Create Send

Click on the **Send Menu link** to access the Send Screen. A **List of Sends** are displayed.



Click the **New Send button** to create a New Send. The **New Send Screen** is displayed.

There are **2 types of Sends** that can be created - a **File Send** and **Text Send**.

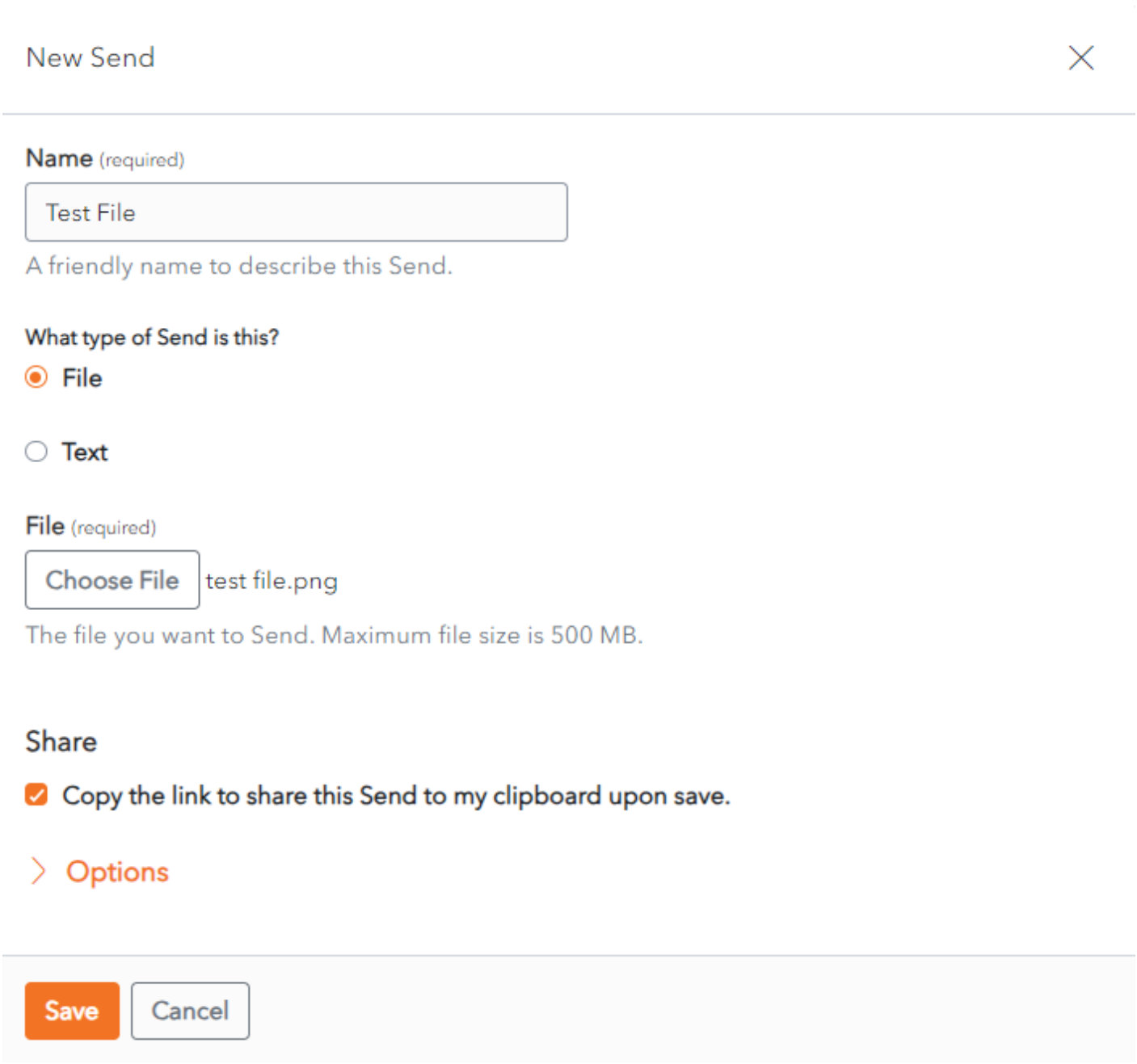
Create a File Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **File** from the **What type of send is this?** radio buttons.

Upload the File to send.

> The **maximum file size** is 1**00MB**.



Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

Alternatively, click **Cancel** to cancel the operation.



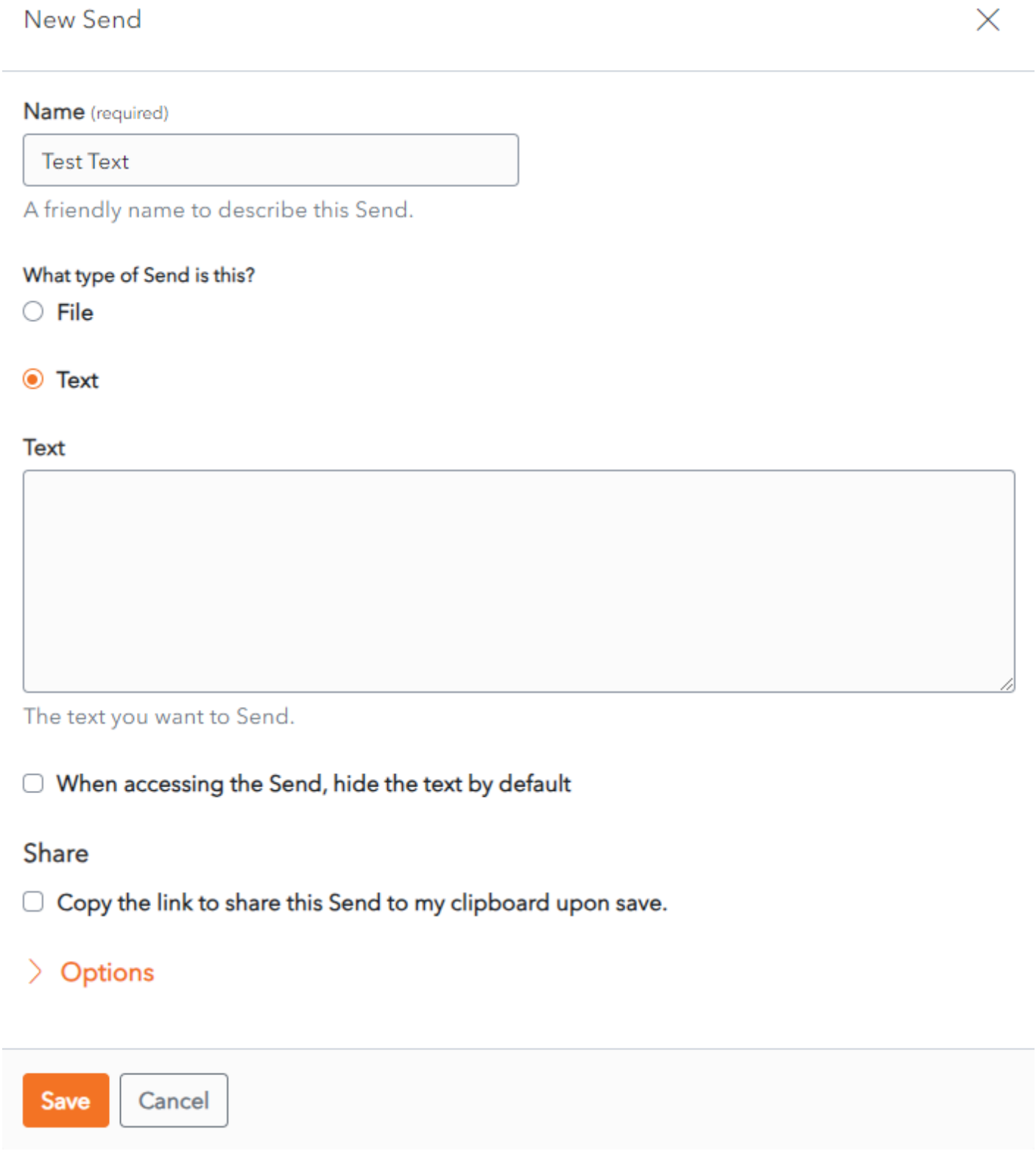
Create a Text Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **Text** from the **What type of send is this?** radio buttons.

In the **Text** field, add the text to be sent.

Check the **When accessing the Send, hide the text by default**. This field is **optional.** If you check this box, the person accessing the send will need to unhide the text in order to view it, in order to protect the **privacy** of the text.



Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

Alternatively, click **Cancel** to cancel the operation.



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