

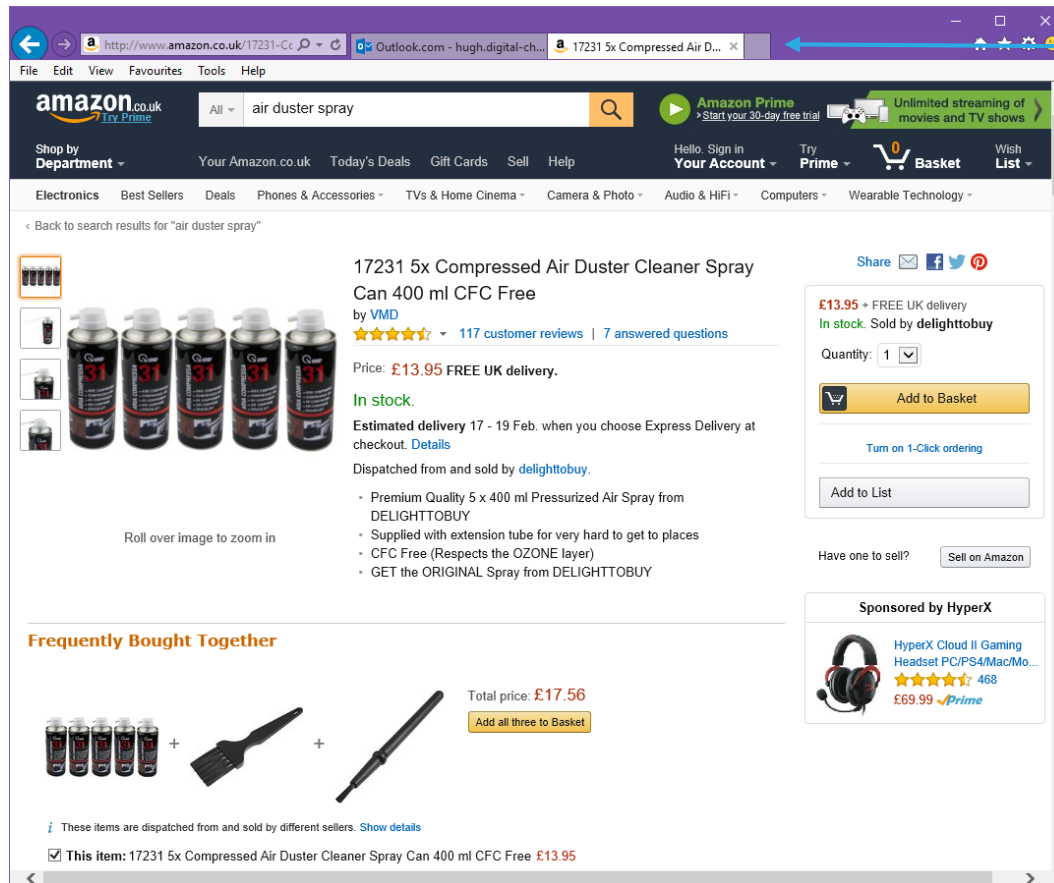
Project 02

INCLUDING (HYPER)LINKS IN E-MAILS

Hyperlinks in e-mails

- I have already sent you at least one e-mail containing a [link](#) (you may see it called a hyperlink which is the correct term, or sometimes hear it referred to as a url) to websites
- In the body of the e-mail, that link stands out from the rest of the text:
 - it is a different colour (usually blue)
 - it is underlined
 - it begins with some 'strange' characters like [http://](#) or [http://www](#)
 - it is clickable – and when you do that you get taken to a page on a website
- Sometimes you want to include a link in an e-mail you send so that you can point the recipient to one or more website pages

Adding a hyperlink in a mail [1]

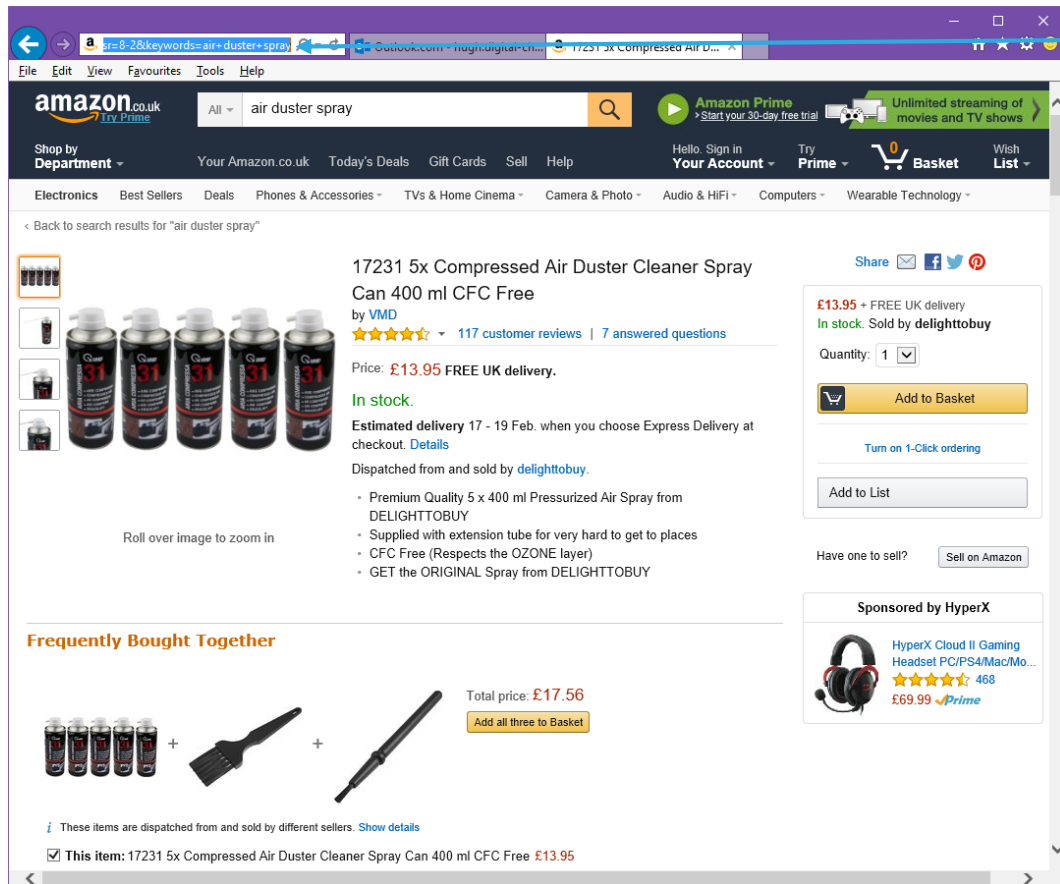


Start by having **two** browser tabs open – one for the e-mail and one for the website you will be linking to

Here I'm looking at a product on Amazon and want to share the details with someone

I want to copy the link to this page

Adding a hyperlink in a mail [2]



Having found the web page I want, I select its address (link) by placing the mouse cursor in the address bar and clicking once

The complete address turns blue to show that, with just that one click, I have selected it all

Now I need to copy the link (page address) so that I can subsequently paste it into my email

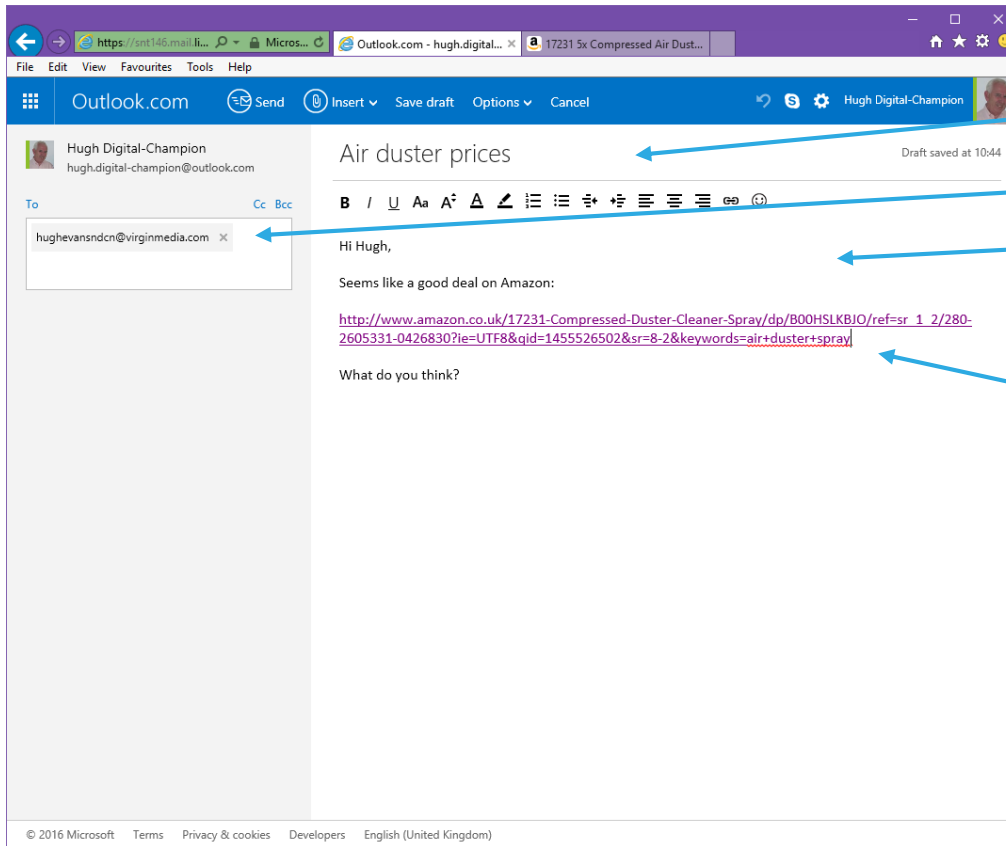
We have already covered the techniques for doing this:

right click and choose Copy from the menu that appears, or

use the CTRL+C keyboard shortcut

When I have done this, I change back to my e-mail browser tab by clicking on it

Adding a hyperlink in a mail [3]



I compose my new e-mail as normal with:
the subject
the addressee
the body

But I leave space in the body so I can Paste in the website address link I copied in the previous step:
either by doing right click and Paste
or with the CTRL+V keyboard shortcut

The address link may look a bit 'hieroglyphical' but is typical of the sort of address you'll see from retail websites

Finally I press the Send button to send the mail