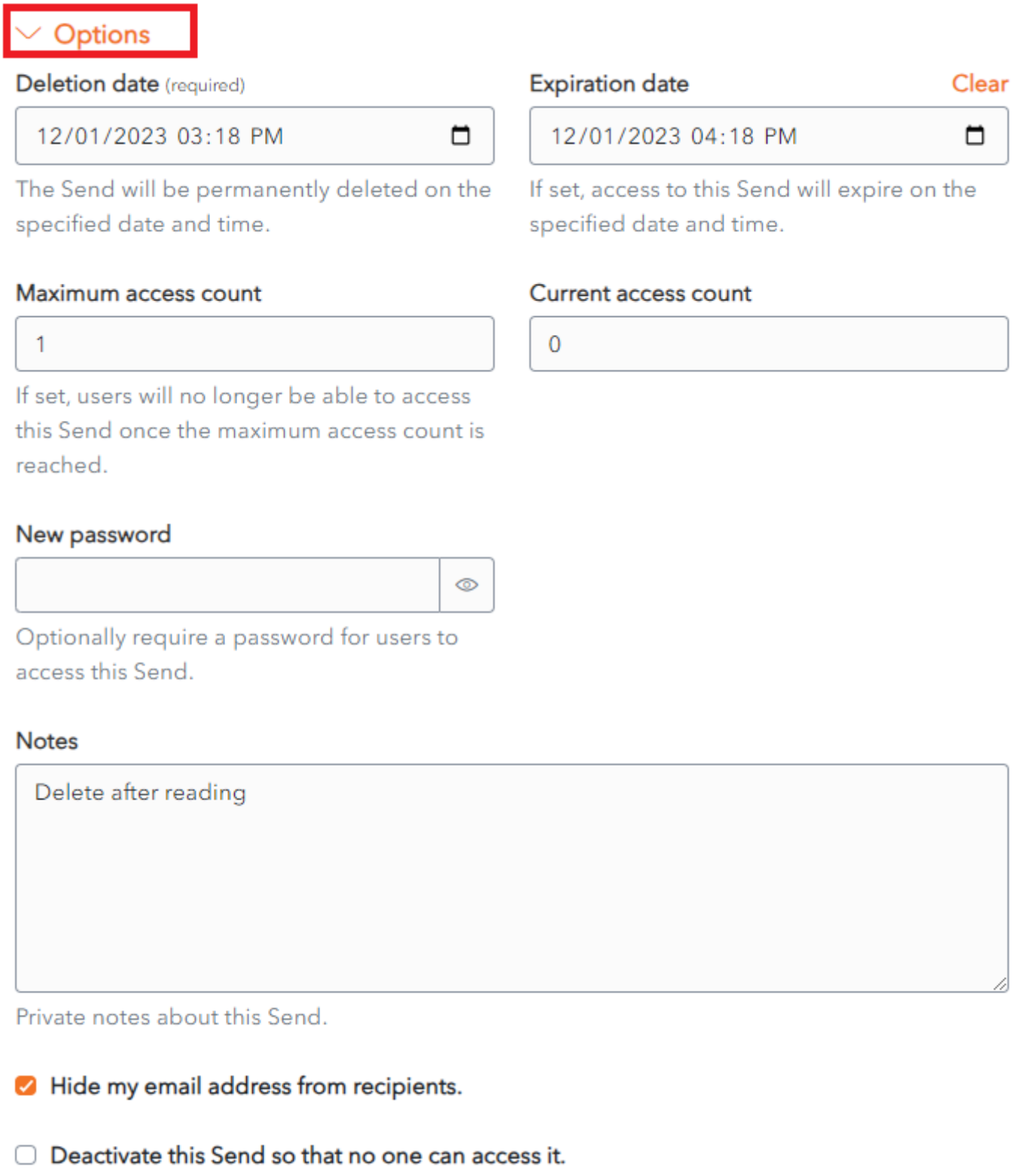
Send Lifespan

Sends have a **limited lifespan**. A number of options can be set for each send.

The Options for a send can be set when the **Send is created**. They can also be **modified** at a later time.

Click the **Options** link on the **Send Screen.**

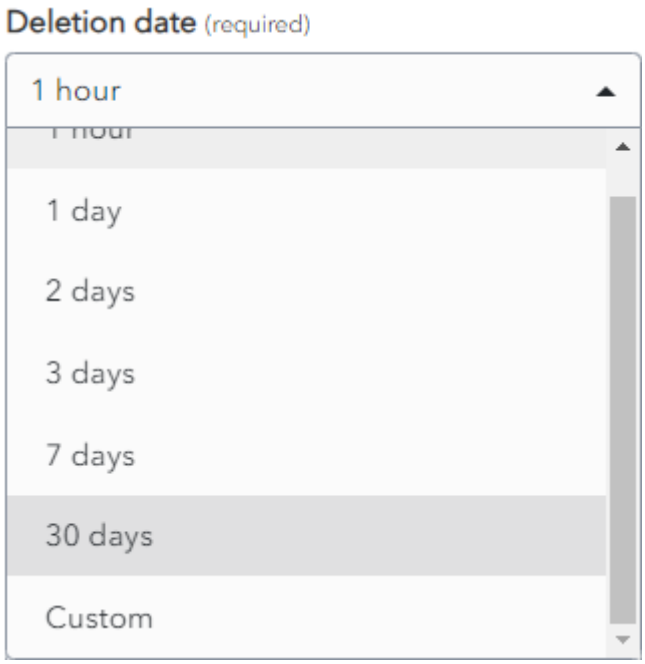
The Options are **displayed** for that send.



Deletion Date

Choose the **period of time** to **keep** the Send from the **Deletion Date** dropdown.

The options range from **1 hour to 30 days**.



Alternatively, choose **Custom**, then choose the **Expiration Date and Time**.



Set Deletion Date

The Send will be **permanently deleted** on the **specified date and time**. After this time it will be no longer accessible.

> This is a **Required field**. By **default**, a Send Lifespan is set at **7 days**.

Automatic Deletion of Sends

When the Deletion Date is reached, the Send is **Marked for Deletion**. A **Delete icon** appears beside the Send for a few minutes **before** it is **permanently deleted**.

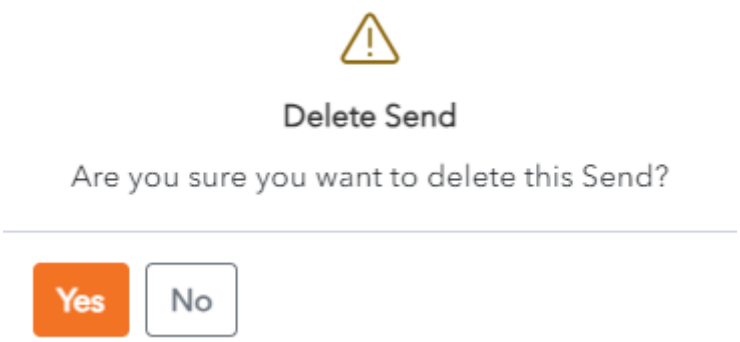


> Deleted Items are **not stored** in the **Trash**. They are permanently removed from the Vault.

Manual Deletion of Sends

From the **New Send Screen** or the **Edit Send Screen**, click the **Delete button**.

The **Delete Send Confirmation Screen** appears.

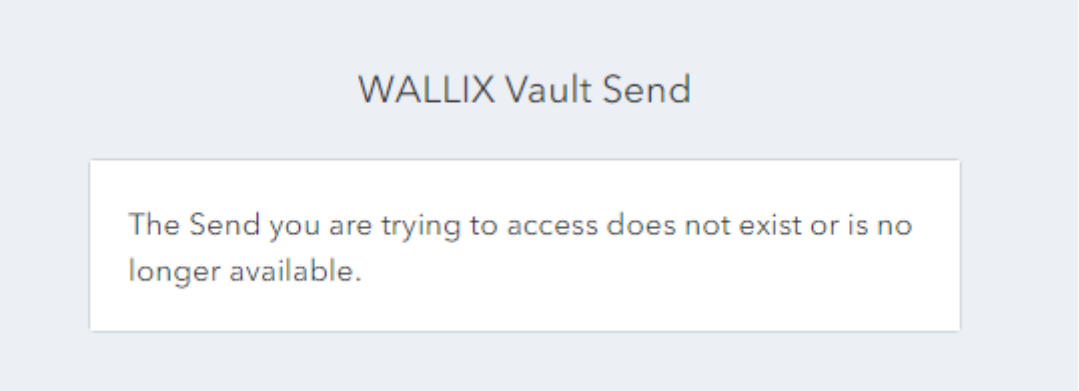


Click **Yes** to delete the Send.

Click **No** to cancel the operation.

Access Deleted Send

When a Recipient tries to access a **Deleted Send**, the following **Error Message** is displayed.



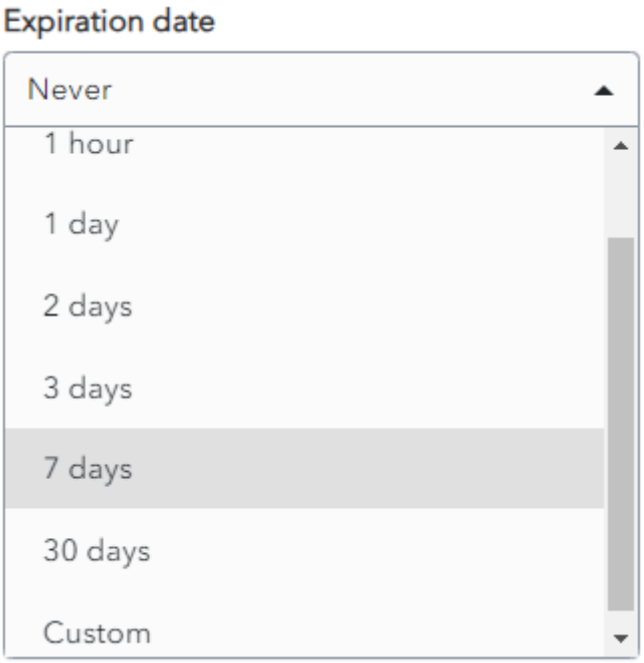
Expiration Date

A Send can be set to expire **a fixed period of time** after creation **or** on a **specific date**.

Set Expiration Date

Choose the **period of time** to **keep** the Send from the **Expiration Date** dropdown.

The options range from 1 hour to 30 days.



Alternatively, choose **Custom**, then choose the **Expiration Date and Time**.

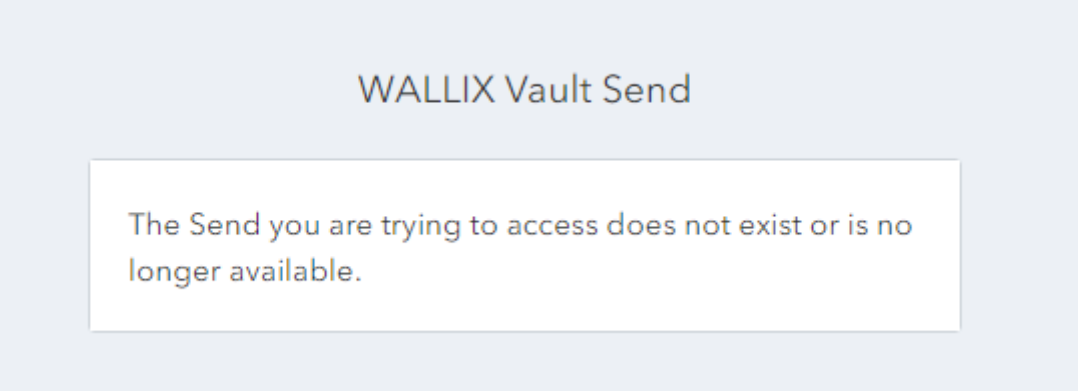


> By **default**, a Expiraton Date is set at **Never**. Unless you specify an Expiration Date, your Send will never expire.

> **Expired Sends** are **no longer accessible** to **Recipients** but they are still **accessible by** the **Sender until** their **Deletion Date.**

Access Expired Send

Like for Deleted Sends, when a Recipient tries to access a **Expired Send**, the following **Error Message** is displayed.

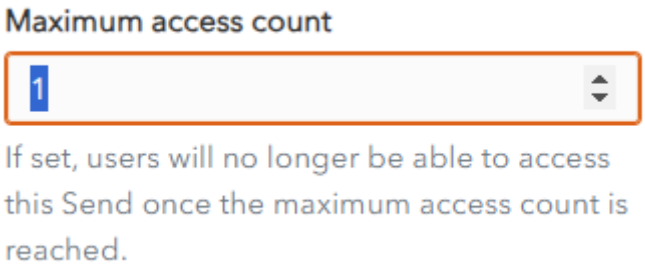


Maximum Access Count

A **Send** can be set to have a Maximum Access Count. This means the **number of times** that it can be **accessed** by the Recipient **before** it becomes **unavailable**.

Set Maximum Access Count

Choose the **number of times** that the Recipient can **access the Send**. It can be left **blank**.



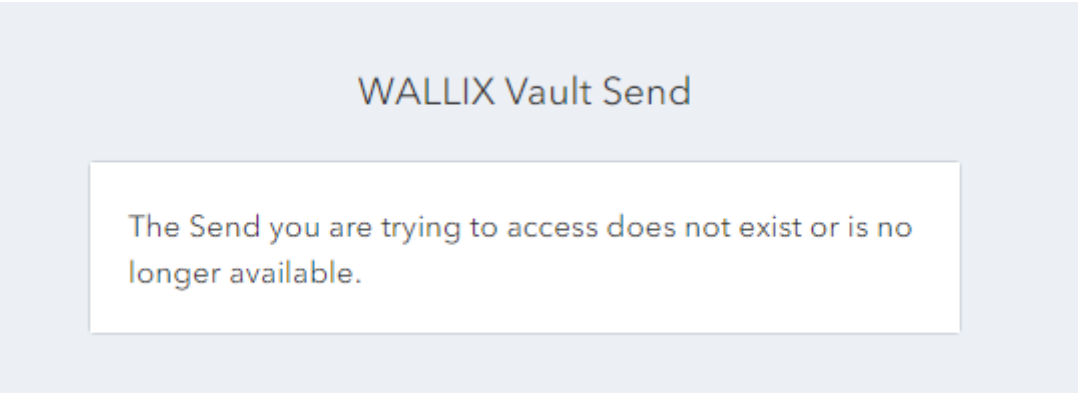
> By **default**, it is **blank**, which means the Send can be **accessed** an **unlimited** number of times before it is deleted.

A **Maximum Access Count Reached Icon** is **displayed** beside the **Send** in the Sender's Inbox.



Access Send whose Maximum Access Count has been reached

When a Recipient tries to access a **Send** whose **Maximum Access Count** has been **reached**, the following **Error Message** is displayed.



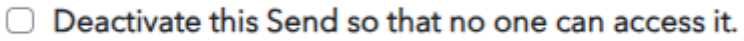
Deactivate Send

Deactivate a Send

A send can be deactivated so that Recipients can no longer access it.

Check the checkbox **Deactivate this Send so that no one can access it**.

By **default**, this field is **unchecked.**



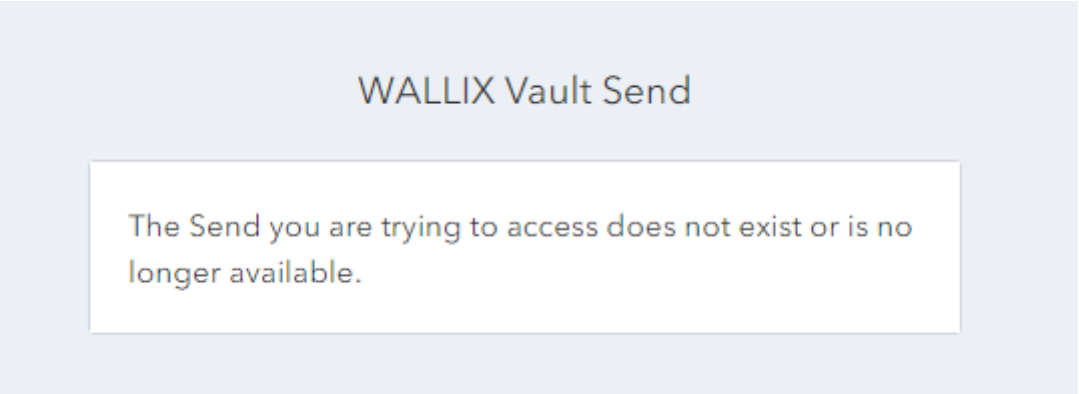
> **Deactivated Sends** are still **available** to the **Sender until** they are **deleted**.

A **Deactivated Icon** is **displayed** beside the **Send** in the Sender's Inbox.



Access a Deactivated Send

When a Recipient tries to access a **Deactivated Send**, the following **Error Message** is displayed.



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