

# 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.

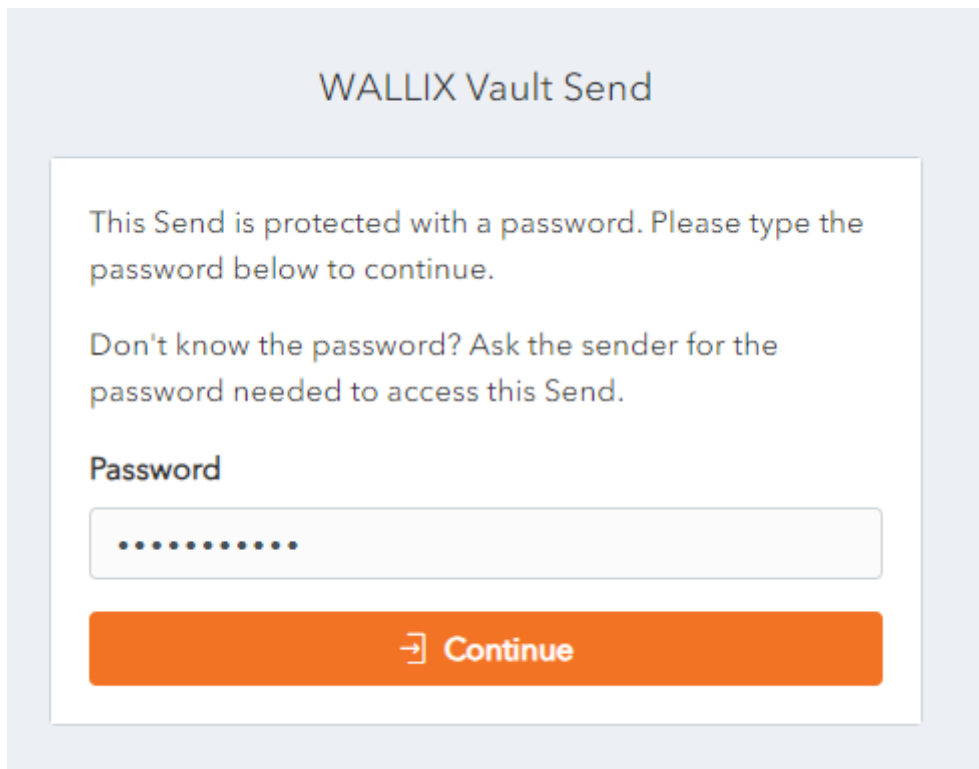
To **Change the Password** used to protect the Send, **overwrite** the Password in the Password Field with a **New Password**. Click **Save**. The Password is changed.

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.

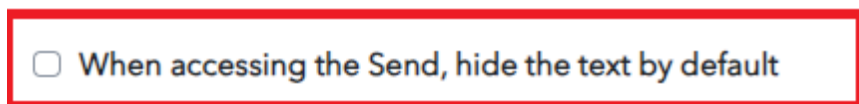
### Hide Text in Send

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.

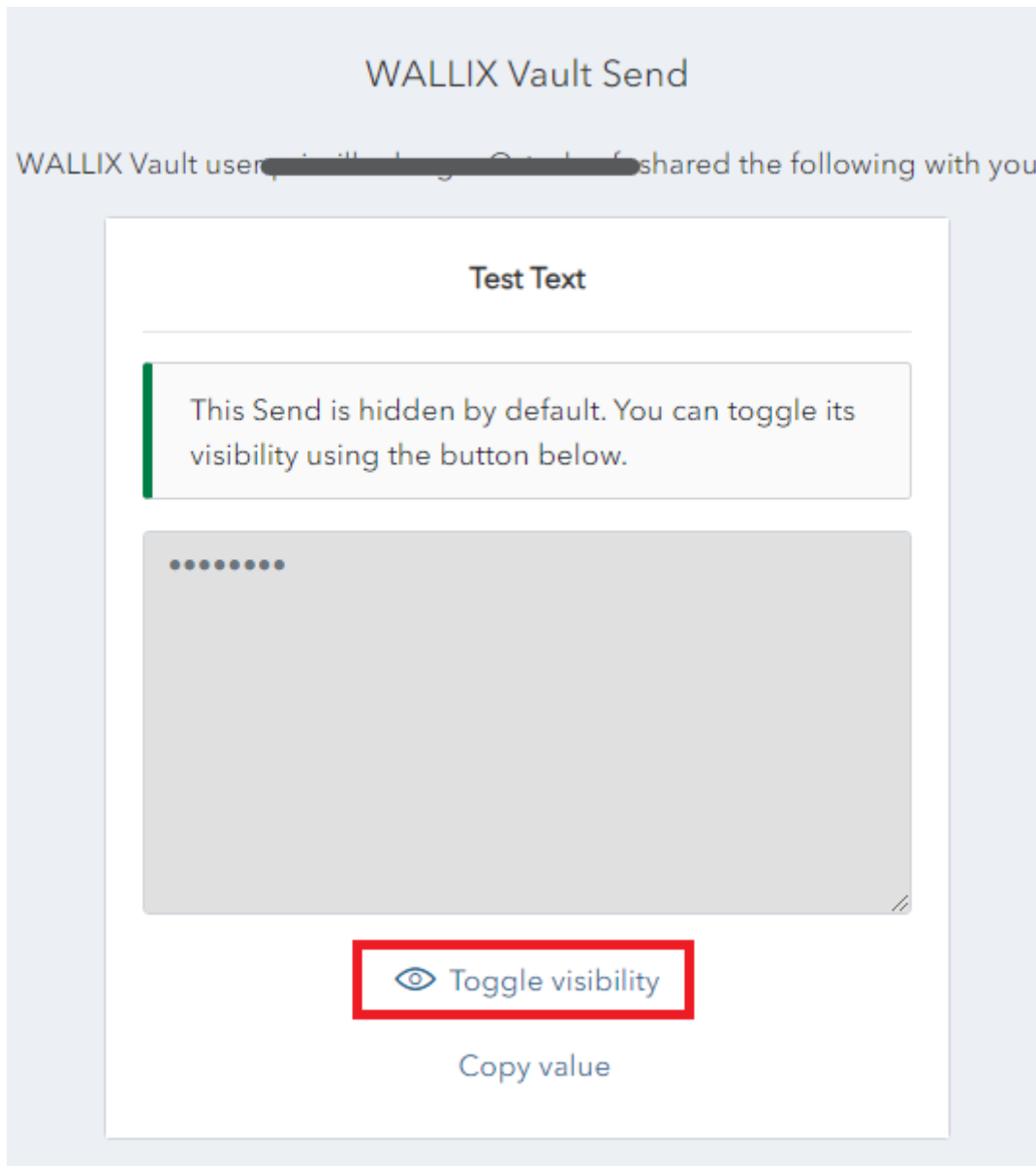
This field is **optional**.

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.

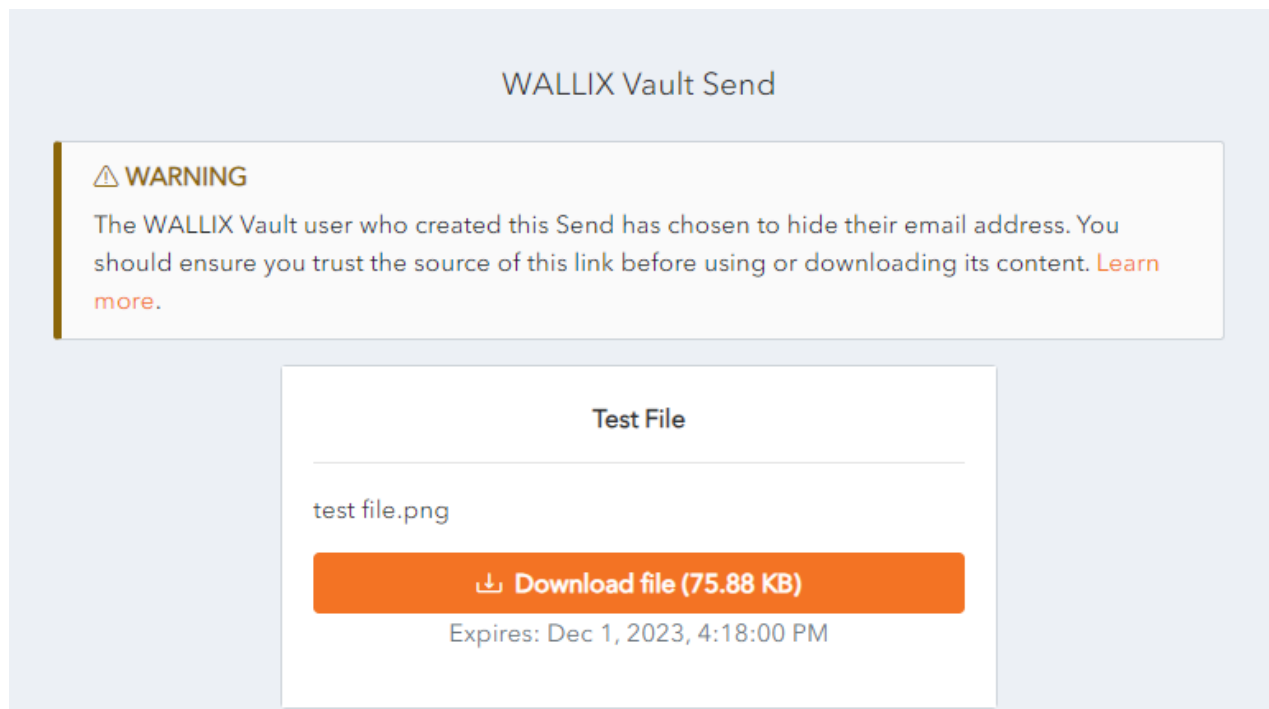
A list of **Send Options** displays.

**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.



Revision #12

Created 30 November 2023 09:30:14 by WALLIX Admin

Updated 6 January 2025 19:30:32 by WALLIX Admin