



High Ground University

How to Add/Create a Hyperlink in an Email

In this video, we will discuss how to create a hyperlink in an email.

To begin, select your recipient group or groups, your user type, email as your message type and your escalation level.

Enter your message subject and your content as usual. When you are ready to add your hyperlink simply click the insert link icon found in the toolbar. A pop-up screen will appear. Enter the web address in the URL box. Next, enter what you want them to do in the "Link Text" box. In this scenario, we will pretend that they are going to register for an event. In the "Link Text" box we will enter "Click Here to Register Now". Finally, change the target to new window so that when your user clicks on the link it won't replace their email window. Then click OK.

Now your hyperlink has been created.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.