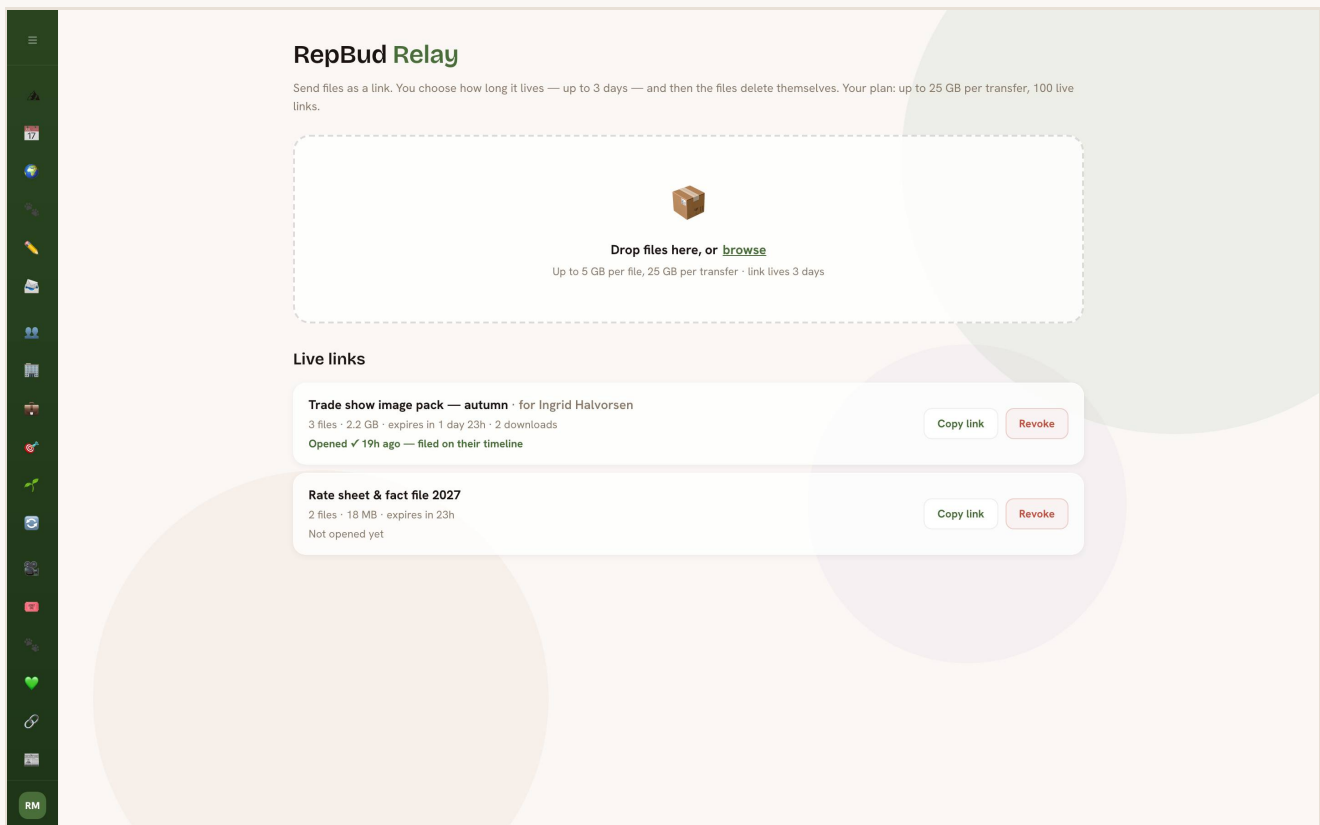


Relay — send files too big to email

An image library or a rate sheet is too big for email — Relay turns it into one link that expires on its own.

Covers /dashboard/relay · for rep, dmc



The steps

01 Open Relay

Relay sends big files as a link. The person receiving it needs no account and nothing to install.

02 Drop the files in

Drag them in or browse for them. Up to 5 GB per file, and several files travel as one link.

03 Name the transfer

A title tells the recipient what they are opening before they download it.

04 Say who it is for

Attach a contact and the first download is filed onto their timeline, so the send becomes part of the relationship rather than a lost email.

05 Add a note

A line of context travels with the link, so it does not arrive bare.

06 Choose how long it lives

You choose how long the link lives, up to three days, and then the files delete themselves — so an old rate sheet cannot circulate for a year.

07 Lock it if you need to

A password on top of the link, for anything that should not travel on its own.

08 Send it and watch it

Once shared you can see whether it has been opened and how many times — and kill the link the moment you need to.

Next: Reconnect — video meetings and webinars

Questions

How big a file can I send?

Up to 5 GB per file, and several files travel as one link. Your plan sets the size of a single transfer and how many links you can have live at once.

Does the person receiving it need a RepBud account?

No. They open the link and download — no account, no sign-in, nothing to install.

How long does a link last?

You choose when you send it, up to three days. After that the link stops working and the files delete themselves, so an old rate sheet cannot keep circulating.

Can I stop a link after I have sent it?

Yes. Revoking it takes effect immediately — anyone holding the link loses access.

Does a transfer show up against the contact?

Yes, when you attach one. The first download is filed onto their timeline, so what you sent and when is part of the history.