# Copy a list of work items

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**Neste artigo**

Paste the contents into your email client

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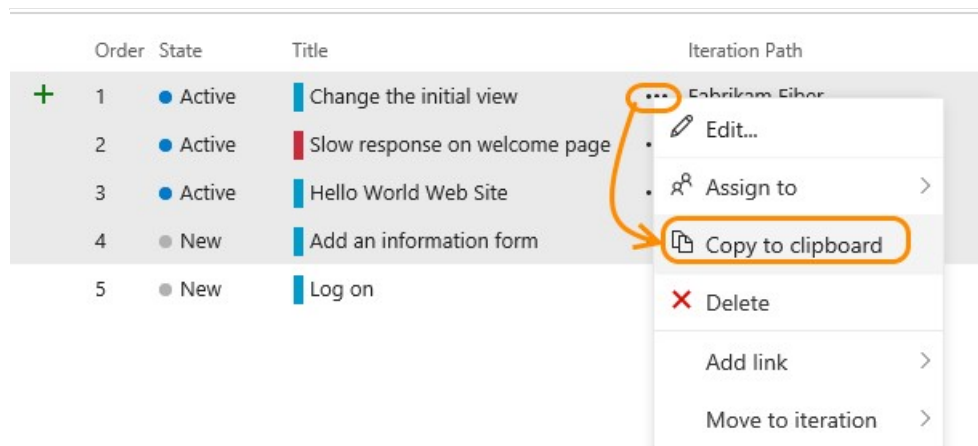
You can copy an HTML formatted table of selected items from either a backlog page or query results list. You can then email this list using your choice of email client, or paste into a Word document, Excel spreadsheet, or other application.

> 💡 **Dica**
>
> The data copied with **Copy as HTML** is the same as that copied when you select **Email selected work items**. If you don't have an SMTP server configured, you can work around this by using **Copy as HTML**. For on-premises TFS, all email actions require an **SMTP server to be configured**.

1. From the web portal, open a backlog or query results page, and multi-select the work items you want to copy to the clipboard.

2. Open the ... context menu of one of the selected work items, and then choose **Copy to clipboard** or **Copy as HTML**.

   Here we multi-select from the product backlog and choose **Copy to clipboard**.



## Paste the contents into your email client

Once you've copied your list, you can optionally paste the contents of the clipboard into your email client or other application. To open a linked work item, requires users to have read access to the project or area node for those work items.

The formatted table contains a link to each work item included in your selected results list. A link to a query that will open only those work items selected is also provided.

| ID | Work Item Type | Title | State |
|----|----------------|-------|-------|
| 398 | User Story | Cancel order form | Active |
| 468 | User Story | Customer account history | Active |
| 391 | Bug | Slow response on form | Active |
| 395 | Bug | Canadian addresses don't display | New |
| 346 | User Story | Add animated emoticons | New |

Open as query

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- Email or print work items
- Share information within work items and social tools