



Create and manage links in WorkDrive

Feature availability: All WorkDrive plans (Starter, Team, Business, & Free), Zoho Workplace and Zoho One bundles

Create and store links for **web URLs** alongside your files and folders for quick, organized access. Additionally, you can create shortcuts for **WorkDrive files and folders** and store them in different locations within your account. This avoids duplication and simplifies folder management.

Examples:

- Link an external web page for easy reference.
- Create a shortcut for the 'Designs' folder and store it in the 'Events' folder for quick access.

Create links to external web pages

Via Keyboard Shortcuts

1. Select a website URL and enter **Ctrl+C** to copy it to your clipboard.
2. Go to your WorkDrive account.
3. Enter **Ctrl+V** or **Cmd+V** to paste the website URL.
4. Enter a link name.

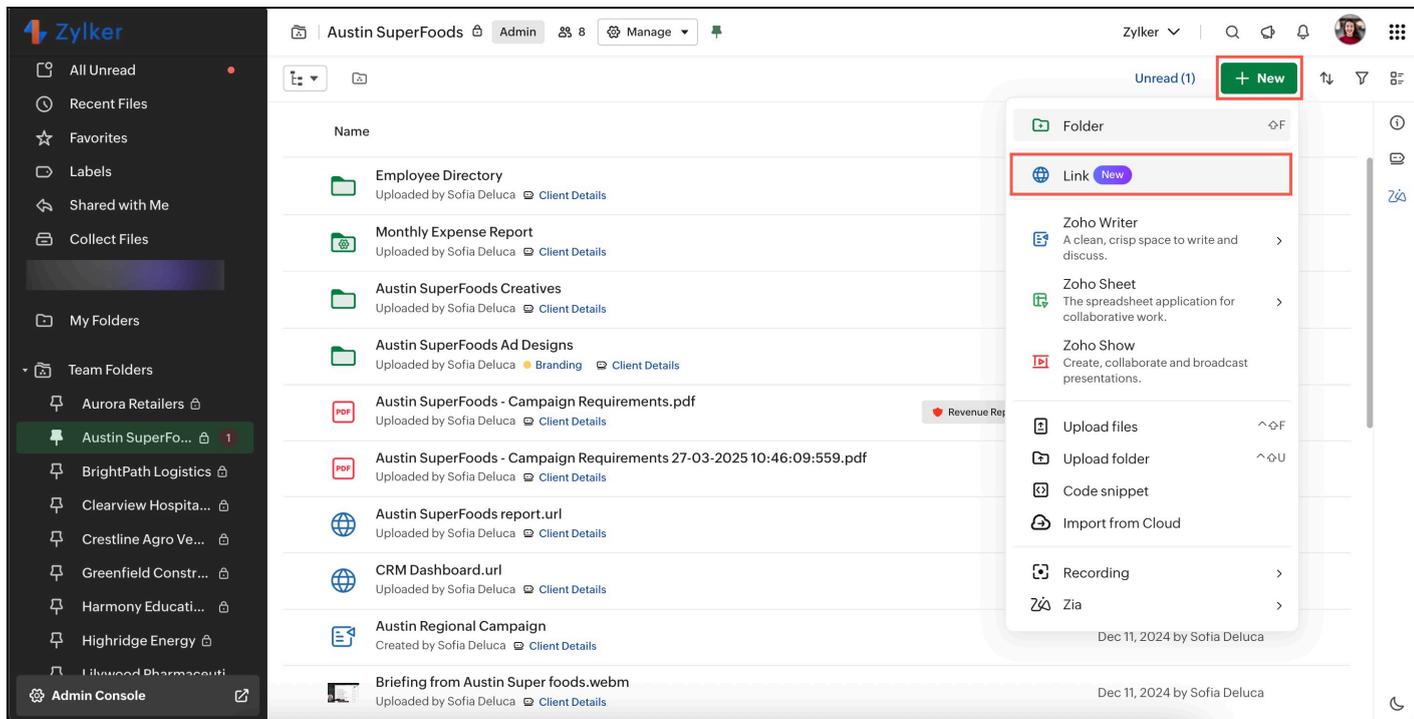
A screenshot of the 'Create Link' dialog box. The dialog has a title bar with 'Create Link' and a close button (X). It contains two text input fields: 'URL' with the value 'https://www.zoho.com/en-in/crm/' and 'Name' with the value 'Zoho CRM'. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

5. By default, your current WorkDrive location will be selected.

6. Click **Change** to choose a different location.
7. Select the required folder and click **Choose**.
8. Click **Create**.

Via the + New button

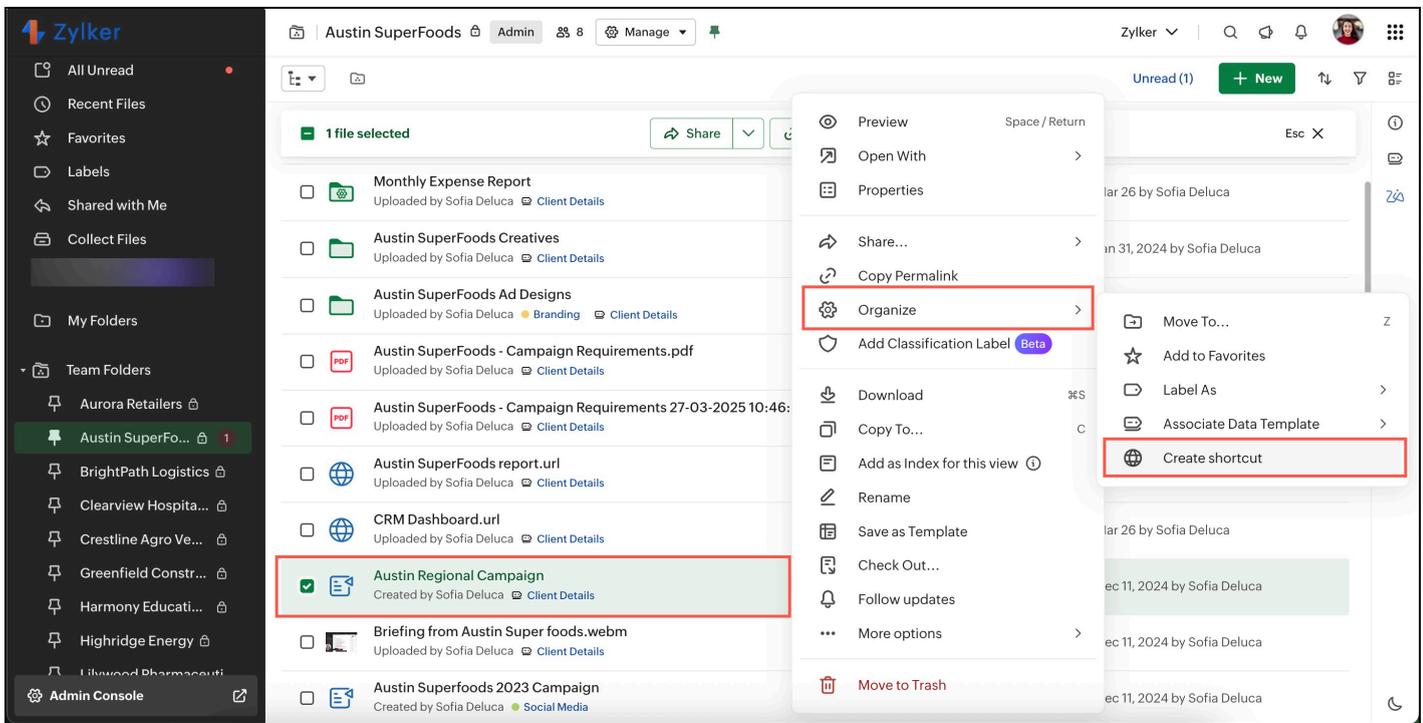
1. Go to your WorkDrive account.
2. Click the + **New** button at the top-right corner.



3. Select **Link**.
4. Enter or paste (**Ctrl+V** or **Cmd+V**) your URL.
5. Enter a link name.
6. Click **Create**.

Create shortcuts to WorkDrive files and folders

1. Go to your WorkDrive account.
2. Right-click a file or folder and select **Organize**.
Alternatively, you can select an item, click the **More actions** icon, then select **Organize**.
3. Select **Create shortcut** from the list of options.



4. Enter a shortcut name.

By default, your current WorkDrive location will be selected.

5. Click **Change** to choose a different location.

6. Select the required folder and click **Choose**.

7. Click **Create**.

Notes:

- You can create shortcuts for any files and folders. To store shortcuts, you must have at least the **Editor** role in the destination folder.
- **Storage** will be calculated for shortcuts.
- You **cannot create share links or share a shortcut file** with other users.
- The shortcut won't work if the source file or folder is no longer available (moved or deleted).

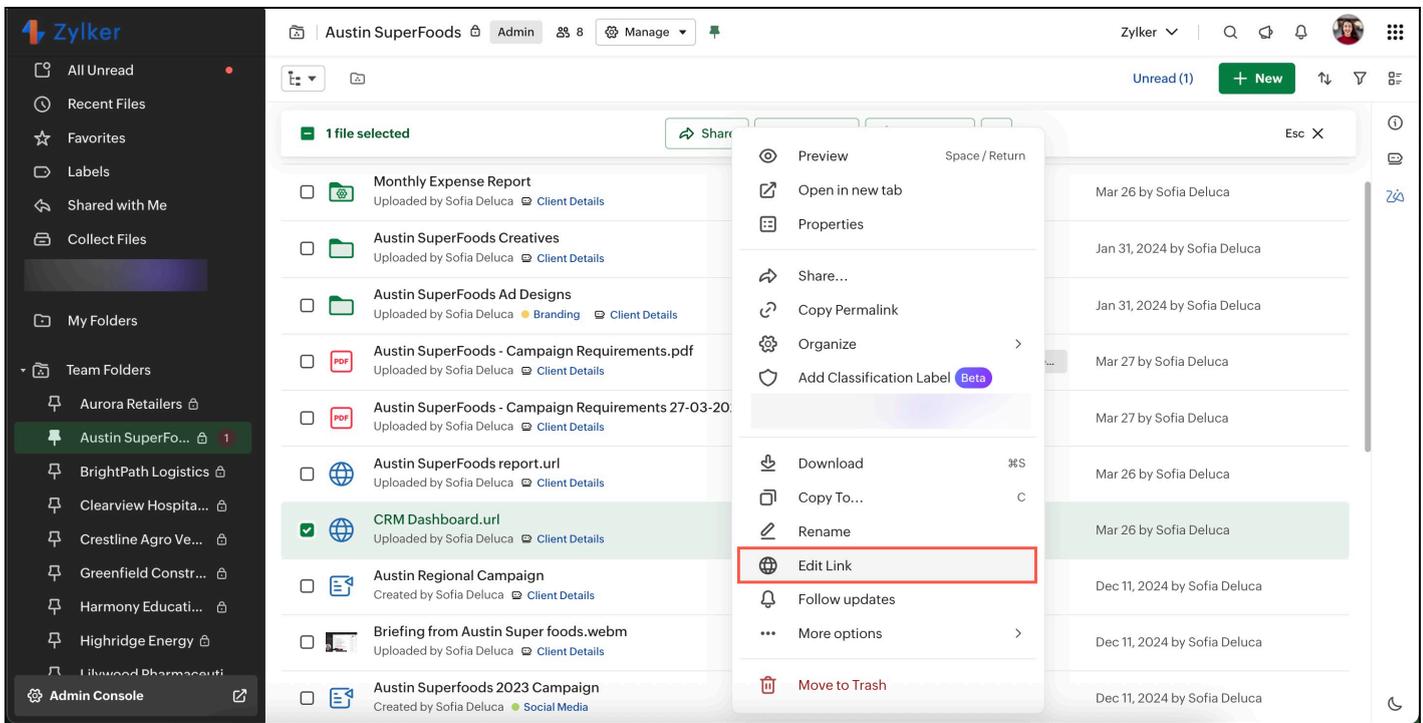
Manage Links

Edit Link

1. Go to your WorkDrive account.

2. Right-click the Link file and select **Edit Link**.

Alternatively, you can select the link file, click the **More actions** icon, then select **Edit link**.



3. Update the URL as required.
4. Click **Update**.

Delete link

1. Go to your WorkDrive account.
2. Right-click a file or folder and select **Move to Trash**.

Alternatively, you can select an item, click the **More actions** icon, then select **Move to Trash**.

Notes:

- A member must have at least the **Organizer** role (Team Folder) or the Organize access (shared folder) to move a link file to Trash.
- You can restore link files from Trash based on the team's data retention policy.