

Lesson 6 Working with Hyperlinks

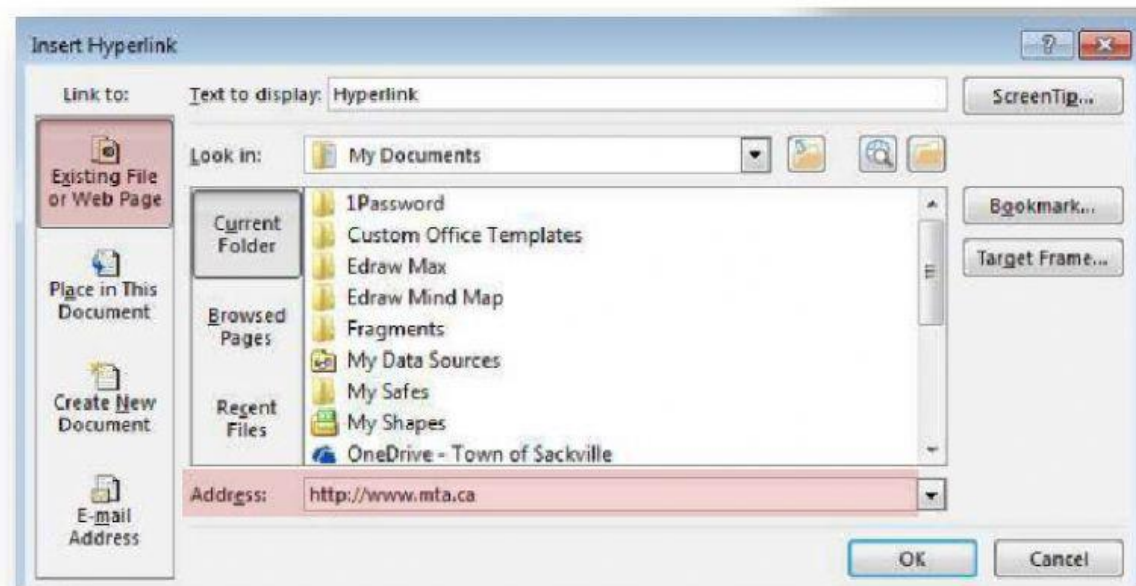
In this lesson we are still working on the email message text and what you can add in your message text.

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**



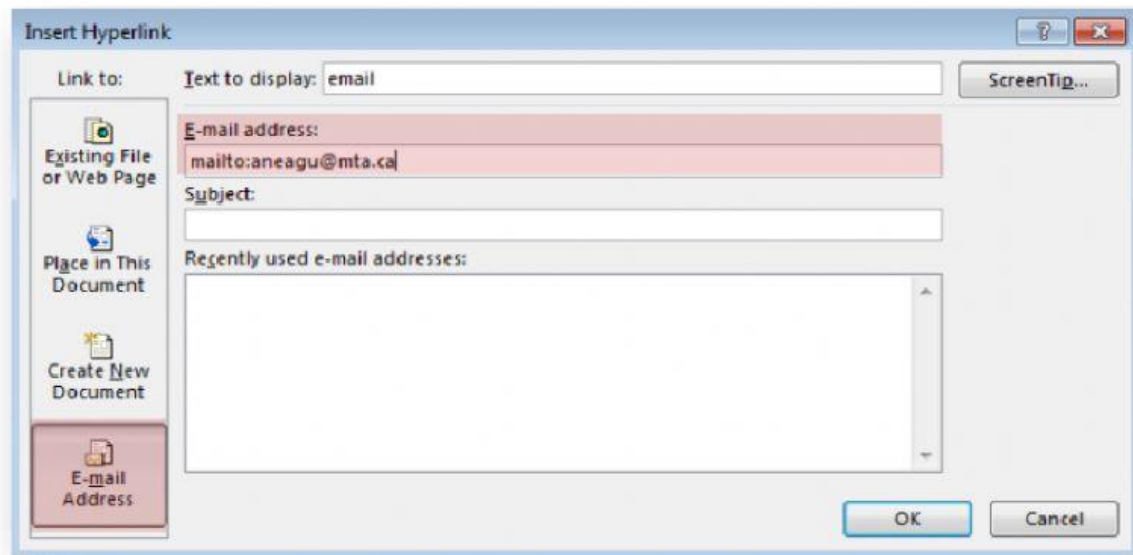
1



2

To Insert Email address hyperlink to your document.

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**.



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Questions

1. What is a hyperlink?

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