Email a Link

You can use Outlook to distribute a link to a list, library or page; the email recipients simply click the link to go directly to the content you wish them to see.

Note: Only Designers can view the **PAGE** tab to email links to pages.

1. Navigate to the list, library or page.
2. On the ribbon, click the **LIST**, **LIBRARY** or **PAGE** tab. In the **Share & Track** group, click **E-mail a Link**.

3. If prompted, sign into your Outlook account to continue.
4. The link is automatically pasted into a new Outlook email message. Enter the recipient(s) and a subject, and edit the message as you need. Click **Send** to email the link.


**LIST**: If you prefer to copy and paste a URL directly into an email message, here are several methods to find the URL of either a list or its individual items:

* Navigate to the list, and copy the URL from the browser address bar.
* Hover over the link for a list or item. Right-click, and click **Copy shortcut** to copy the URL.
* Navigate to the list, click the title of the item, and copy the URL from the browser address bar.
* Navigate to the list, click the ellipsis next to the title of the item, click **View Item**, and copy the URL from the browser address bar.

**LIBRARY**: If you prefer to copy and paste a URL directly into an email message, here are several methods to find the URL:

* Navigate to the library, and copy the URL from the browser address bar.
* If a document (such as a PDF) displays within the browser, copy the URL from the browser address bar.
* Hover over the link for a file or library. Right-click, and click **Copy shortcut** to copy the URL.
* Navigate to the library, click the ellipsis by the name of the file, and copy the URL from the callout.

**PAGE**: If you prefer to copy and paste a URL directly into an email message, here are several methods to find the URL:

* Navigate to the web page, and copy the URL from the browser address bar.
* Hover over the link for a page. Right-click, and click **Copy shortcut** to copy the URL.
* Navigate to the library, click the ellipsis by the name of the page, and copy the URL from the dialog.