

## 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

Update Sharelink

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

https://docsteam.filecloudonline.com/url/


4vfyux9g4affr7fg

×

Update




Cancel

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

Customize share link



Share URL

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

Share Options

Share Permissions

5. Set a unique URL name.
6. Click *Update*.