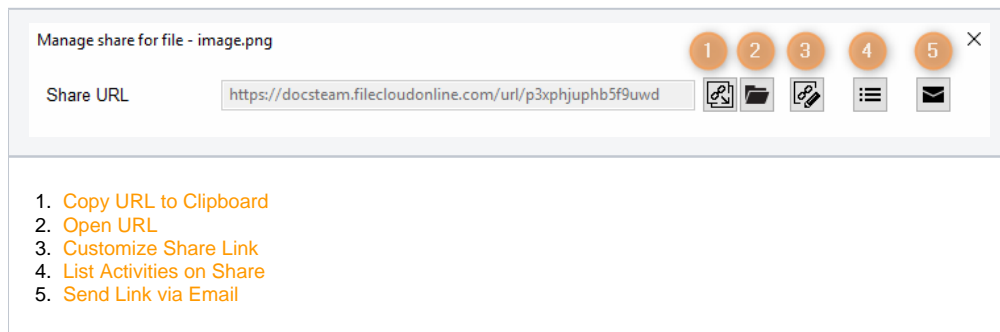


## 20.1 View and Copy Share Link



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:



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