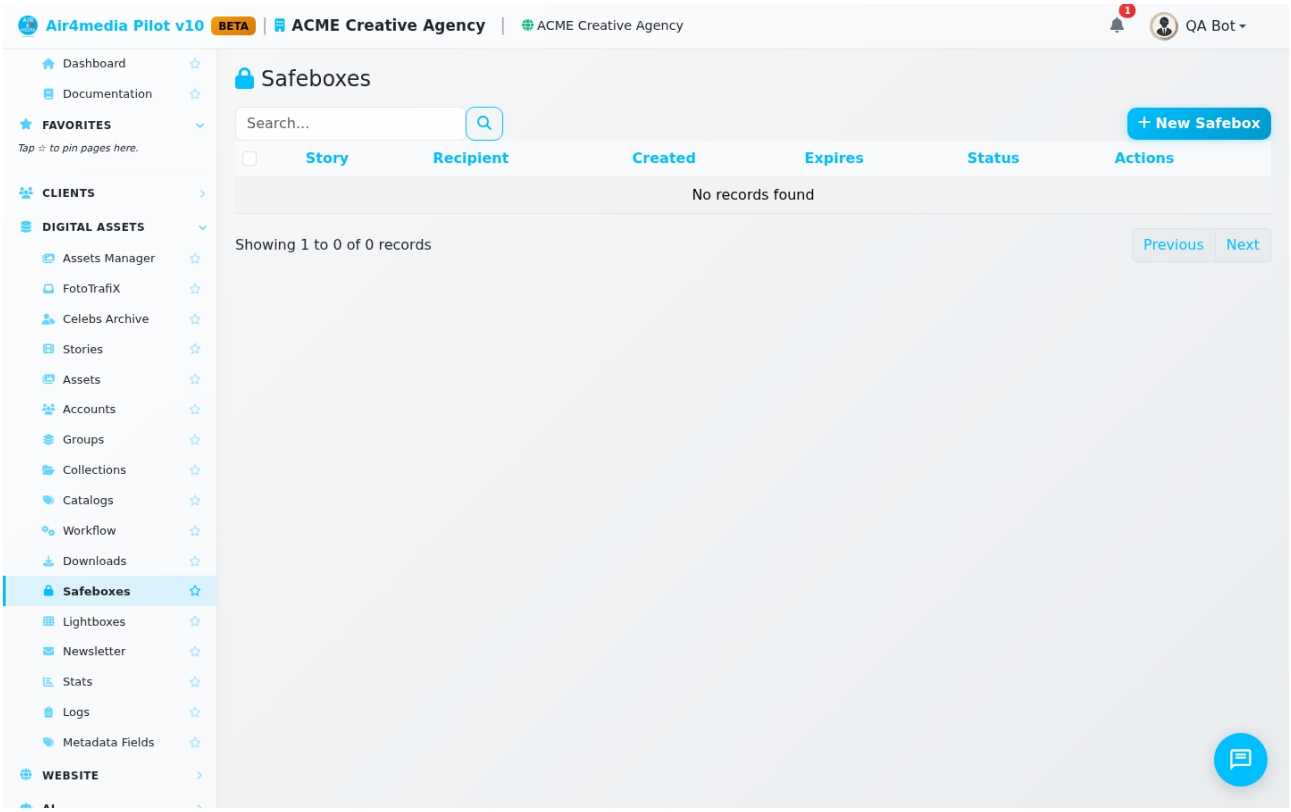

Safeboxes

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 — no follow-up needed.

Key Features

- **Secure sharing**: Each safebox is tied to a specific story and sent to a named recipient email address
- **Expiration control**: Every safebox has a set expiry date — after that date, the link becomes inactive automatically
- **Status at a glance**: Each row shows a clear **Active** (green) or **Expired** (gray) badge so you always know the current state
- **Full history**: All safeboxes are listed with the story name, recipient email, creation date, and expiry date — newest first
- **Search**: Filter the list by recipient email to quickly find a specific share
- **Edit or remove**: Update the expiry date or recipient on any safebox, or delete one entirely

How to Use

1. Select your DAM site from the top bar — for example, ACME Creative Agency's site — to load its safeboxes
2. The list shows all safeboxes for that site — columns include Story, Recipient, Created, Expires, and Status — newest first
3. Use the search bar to filter by recipient email if the list is long
4. Click **New Safebox** (the lock icon button) to create a new secure share link
5. Choose the story you want to share, enter the recipient's email address, and set an expiry date
6. Save — the new safebox appears at the top of the list with an **Active** badge
7. To make changes, click the edit icon on any row to update the recipient or expiry date
8. To remove access immediately, click the delete icon on that row

Understanding Status

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

Tips

- Use safeboxes when sharing content temporarily — for example, sending a client at ACME Creative Agency a set of campaign images to review before a deadline
- Expiry is automatic — you don't need to manually revoke access when the review period ends
- If you need to extend access, edit the safebox and push the expiry date forward
- The list is always sorted newest-first, so your most recent shares are always at the top
- No DAM site selected? Choose one from the top bar first — each site has its own safebox list