

# How to insert a hyperlink in an email

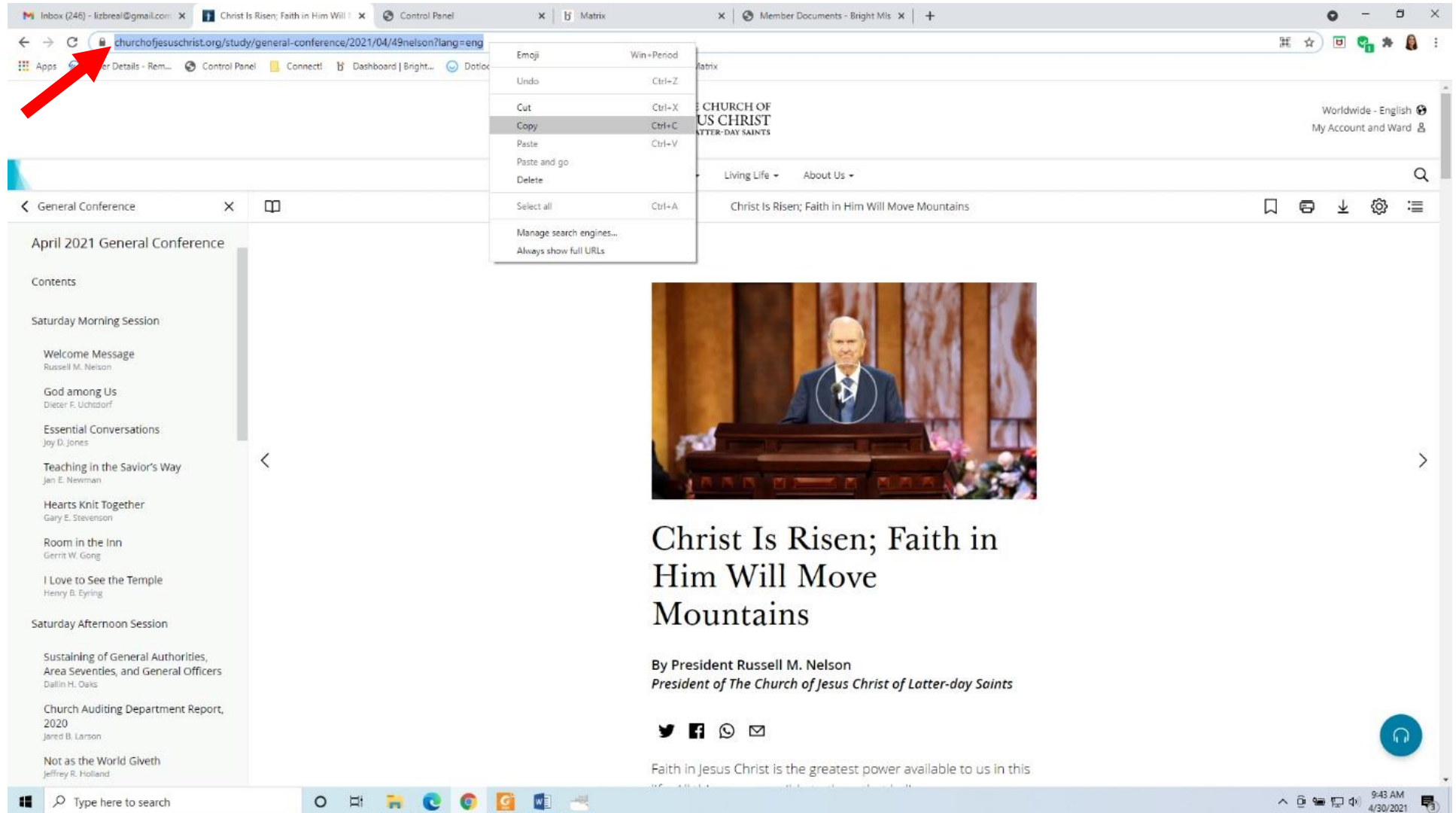
## Step One:

Compose a new email. In the body of the email, name (type in) what you are trying to link. I like to give it a title so the recipient has a general idea of what they are opening.



## Step Two:

Go to the webpage and find the specific content you are trying to link to. Highlight the ENTIRE web address and hit CTRL C or right click and select copy.



The screenshot shows a web browser window with several tabs open. The active tab is titled "churchofjesuschrist.org/study/general-conference/2021/04/49nelson?lang=eng". A red arrow points to the address bar, and a context menu is open over it, with the "Copy" option highlighted. The webpage content includes a navigation menu for the "April 2021 General Conference", a list of sessions, and a featured article titled "Christ Is Risen; Faith in Him Will Move Mountains" by President Russell M. Nelson. The article includes a photo of President Nelson speaking at a podium and social media sharing icons.

Address bar: [churchofjesuschrist.org/study/general-conference/2021/04/49nelson?lang=eng](https://churchofjesuschrist.org/study/general-conference/2021/04/49nelson?lang=eng)

Context Menu:

- Emoji Win+Period
- Undo Ctrl+Z
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste and go
- Delete
- Select all Ctrl+A
- Manage search engines...
- Always show full URLs

Page Content:

General Conference

April 2021 General Conference

Contents

Saturday Morning Session

- Welcome Message  
Russell M. Nelson
- God among Us  
Dieter F. Uchtdorf
- Essential Conversations  
Joy D. Jones
- Teaching in the Savior's Way  
Jan E. Newman
- Hearts Knit Together  
Gary E. Stevenson
- Room in the Inn  
Gerrit W. Gong
- I Love to See the Temple  
Henry B. Eyring

Saturday Afternoon Session

- Sustaining of General Authorities, Area Seventies, and General Officers  
Dallin H. Oaks
- Church Auditing Department Report, 2020  
Jared B. Larson
- Not as the World Giveth  
Jeffrey R. Holland

CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Worldwide - English  
My Account and Ward

Living Life About Us

Christ Is Risen; Faith in Him Will Move Mountains

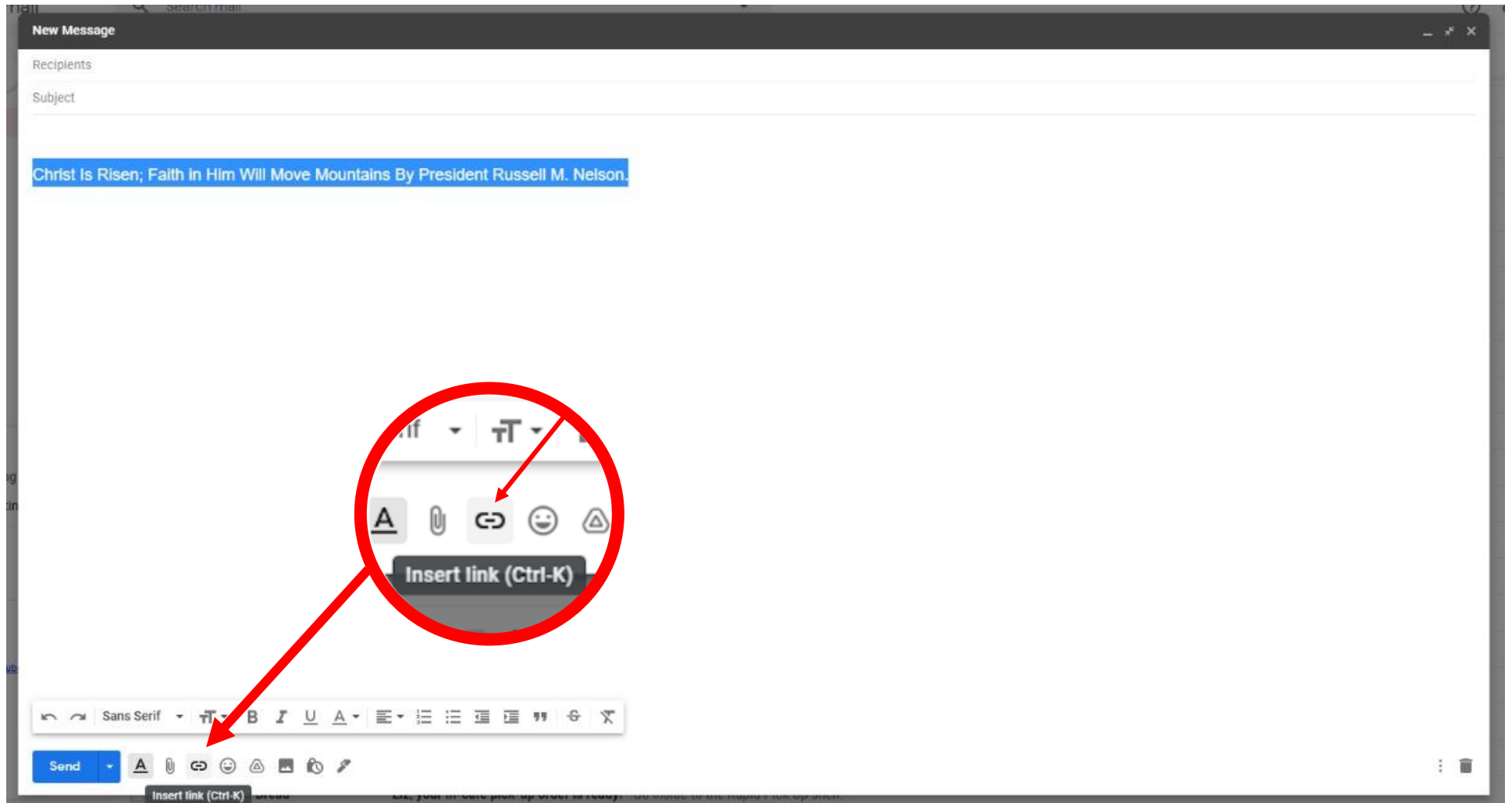
Christ Is Risen; Faith in Him Will Move Mountains

By President Russell M. Nelson  
President of The Church of Jesus Christ of Latter-day Saints

Faith in Jesus Christ is the greatest power available to us in this

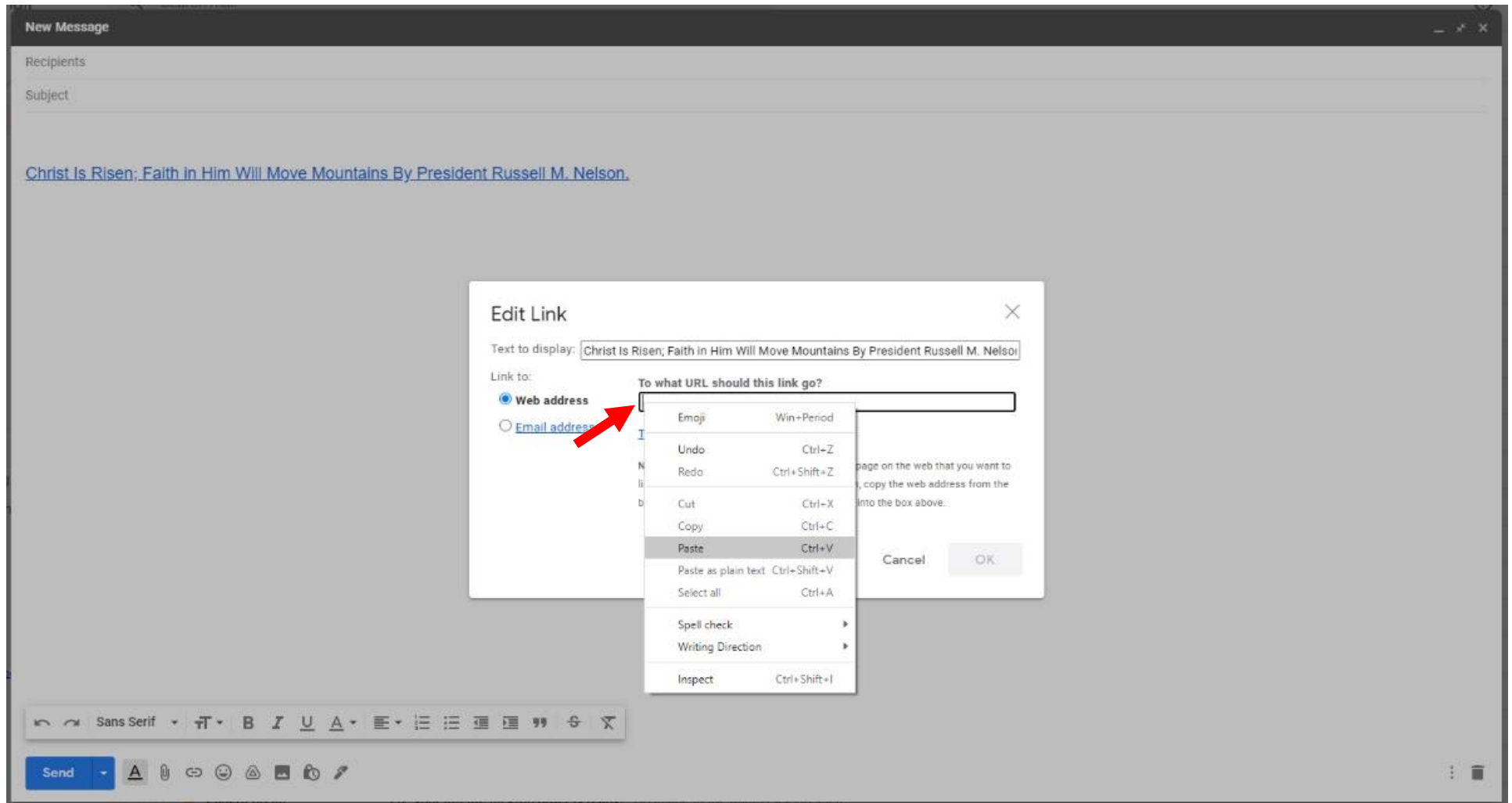
## Step Three:

Go back to the email you are composing. Highlight the link title you have typed in and click on the link bottom at the bottom left of the window.



## Step Four:

Step three will bring up an edit link window. Select the box labeled – To what URL should this link go? – Then hit CTRL V or right click and select paste.



## Step Five:

Once your web address is pasted click OK.

The screenshot shows a 'New Message' window with a text area containing a blue hyperlink: [Christ Is Risen; Faith in Him Will Move Mountains By President Russell M. Nelson.](#)

An 'Edit Link' dialog box is open in the center. It has a title bar with a close button (X). The dialog contains the following fields and options:

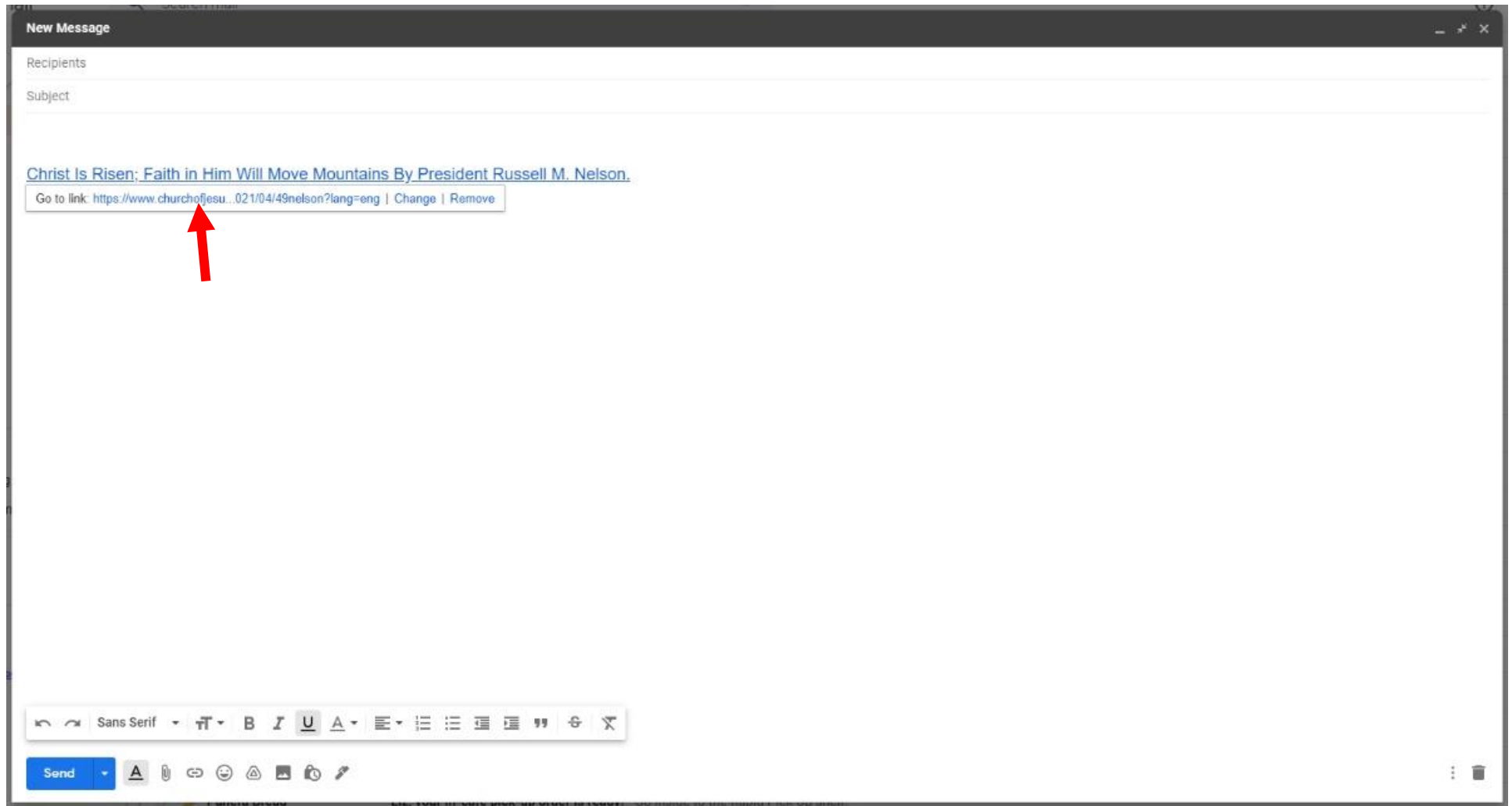
- Text to display:** A text box containing 'Christ Is Risen; Faith in Him Will Move Mountains By President Russell M. Nelson'.
- Link to:** A section with two radio buttons:  **Web address** and  **Email address**.
- To what URL should this link go?:** A text box containing 'https://www.churchofjesuschrist.org/study/general-conference/202'.
- Test this link:** A blue hyperlink.
- Instructions:** A paragraph of text: 'Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.'
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.

A red arrow points to the 'OK' button.

At the bottom of the 'New Message' window, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, color, background color), alignment, and a 'Send' button.

## Step Six:

The link is set up and you are done. However I recommend you double check the link will go to the correct site. To do this you can left click on your newly created hyperlink. It will pull up a small window below. Left click on the web address.



## Step Seven:

Step six will pull up the web page you are trying to link to. If it does not, your hyperlink did not work. Go back to step six and click on “change”. This will pull up the edit link window again. From here you can follow step 2, 4 and 5 to try to reinsert the hyperlink.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Includes "Inbox (246) - lizbree@gmail.com", "Christ Is Risen; Faith in Him Will", "Control Panel", "Matrix", and "Member Documents - Bright Mts".
- Address Bar:** Shows the URL [churchofjesuschrist.org/study/general-conference/2021/04/49nelson?lang=eng](https://churchofjesuschrist.org/study/general-conference/2021/04/49nelson?lang=eng).
- Page Header:** Features the Church of Jesus Christ of Latter-day Saints logo and navigation links for "Worldwide - English" and "My Account and Ward".
- Page Content:**
  - Navigation:** "Libraries", "Serve", "Living Life", "About Us".
  - Breadcrumbs:** "General Conference" > "Christ Is Risen; Faith in Him Will Move Mountains".
  - Image:** A photograph of President Russell M. Nelson speaking at a podium, with a white circle highlighting a portion of the image.
  - Title:** "Christ Is Risen; Faith in Him Will Move Mountains".
  - Author:** "By President Russell M. Nelson, President of The Church of Jesus Christ of Latter-day Saints".
  - Text:** "Faith in Jesus Christ is the greatest power available to us in this..."
- Left Sidebar (Table of Contents):**
  - April 2021 General Conference
  - Contents
  - Saturday Morning Session
    - Welcome Message (Russell M. Nelson)
    - God among Us (Dieter F. Uchtdorf)
    - Essential Conversations (Joy D. Jones)
    - Teaching in the Savior's Way (Jan E. Newman)
    - Hearts Knit Together (Gary E. Stevenson)
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