

404

Page Not Found

The requested page could not be found.

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Safeboxes

Safeboxes let you share a story from your media library with a recipient via a secure, time-limited link. Once the link expires, access is automatically revoked.

Key Features

- **Secure sharing:** Each safebox is tied to a specific story and sent to a specific recipient email address
- **Expiration control:** Every safebox has a set expiry date — after that date, the link becomes inactive
- **Status tracking:** See at a glance whether each safebox is Active or Expired
- **Full history:** All safeboxes are listed with the story name, recipient, creation date, and expiry date

How to Use

1. Select your DAM site from the top bar to load your safeboxes
2. The list shows all safeboxes for that site, sorted by most recently created
3. Click **New Safebox** to create a secure share link for a story

4. Choose the story you want to share and enter the recipient's email address
5. Set an expiry date — the recipient will lose access after this date
6. Click **View** on any row to see the details of an existing safebox

Understanding Status

- **Active** — the safebox link is still valid and the recipient can access the story
- **Expired** — the expiry date has passed and the link is no longer accessible

Tips

- Use safeboxes when you need to share content with someone temporarily, such as a client reviewing assets before a deadline
- Check the Expires column regularly to know when access will be cut off
- The list is always sorted with the most recently created safeboxes at the top, making it easy to find recent shares