




Creating an FMCentral link to a specific space on campus

1. Log into [FMCentral](#) and select 'Map Enquiry'.
2. Navigate to the campus map or building floor plan that you want to create the link for.
3. Select the 'Share' tool  in the top menu bar, select 'Copy map link to Clipboard' then paste the link in an email or document.

Please note:

- *It is a good idea to test a link before sending to ensure that you have identified the correct space.*
- *If the link is for a building floor plan you can also direct the user to exit the building floor plan, by selecting the SITE icon*

