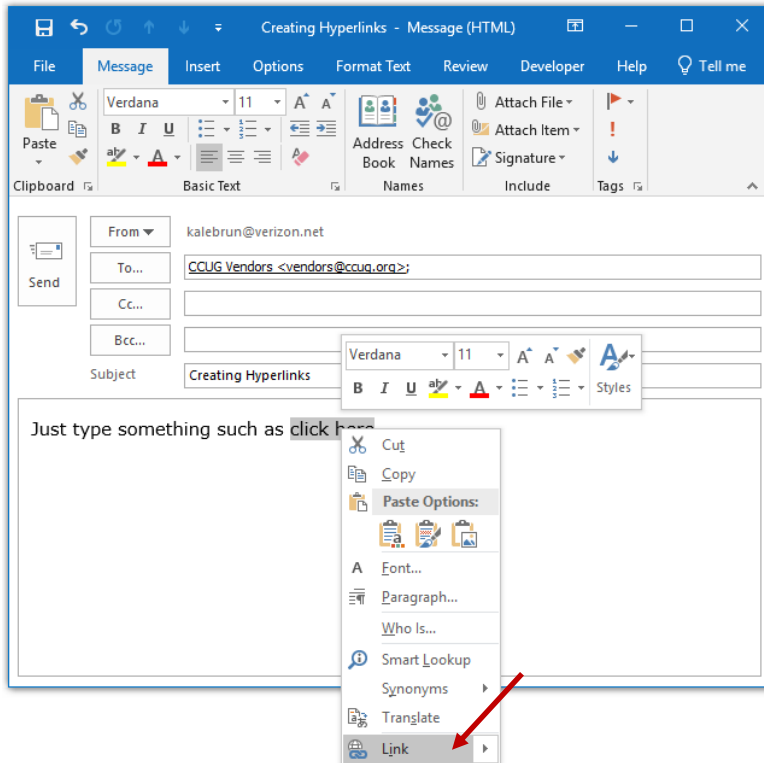# Creating Hyperlinks in E-mails or documents

If you want to create a hyperlink in an e-mail or document, the process is simple.

Type the word(s) you want to use, such as "click here". Highlight the word/words that should be hyperlinked and right-click. In the menu that appears, click "link" (or "hyperlink" depending on your version of Outlook/Word or whatever program you're using).

You'll get a new pop-up box with hyperlink specifications. Be sure "Existing File or Web Page" is highlighted if you want to link to an internet address In the "Text to Display" box you will see the words you want to hyperlink (change as needed). In the "Address" field (bottom), type the web address you want to link to (it may be necessary to type http:// in front of www).
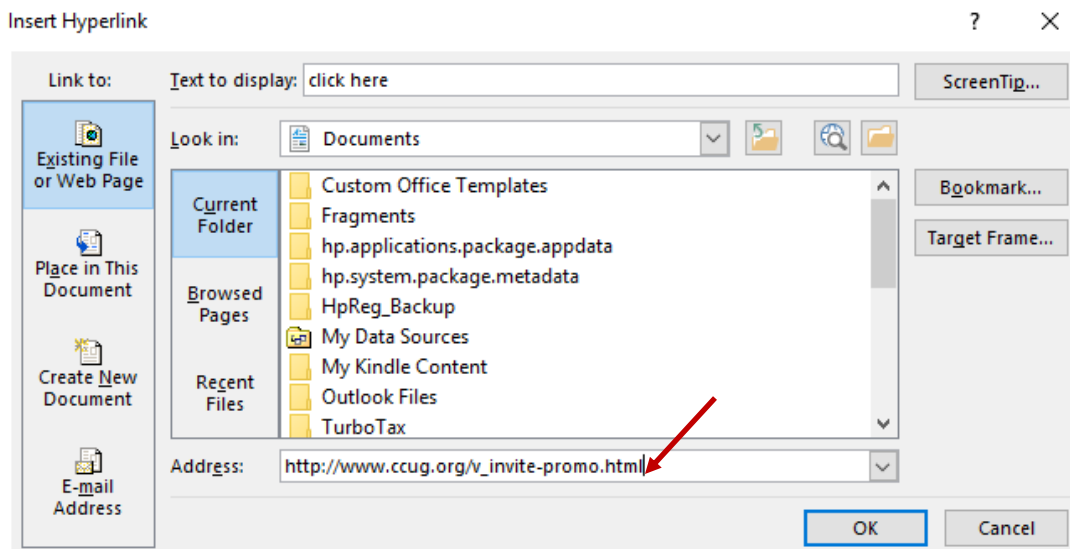
When you click "OK", you'll see the words you wanted hyperlinked in your e-mail/document appear as a hyperlink (so "click here" becomes "[click here](#)"). To test your hyperlink, hold down the "Ctrl" key and click on your link. It should take you directly to the page you want or open.

If you want to hyperlink to an e-mail address as opposed to a web address, simply select "E-mail Address" in lieu of "Existing File or Web Page". In the Address field type the e-mail address the e-mail should be sent to. The fields under "Text to display:" will change to "E-mail address" and "Subject". Enter the e-mail address you want e-mails sent to (mail to: will automatically appear in front of what you type – this is normal) and if you want a particular subject line to show automatically, enter it in the appropriate field (it can be changed if the sender chooses to do so). When the e-mail link function is used a blank e-mail will open using the senders e-mail program with the recipient you entered in the "To:" field.

The hyperlink function can be used with any word or group of words you want to use. This works with any Microsoft Office application as well as most word processing programs.