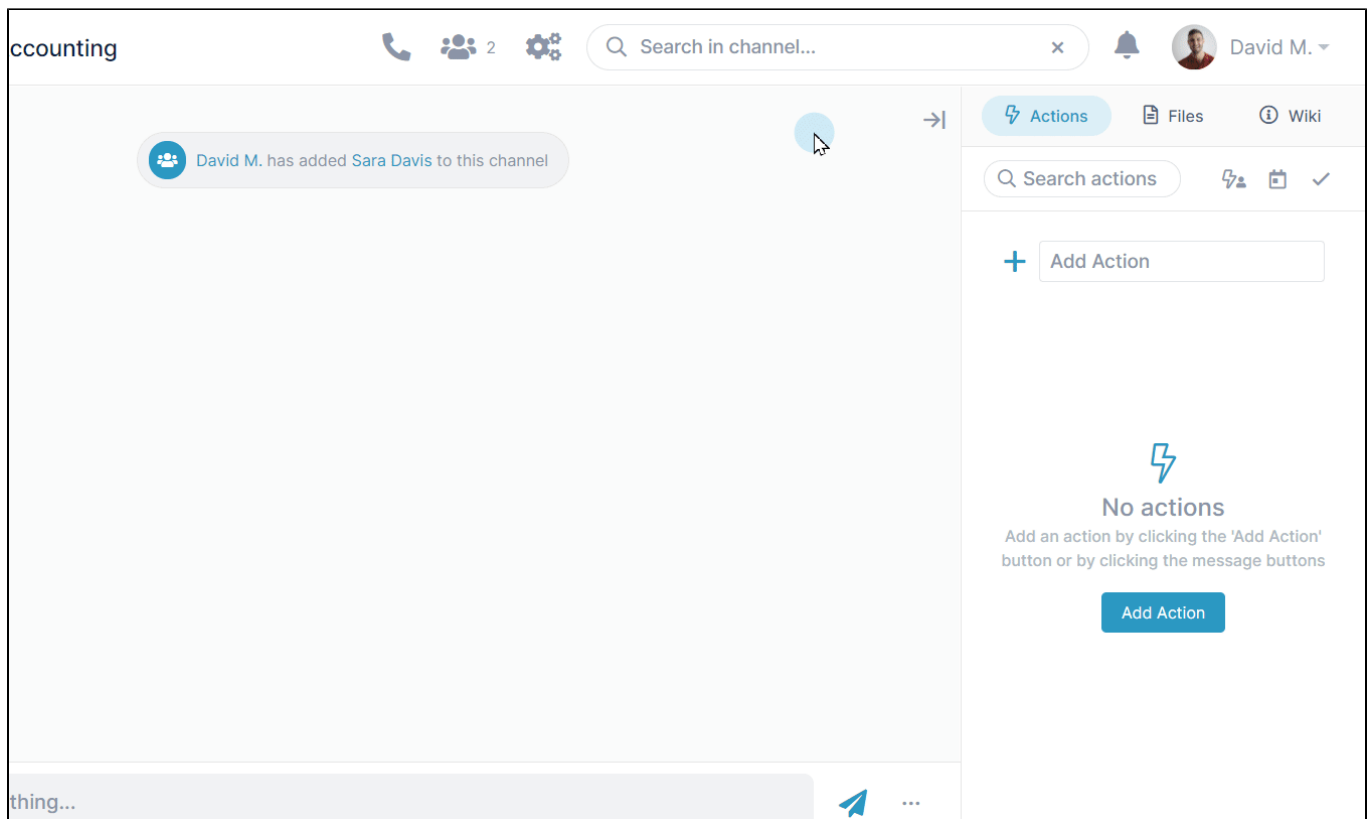
**Note:** Your [member type](#) in a channel must be full collaborator or higher to add actions.

The screenshot shows a Slack channel interface. The top bar includes a search bar, a bell icon, and a user profile for David M. The main chat area displays a history of messages from Wednesday, February 10. Several messages are marked as deleted, with a placeholder text "This message is deleted". One message shows a document titled "Electronic Communication.docx" in the attachments. The right sidebar contains the "Actions" tab, which is currently empty. It features a search bar, a "+ Add Action" button, and a "No actions" message with a lightning bolt icon. Below the message, it says "Add an action by clicking the 'Add Action' button or by clicking the message buttons". At the bottom of the sidebar are two buttons: "Show all actions" and "Add Action".

## Editing the Wiki

Click the Wiki tab to view notes, links, and other useful information about the channel. If you see a pencil icon when you open the Wiki, you have edit access and can enter new information and enhance its appeal with [markup](#).

To save changes you make to the Wiki, click **Publish** before closing the editor.



## Next: The AirSend - Email connection

Also see:

[Files view](#)

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

[Files in AirSend](#)