Add Links to Email

You can add hyperlinks to websites and email addresses within an email.

Hyperlink email text:

1. Double click the body of the email to edit
2. Highlight the text you want to hyper link

3. Click on the Link Icon

4. Insert web or email address in the URL box and confirm Display Text is correct
Hyperlink an image:

1. Click on image and then click the link icon

2. Insert web address
Add an email link to text in your email:

1. Highlight the text you want to link and click the link icon

2. Add the email address in the URL field prefaced with mailto: (e.g. “mailto:emailaddress@yourdomain.com”)

![Image of HTML editor with link icon highlighted and insert link dialog box open.](image-url)