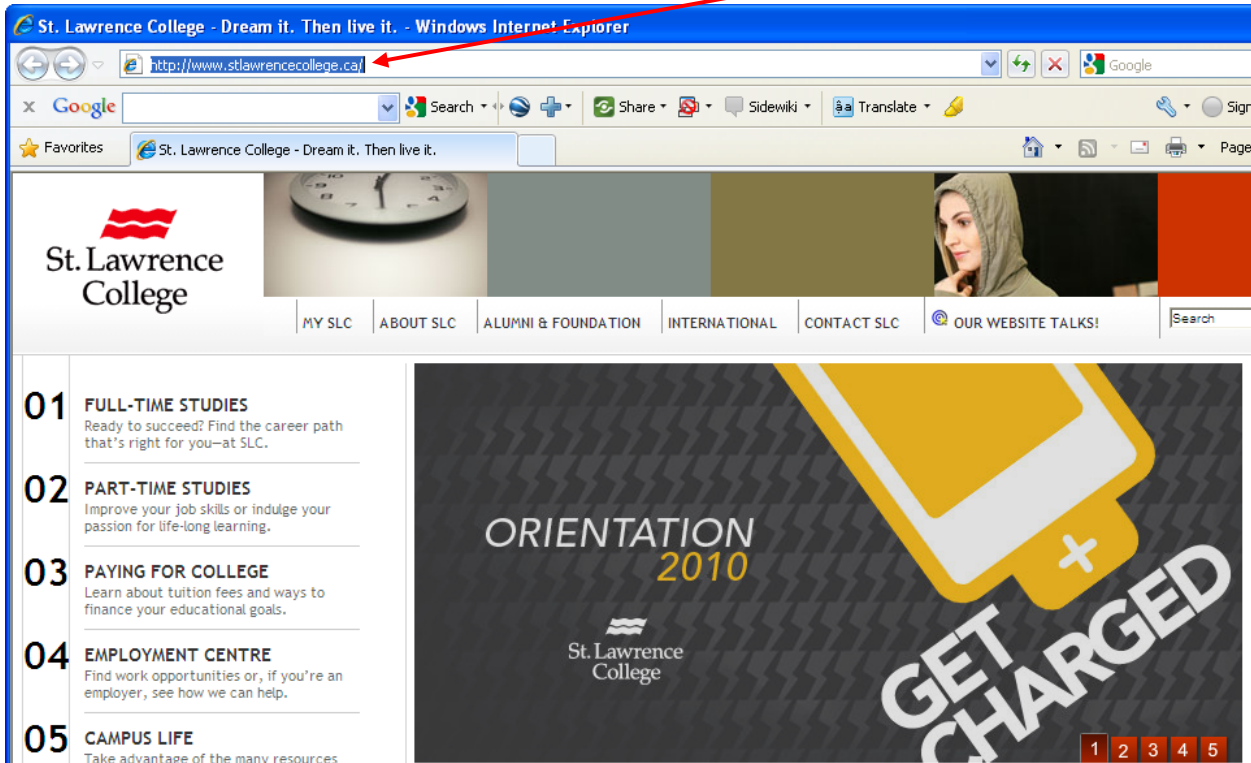


## The Quick & Easy Way to Create a Link in an e-Mail

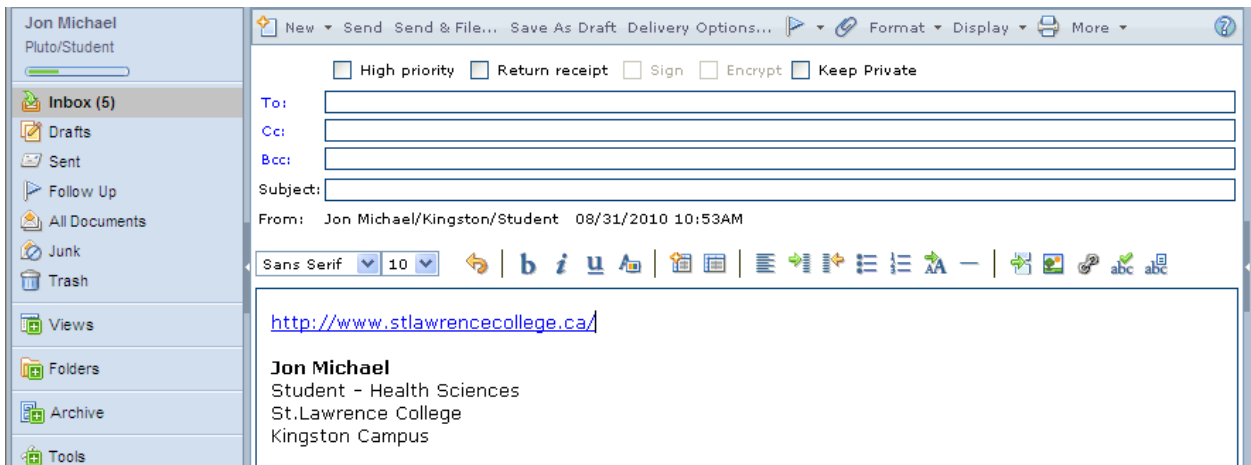
The easiest and most reliable way to embed a URL link in an e-mail note:

1. Display the desired web page in your browser
2. Select and copy the URL (address)
3. Paste the URL into your e-mail note (please note that the link will not yet be active – it will only become active when the e-mail is opened by the recipient).

Display the web page, and then select and copy the URL (address).



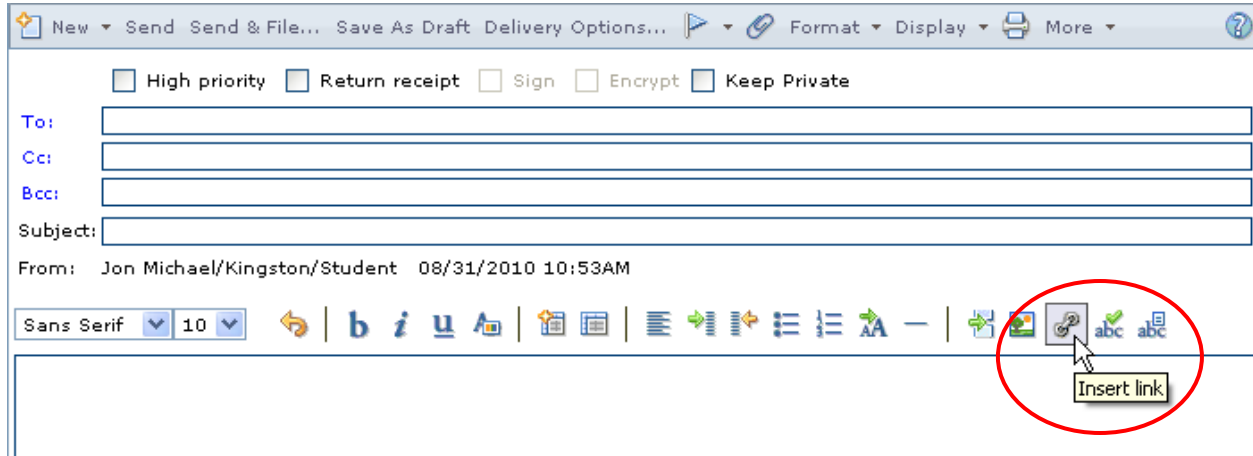
Paste the URL into your e-mail note ... and notice that the link is not yet active - it will only become active when the e-mail is opened by the recipient.



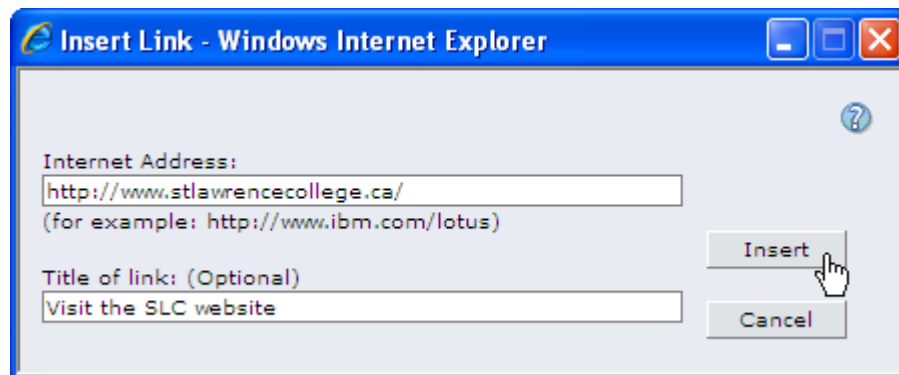
### Create a Customized Link

As before, display the desired web page, then select and copy the URL (address).

In a new message window click the *Insert link* icon.



When the *Insert Link* window opens, paste the URL into the *Internet Address:* field. Enter the text you want for the link in the *Title of link:* field, and then click the *Insert* button.



The customized link is now in your e-mail note ... the link is not yet active - it will only become active when the e-mail is opened by the recipient.

