

Send Privacy

There are a number of possible Privacy Options for Sends.

Password Protection

A **Password** can be added to a Send to **prevent unwanted access** to the Send. When a member tries to access the Send, they will need to enter the Password to gain access.

Password Protect a Send

When **creating** or **editing** a Send, click on the Options link.

A list of **Send Options** displays.

Enter the **Password** to be used by the receiver to access the Send.

This can be left **blank** if password protection is not needed.

Once set, the **password cannot be viewed**, but it can be **modified** or **deleted**.

Options

Deletion date (required)

2 days

The Send will be permanently deleted on the specified date and time.

Expiration date

1 hour

If set, access to this Send will expire on the specified date and time.

Maximum access count

1

If set, users will no longer be able to access this Send once the maximum access count is reached.

Password

.....



Optionally require a password for users to access this Send.

Change or Delete a Send Password

Click on a Send to open the **Send Screen**. The Send is displayed.

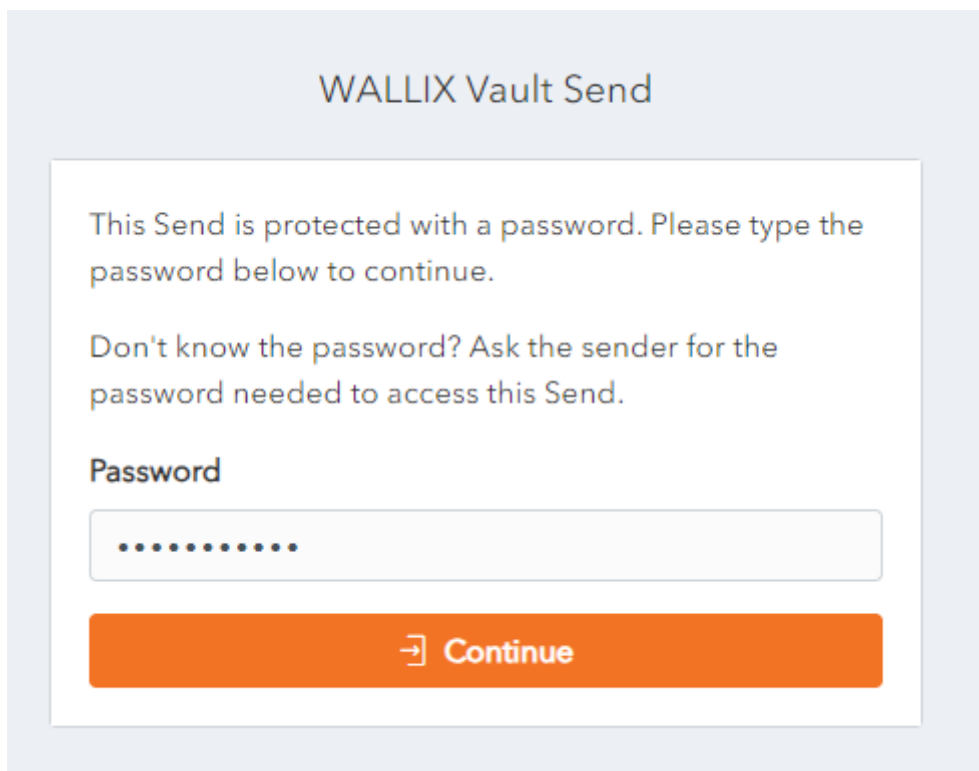
To **Change the Password** used to protect the Send, **overwrite** the Password in the Password Field with a **New Password**. Click **Save**. The Password is changed.

To **Remove Password Protection from the Send**, **delete** the password from the Password Field. Click **Save**. The Password Protection is removed.

Access a Password Protected Send

If the Send is **password protected**, enter the Password provided by the **Send Owner**.

Click **Continue**.

The image shows a light blue rectangular frame containing a white box. At the top of the white box, the text 'WALLIX Vault Send' is centered. Below this, there is a paragraph: 'This Send is protected with a password. Please type the password below to continue.' This is followed by another paragraph: 'Don't know the password? Ask the sender for the password needed to access this Send.' Below the paragraphs is a label 'Password' followed by a text input field with ten dots. At the bottom of the white box is an orange button with a right-pointing arrow icon and the text 'Continue'.

The Send is **displayed**.

Hide Text

The Text in a Send can be **hidden**, in order to **protect the privacy** of the text. When a member accesses it, they will need to unhide the text in order to view it.

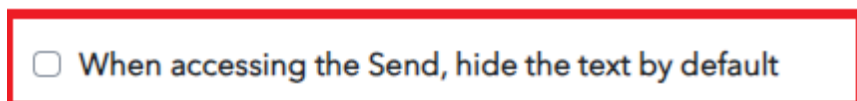
Hide Text in Send

When **creating** or **editing** a Send, click on the **Options** link.

A list of **Send Options** displays.

Check the checkbox **When accessing the Send, hide the text by default**. Click **Save** to save changes.

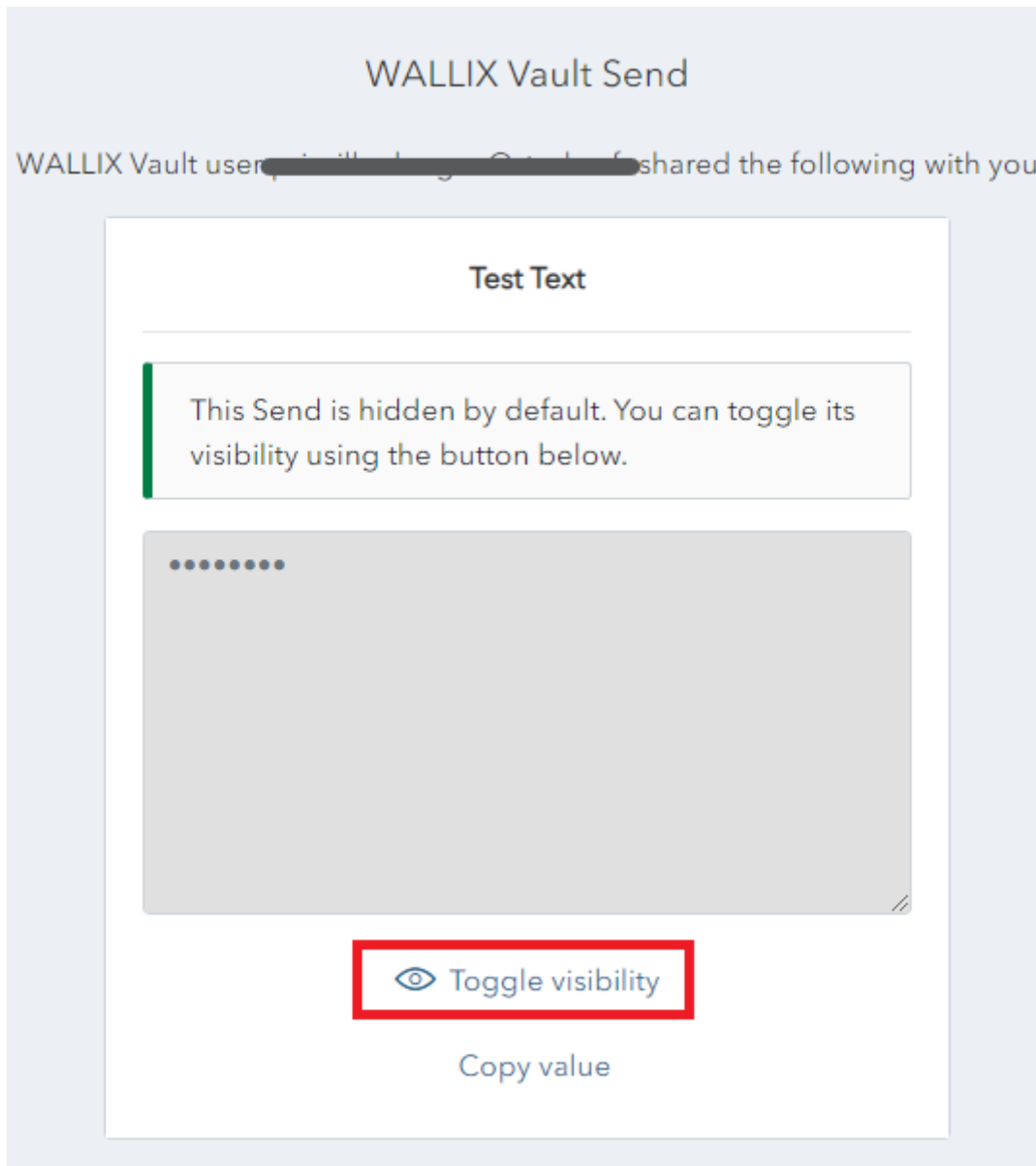
This field is **optional**.

The image shows a single checkbox option within a red rectangular border. The checkbox is unchecked, and the text next to it is 'When accessing the Send, hide the text by default'.

View Hidden Text in Sends

If the text is set to **Hidden** (by the Send owner), it is **not displayed** when the Send is opened.

Click **Toggle visibility** to display the text.



The Text is **displayed**.

Hide Email

By **default** the **Sender Email** address of a Send is **displayed** to recipients. This can be **hidden** if required.

Hide Email in Send

When **creating** or **editing** a Send, click on the **Options** link.

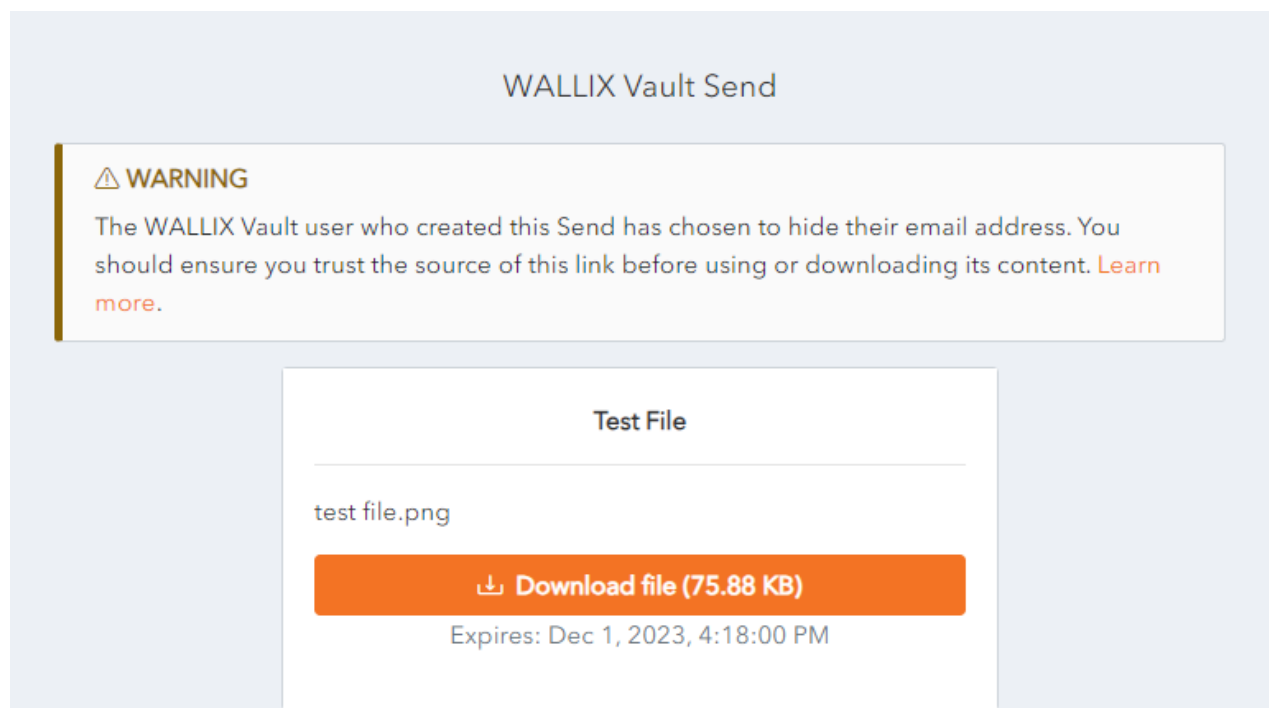
A list of **Send Options** displays.

Check the checkbox beside **Hide my email address from recipients**.

☒ Hide my email address from recipients.

Click **Save** to save this option.

When a **member accesses this Send**, the sender's **email** address is **hidden**. The following **message** is displayed.



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