# Lesson 6   Working with Hyperlinks

In this lesson we are still working on the email message text and what you can add in your message text.

A *hyperlink* is a *dynamic* word or *Icon* that, when *clicked,* opens a specific file or location. You can create a *hyperlink* to a **Web page**,

picture, *documents* and *more.*

1. In the *body area* of the *message*, select the *area* where you want to *insert* a **hyperlink**. **1**

2. *Right* **click** on your selection and choose **Hyperlink** option.

3. *Type* the **Web address** of the page you want to link to the address area.**2**
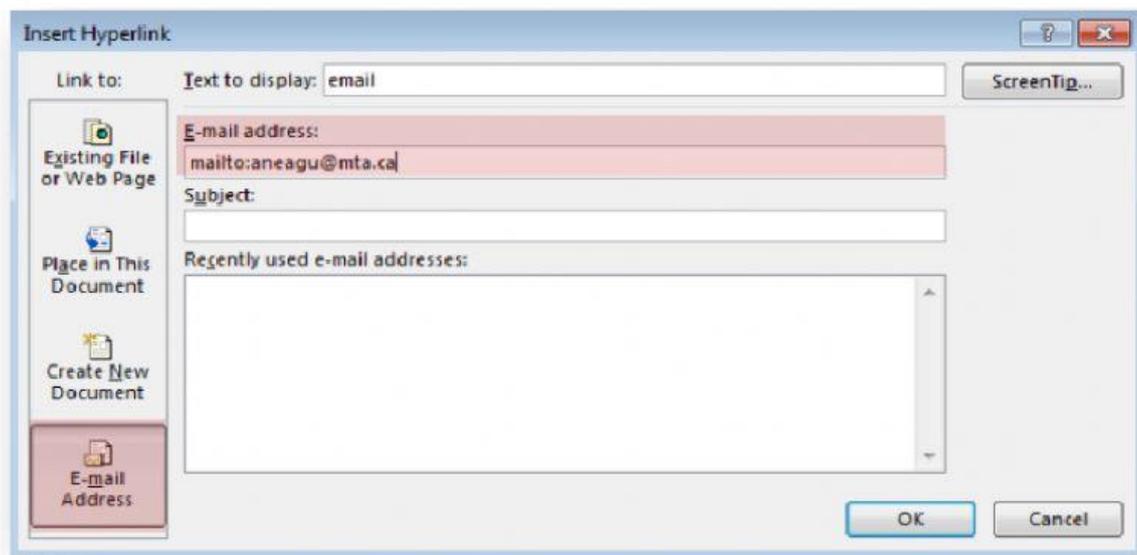
4. *Click* **OK. 2**
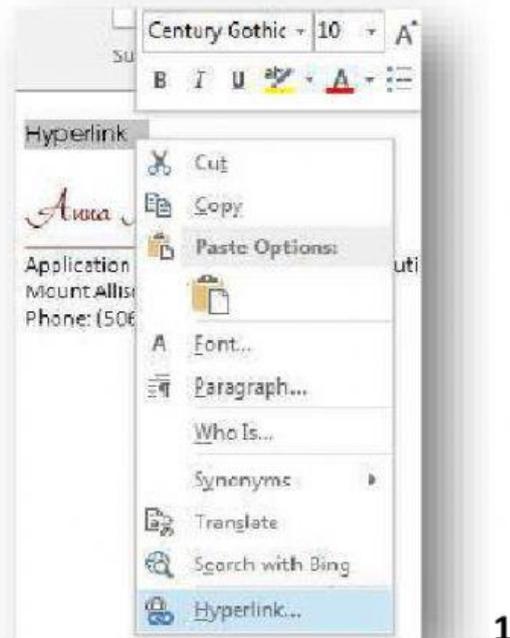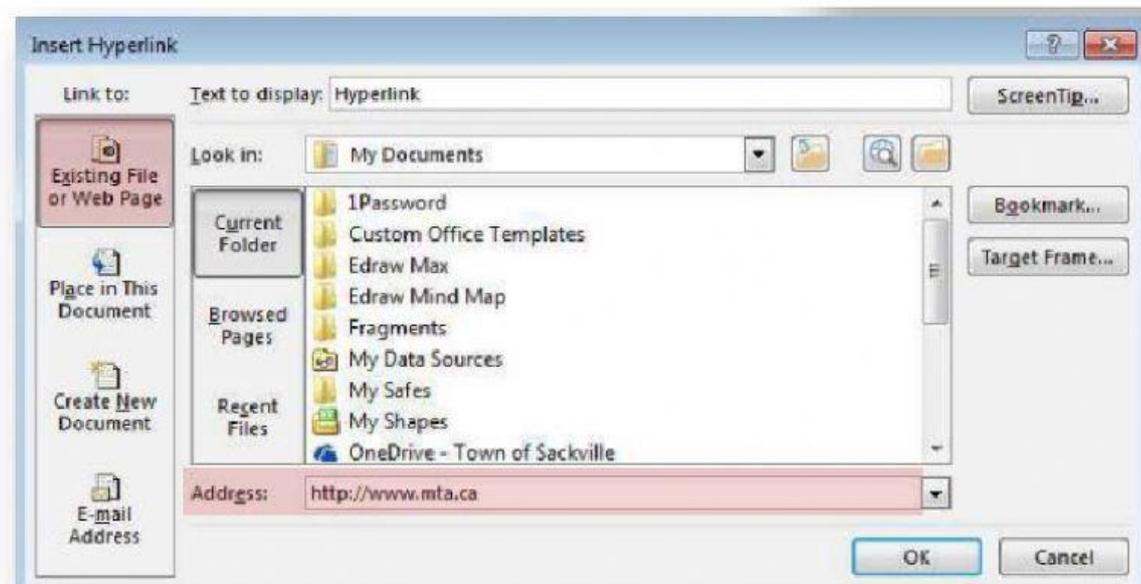
2

To Insert Email address hyperlink to your document.**3**

1. *Select* text that you want to add **email hyperlink**.

2. *Right* click on and choose **Hyperlink.**

3. *Go* to **E-mail Address** tab.

4. *Insert* **E-mail** address and **Subject** of your emails.

5. *Click* **OK.**

3

Questions

1. What is a hyperlink?

2. Describe how you insert E-mail address hyperlink?