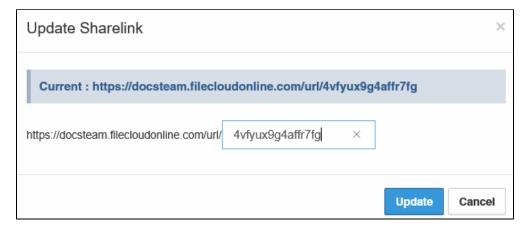
20.1 Edit Share URL



Filecloud automatically generates a unique and difficult-to-guess short link to shared files and folders.

- You can edit the short link to be more recognizable.
- All share links must start with "url"
- Links that starts with "url" are by default read-only



To edit the URL used to access a shared file or folder:

- 1. Open a browser and log in to the User Portal.
- 2. In the User Portal, click My Files.
- 3. Select the shared file you want to update, and then click Manage Share.
- 4. On the Manage Share dialog box, at the top, click the Customize share link button (

 Manage Share for file Metadata Integration.docx

 Share URL https://docsteam.filecloudonline.com/url/4vfyux9g4affr7fg

 Share Options

 Share Permissions
- 5. Set a unique URL name.
- 6. Click Update.