

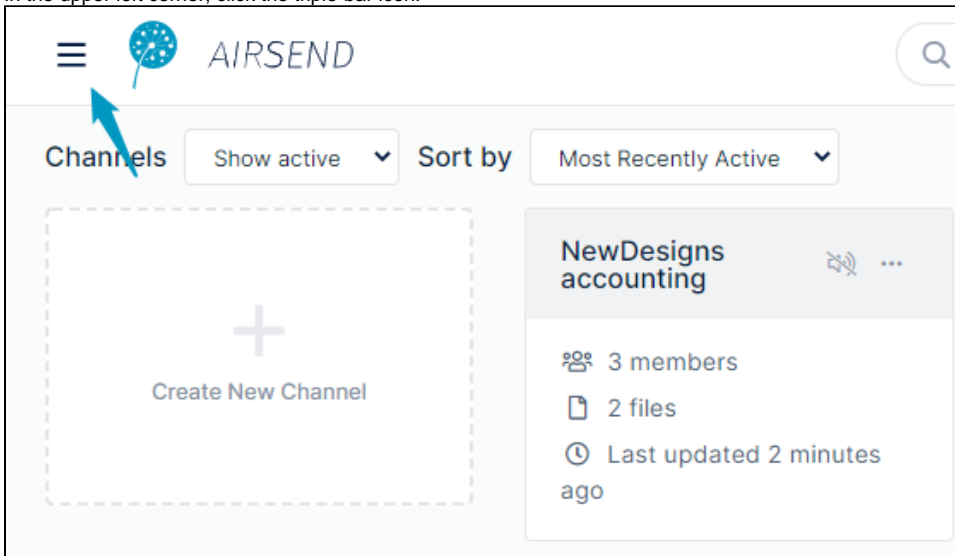
Files view

Files view displays all of your AirSend files, including the files added to channels you created and files added to channels that you are a member of.

- [Accessing Files view](#)
 - [My Files](#)
 - [Shared Channels](#)

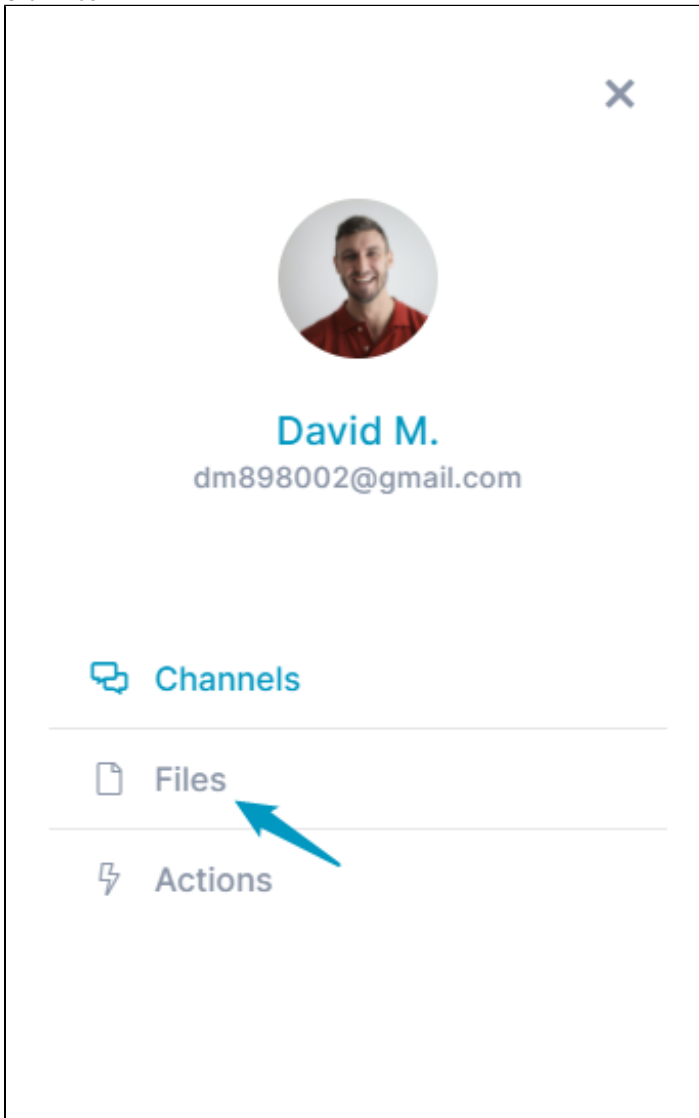
Accessing Files view

1. Open AirSend.
2. In the upper left corner, click the triple-bar icon.

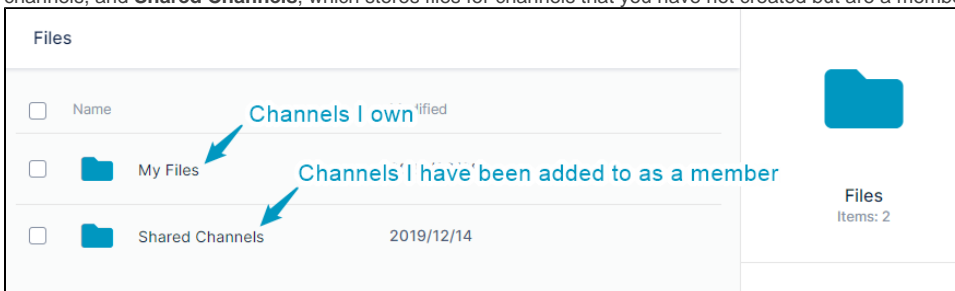


The side navigation panel opens:

3. Click **Files**.



Files view opens. It displays the folders **My Files**, which stores files for channels that you have created and files that you are storing outside channels, and **Shared Channels**, which stores files for channels that you have not created but are a member of.














My Files


Click the **My Files** folder to view folders for each channel that you have created, a folder for files that you have deleted, and any files or folders that you have added to My Files directly in this screen, outside of any channels.

Files > 51013437

Upload File




New Folder

<input type="checkbox"/>	Name	Modified	
<input type="checkbox"/>	 Channels	2020/06/08	    ...
<input type="checkbox"/>	 deleted items	2020/06/08	
<input type="checkbox"/>	 certificate of deposit.pdf 74 KB	2021/03/15	    ...
























51013437
Items: 3

To view your channel folders, click the **Channels** folder.
The view shows a folder for each channel that you have created:




Files > 51013437 > Channels

<input type="checkbox"/>	 David M., Jared Taylor	2021/03/15	    ...
<input type="checkbox"/>	 Customer Support Team	2021/03/12	    ...
<input type="checkbox"/>	 SiteBuild User Support	2021/03/12	    ...
<input type="checkbox"/>	 SiteBuild Marketing	2021/03/24	    ...



Channels
Items: 23
















To view the sub-folders of a channel folder, click the folder. Each **My Files** channel folder includes the sub-folders **files**, **wiki**, and **deleted items**.






Files > 51013437 > Channels > Customer Support Team

Upload File

New Folder

<input type="checkbox"/>	Name	Modified	
<input type="checkbox"/>	 deleted items	2021/03/12	    ...
<input type="checkbox"/>	 wiki	2021/03/12	    ...
<input type="checkbox"/>	 files	2021/03/12	    ...



Customer Support Team
Items: 3

The **files** folder and **wiki** folder correspond to the Files tab and Wiki tab in the right-panel of an opened channel. Files added in the files folder here or the

To add, move, upload and delete files and folders from **My Folders**, see [Managing files and folders in Files view](#)

Click the **Shared Channels** folder to view folders for each channel that you have been added to by another user.

To view the files and sub-folders in a channel folder, click the folder. Each **Shared Channels** folder includes a default **attachments** sub-folder where channel members may store files and folders. Members can also store files and folders outside of the **attachments** folder:

To add, move, upload and delete files and folders from **Shared Channels**, see [Managing files and folders in Files view](#).

For help working with files while in an AirSend channel, see [Files in AirSend](#).