KNOWLEDGE BASE ARTICLE

Linking to a Specific Folder in Folder Tree

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Copy a link to a folder

1 Open the page containing the configured Folder Tree web part.
2 Navigate to the folder's parent so the desired folder appears in the content area.
3 Open that folder row's **Actions** menu and select **Copy link**.
4 Send the copied page URL to a colleague who has access to the page and source folder.

You can also navigate into the folder and copy the updated browser address. Use the published page when preparing links for other readers.

Understand the URL parameter

Generated links use `ft-folder-<instanceId>` with the server-relative folder path encoded as its value. The instance-specific name prevents two Folder Tree web parts on one page from overwriting each other's folder parameter. The generic `ft-folder` parameter is also accepted on input; an instance-specific value takes precedence when both exist.

Note

A folder link does not grant access or bypass the configured navigation root and hidden-folder rules. A link outside the allowed branch falls back to the starting folder. An unavailable, deleted or renamed folder can produce an error.

Navigate and maintain links

Folder navigation updates the page URL and browser history. Back and Forward can restore earlier folder locations. The current implementation does not save the last folder as a separate personal preference between sessions.

If the web part is replaced with a new instance, regenerate its folder links because the instance ID can change. Regenerate links after renaming or moving their target folders as well.