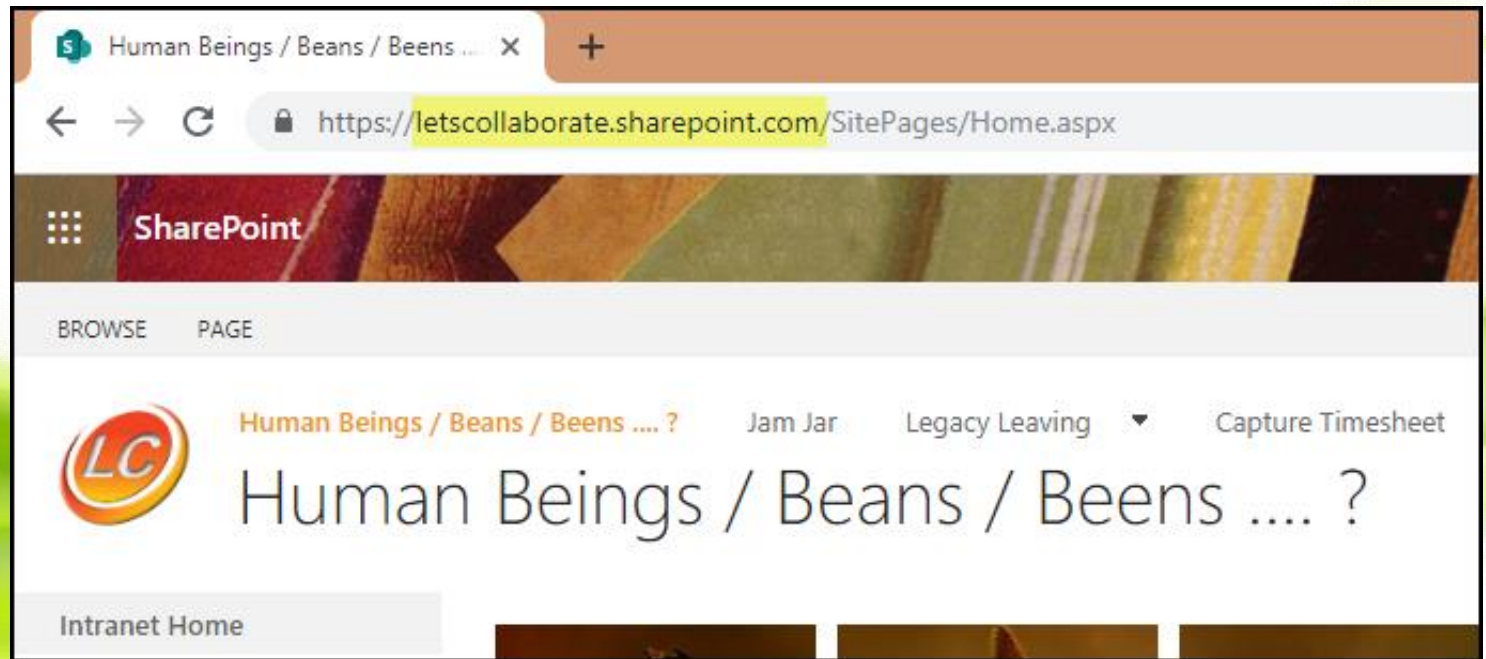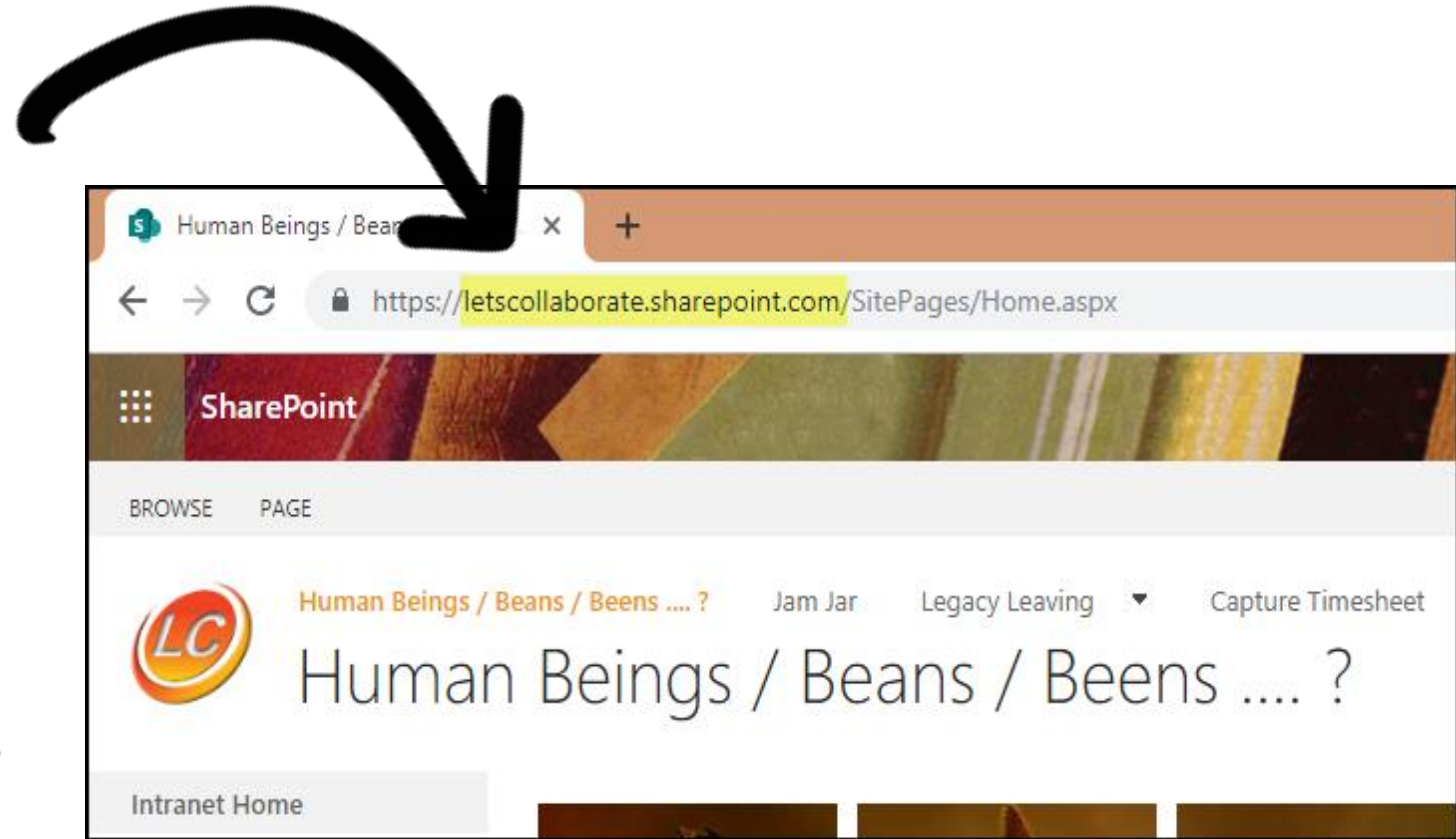# UNDERSTANDING LINKS

To access the Office 365 SharePoint Online environment **directly** from anywhere, type the following

into your browser and sign in with your work email and password when prompted to do so :

yourcompanyname.sharepoint.com

for example

It's important to learn to read links in SharePoint Online due to the huge number of sites that get created and that you can get given access to. The navigation links on the sites might not be sufficient at first to navigate around, so it's better to just learn about links so you can understand where you are.

Site Level

SharePoint Online – this is the default site collection for the company in SharePoint Online – anytime you see a site name with "companyname.sharepoint.com" you know you are in SharePoint Online in the cloud

Name of Site Collection that was created in the SharePoint Online environment

https://**letscollaborate**.**sharepoint.com**/**sites**/**ProjectsHub**

The **Office 365 tenant / company name** (cannot be changed once set up)

Site Collection – means that a site collection has been created in the SharePoint Online environment

Library Level

Site Collection – means that a site collection has been created in the SharePoint Online environment

Document Library name – if you see /Forms next, you know it's a library you are in

https://letscollaborate.sharepoint.com/sites/ProjectsHub/Templates/Forms/AllItems.aspx

Tenant name and default site collection

Name of Site Collection that was created in the SharePoint Online environment

The **View** you are looking at

List Level

Site Collection – means that a site collection has been created in the SharePoint Online environment
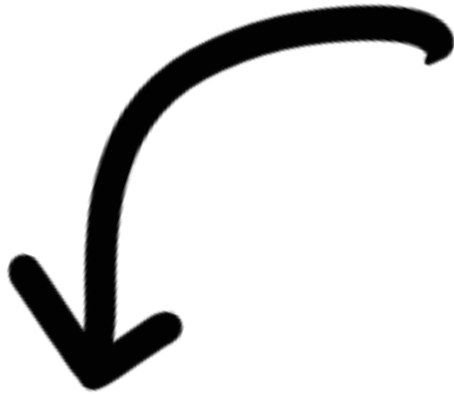
List – you are now in a List App

The **View** you are looking at

https://letscollaborate.sharepoint.com/sites/ProjectsHub/Lists/ProjectRegister/ProjectStatus.aspx

Tenant name and default site collection

Name of Site Collection that was created in the SharePoint Online environment

Name of the **List** you are in

HOT TIP : To navigate quickly back to the default site collection, delete all text after .com and enter

https://letscollaborate.sharepoint.com/sites/ProjectsHub/Lists/ProjectRegister/ProjectStatus.aspx

Please Note : If the link doesn't have .sharepoint.com in it at the beginning, it is not a SharePoint Online environment. It is then your own environment called on-premise, which means you have a hybrid SharePoint implementation at your company.