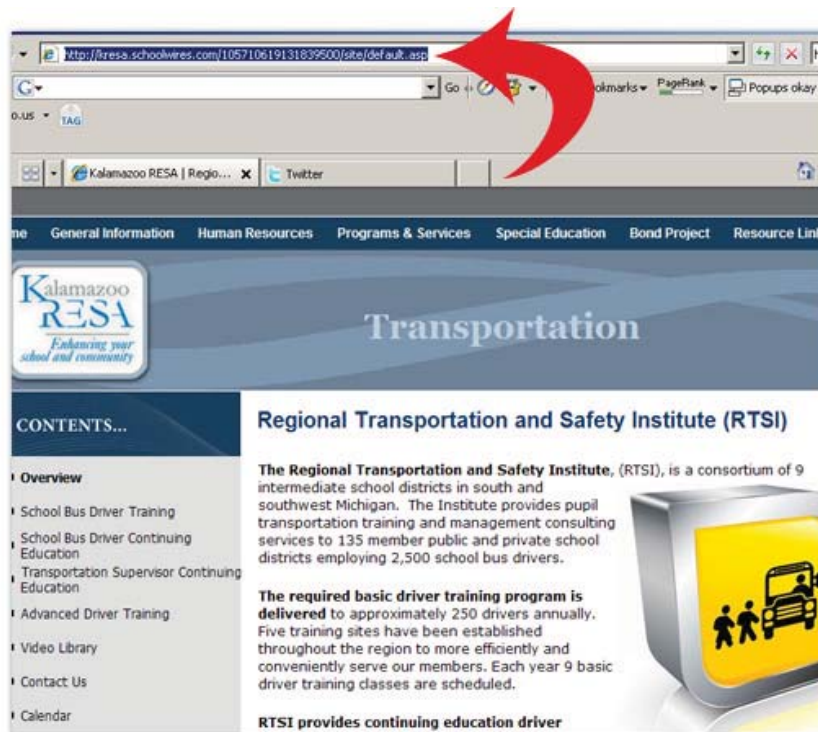
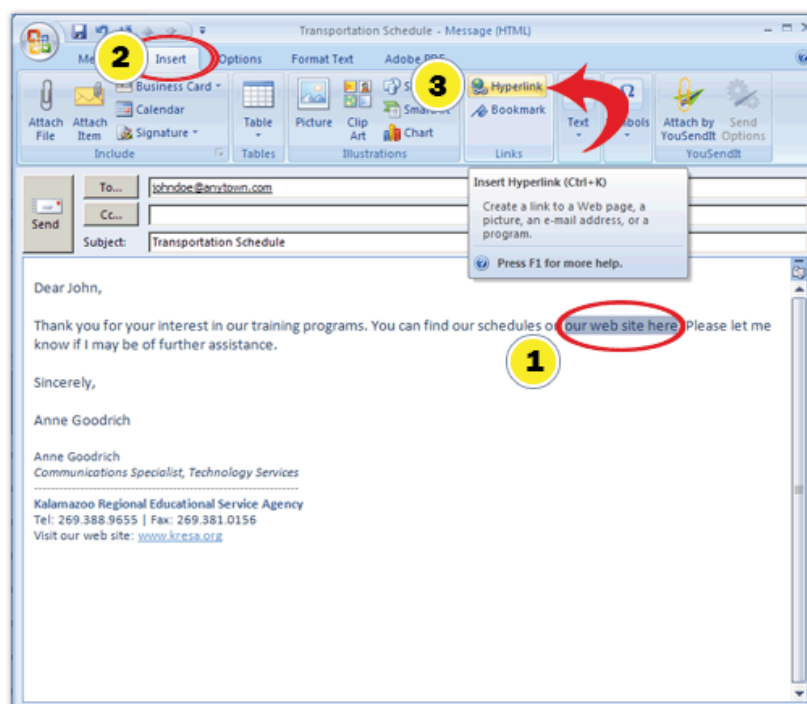


Creating “Friendly” Email Links

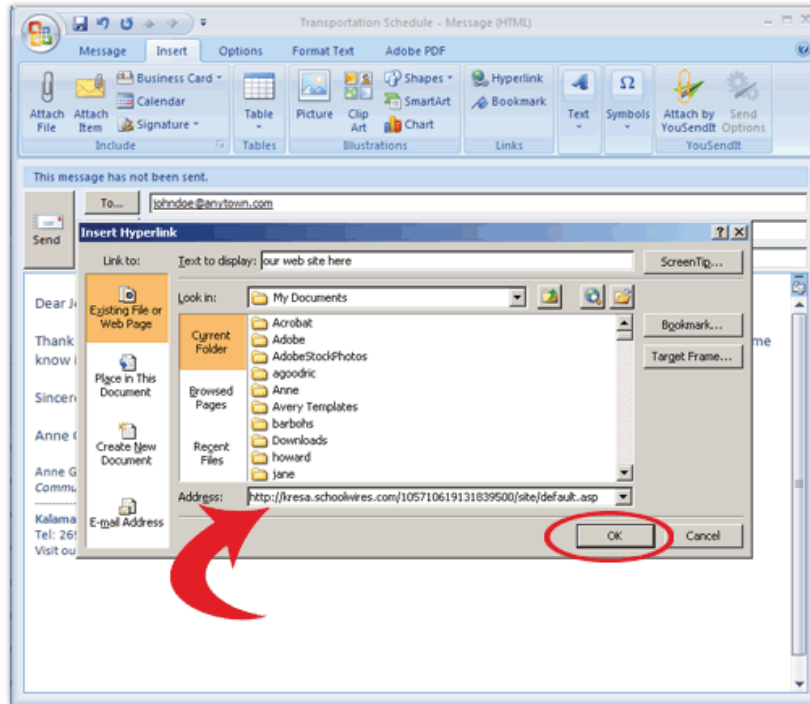
Highlight and Copy (Control > C) the web site address you want to use as a link.



In Outlook, type your message, and (1) highlight the words you'd like to link. Click on the (2) Insert Tab, and then select (3) “Hyperlink”.



Paste the URL (web address) you copied into the “Address” field at the bottom of the screen and click “OK”.



You'll now see your linked text in your email.

