Send Privacy

There are a number of possible Privacy Options for Sends.

Password Protection

A P**assword** 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

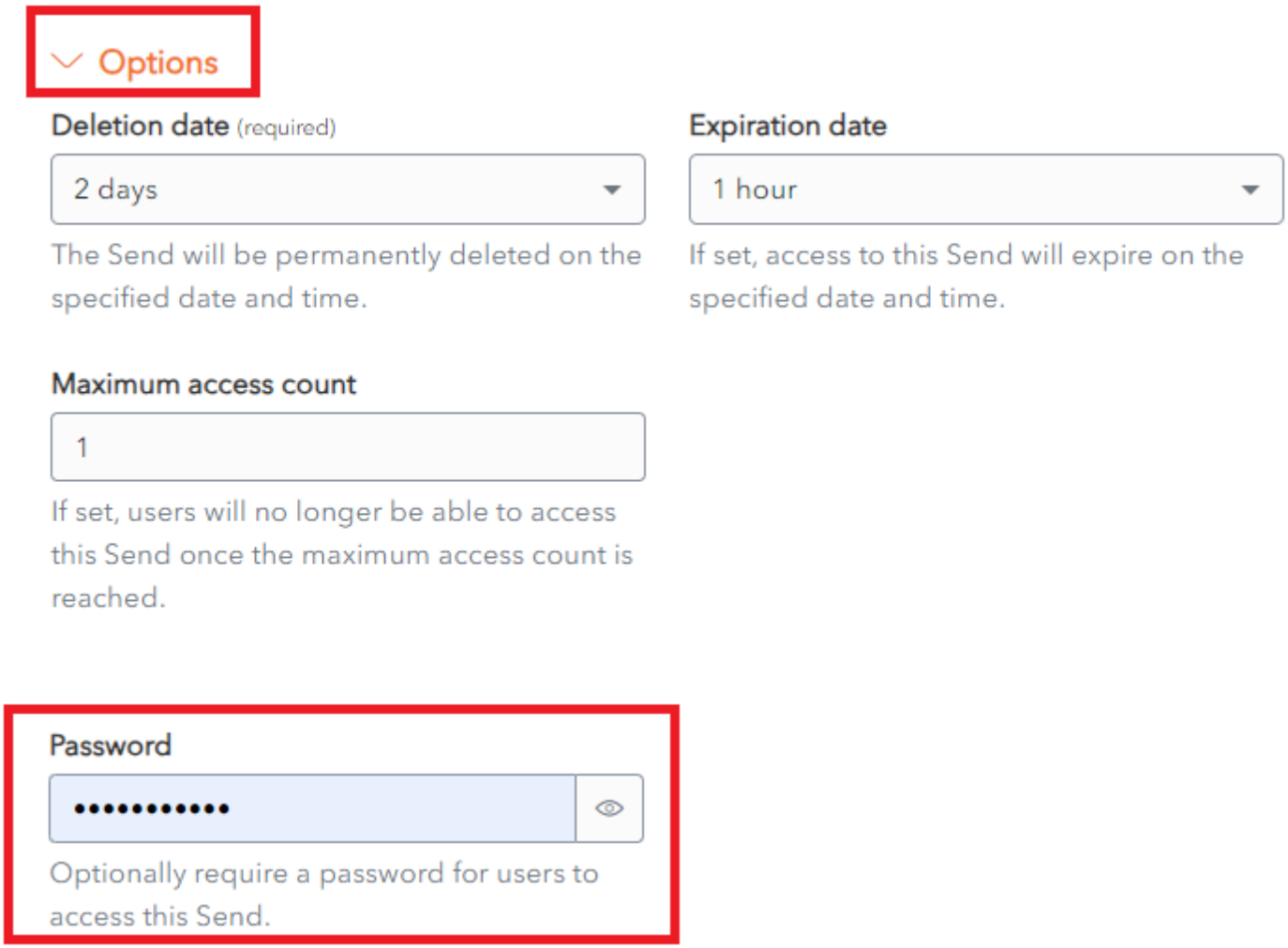
When **creating** or **editing** a Send, click on the Options link.

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**.



Change or Delete a Send Password

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

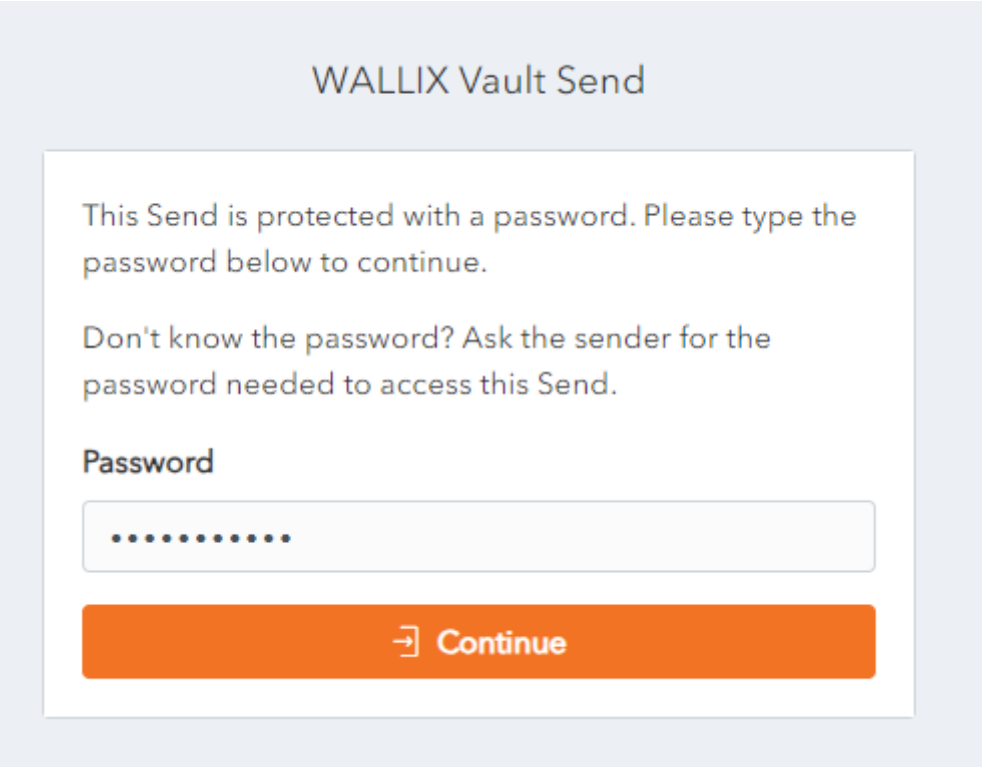
To **Change the Password** used to protect the Send, **overwrite** the Password in the Password Field with a **New Password**. Click **Save**. The Password is changed.

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 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.

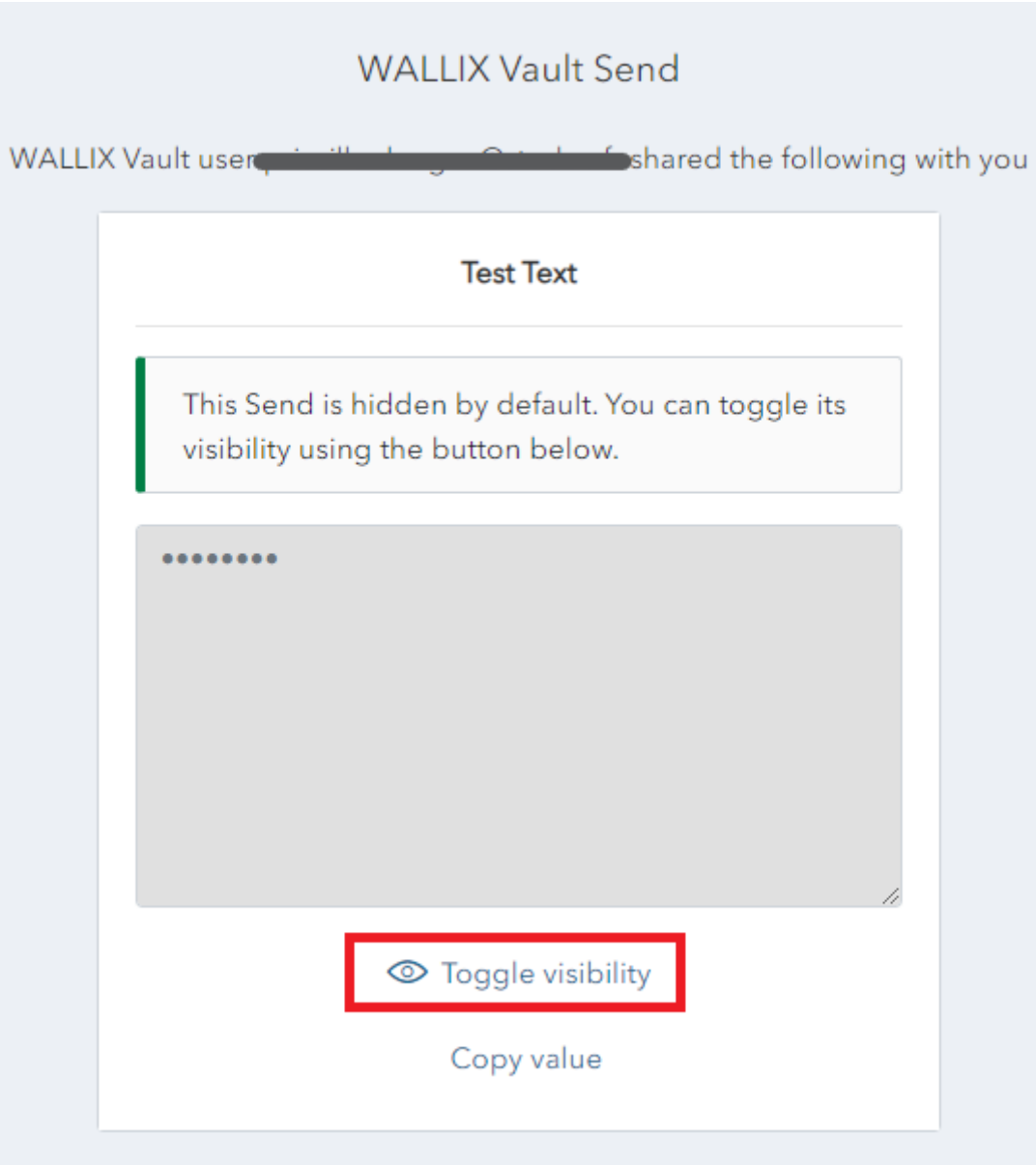
This field is **optional**.



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

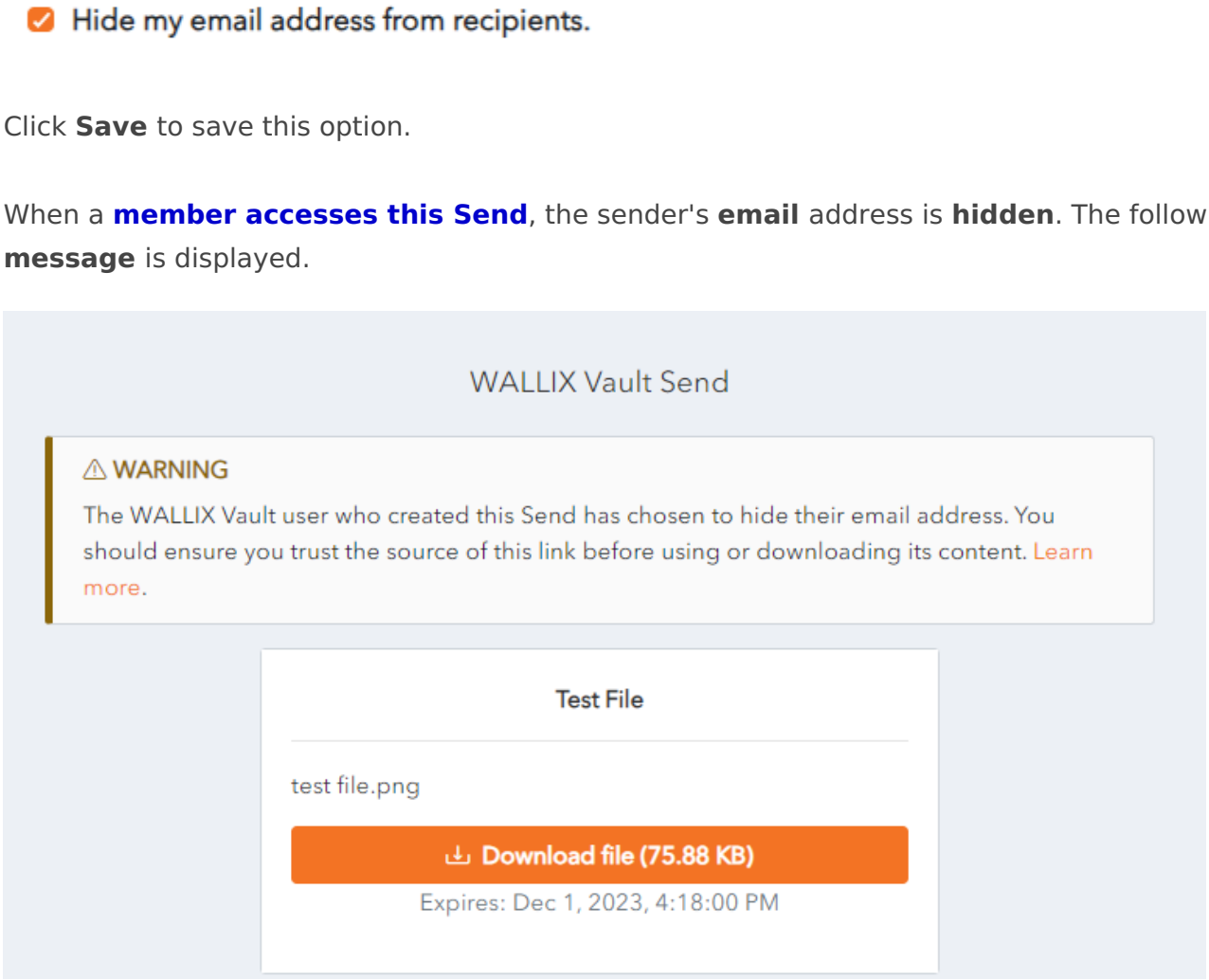
By **default** the **Sender Email** address of a Send is **displayed** to recipients. This can be **hidden** if required.

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**.



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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