

20.1 View and Copy Share Link








After you create a share, you can return to the Manage Share settings window to view and copy the shared link again.

The Manage Share window contains buttons to perform the following actions:

Manage share for file - image.png

12345X

Share URLhttps://docsteam.filecloudonline.com/url/p3xphjuphb5f9uwd




1. Copy URL to Clipboard
2. Open URL
3. Customize Share Link
4. List Activities on Share
5. Send Link via Email



The *Manage Share* screen's *Copy to Clipboard* button is available in FileCloud version 19.1 and later.

This allows users to quickly have the link available to them at the click of a mouse button.

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 access the URL for, and then click *Manage Share*.
4. The URL is shown at the top of the window and can be copied.
5. To edit the URL, on the *Manage Share* dialog box, at the top, click the *Customize share link* button ()

Send Share Link via Email



Your Name:

me

Your Email:

me@codelathe.com

To Email:

|Use comma(,) to separate multiple emails

Share Link:

<https://docsteam.filecloudonline.com/url/4vfyux9g4affr7fg>

Message:

Send Email

Close