


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. Click on the 'Link to this Map' tool  in the top menu bar and follow the instructions in the dialog box that appears.

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 clicking on the door icon (top left) this will then highlight the building location on the campus map.*