

Moving Content in SharePoint

- If you are only moving *some* content, you must recreate individual pages.
 - Copy and paste content
 - Check old page(s) for special sharing settings > recreate on new page(s)
 - Check new page for links to other pages > may need to be recreated
- If the entire site is changing its name, do these in either order.
 - From your site's Home page, go to **Settings > Site Information**
 - Send a request to ITS to update the site's URL with the new name; include old URL + new department/program name
 - NOTE: For site URL changes, SharePoint will automatically create a redirect to the new URL. This will last forever (or until Microsoft changes their process 😊)
- If you are NEW to content management in SharePoint Campus Hub(internal website)
 - Request access to your site(s) in "Tech Support" portal at <https://uwplatt.teamdynamix.com/TDClient/111/Portal/Requests/ServiceDet?ID=5174>
 - Request "Introduction to SharePoint" training at <https://go.uwplatt.edu/intro-sharepoint>

Changing Content in WWW

- For content on www.uwplatt.edu, contact Marketing
 - marketing@uwplatt.edu
 - <https://uwplatt.sharepoint.com/sites/EnrollmentManagementMarketing>

URL Shortener/MyURL

- Check for existing short links at <https://go.uwplatt.edu/list-all>
 - Search by person, department, URL, etc.
- To find your MyURL account, go to Pioneer Portal > search URL Shortener > select “MyURL Shorteners” on left
- For instructions on creating, managing, sharing, and transferring campus short links, check our knowledge base at <https://go.uwplatt.edu/short-url-resources>
- NOTE: When you create a new short link, the system will tell you if one already exists for that long URL. If possible, we recommend using the existing link. However, multiple short links for the same URL are possible.