

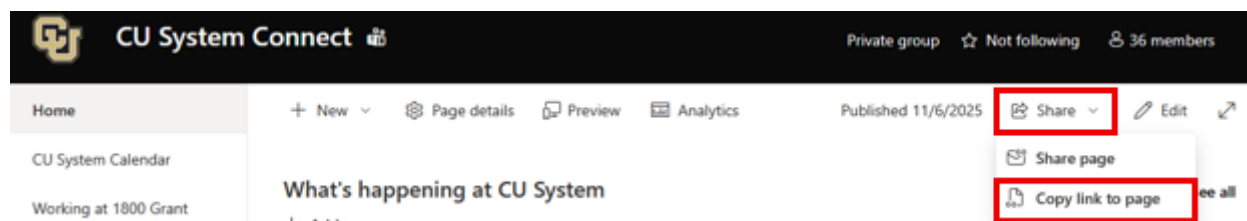
Share clean links from Microsoft 365 apps ^[1]

November 13, 2025 by [ES](#) and [UIS Communications](#) ^[2]

When copying links from Microsoft 365 apps, you may notice that they sometimes include extra characters or start with security domains instead of the URL you expect, resulting in long, cluttered links. This happens because Microsoft adds protection and tracking information to links so they can be scanned and checked for safety.

To share a cleaner, more readable link, first **open the webpage you want to share**, then copy the URL from your browser's address bar. This removes the extra security and tracking details and gives you a direct, clear link to the webpage you want to share.

However, when sharing a document or folder from **SharePoint** or **OneDrive**, it is best practice to use the built-in **Copy link** button instead of copying the URL from your browser's address bar. This generates a shorter, descriptive link with customizable viewing and editing permissions.



When composing an email in **Outlook** or a **Teams** message, paste this link into your message to create a clean hyperlink using the file name.

A screenshot of an email composition form. On the left, there is a 'Send' button with a paper plane icon. To its right are 'To' and 'Cc' input fields. Below these is a 'Subject' field. The form is otherwise empty.

Using Copy link function:

[Tech Tips SharePoint Home Page](#)

Link copied from browser address bar:

https://cu.sharepoint.com/TechTipsHomePage/EQfSW88sg6hFjf_5nGjaleAldDQgFtzztPS75LWSEg?e=f6y5SE

Sharing clean links keeps your messages readable, helps recipients see where a link is taking them, and reduces confusion caused by long, security-wrapped URLs.

[Outlook](#) ^[3], [Teams](#) ^[4], [SharePoint](#) ^[5], [Microsoft](#) ^[6], [OneDrive](#) ^[7]

Display Title:

Share clean links from Microsoft 365 apps

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/tech-tips/share-clean-links-microsoft-365-apps>

Links

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