

# *Digital Ambassador*

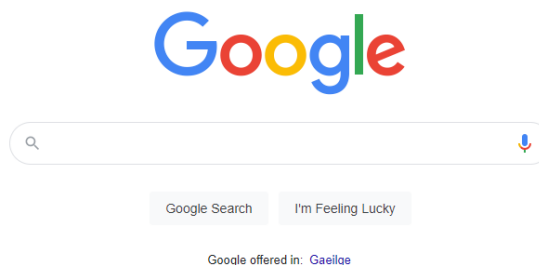
*How to share a link  
to a website in  
the text of an  
email*



## Step 1:

After successfully composing your email, copy the URL Address you wish to share in the text of an email.

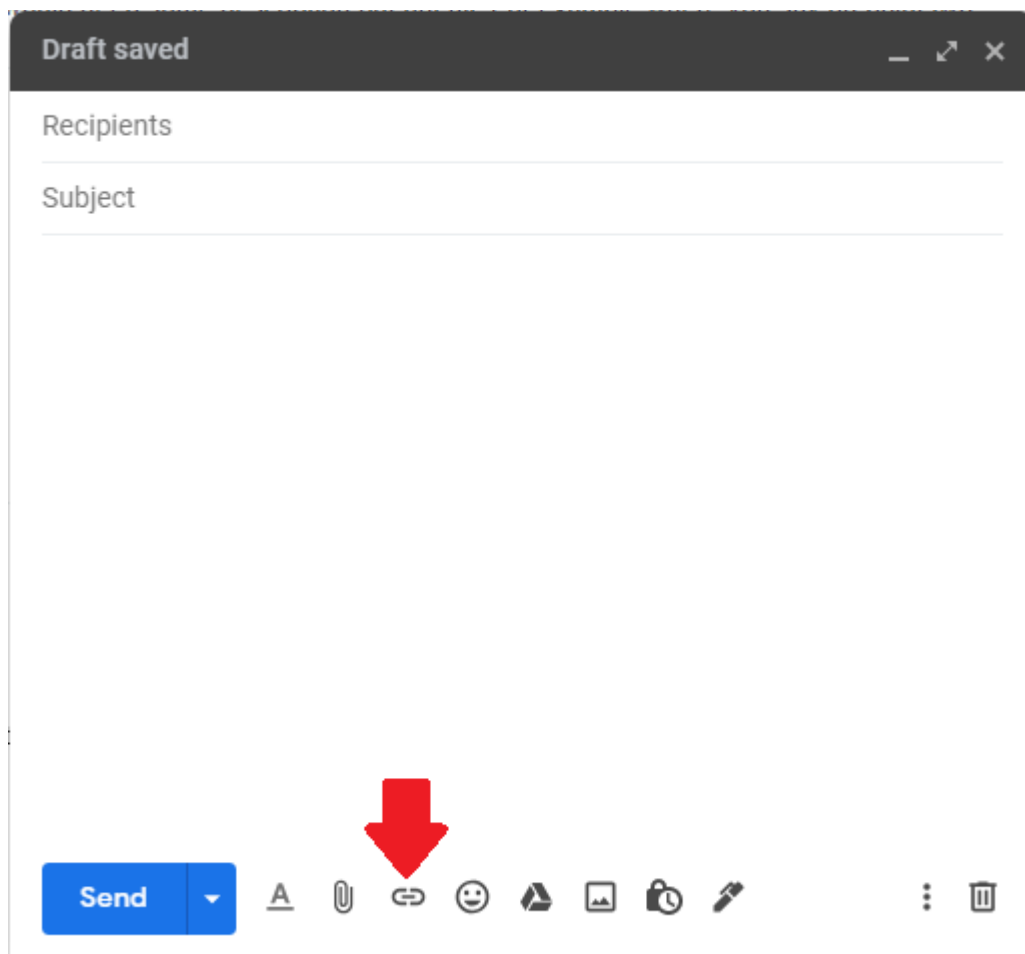
You can copy the URL of any website simply by going to the said website and highlighting the URL Address which can be found on the top of the page. You can copy by highlighting it and right clicking and selecting copy or holding down CTRL + C on your keyboard.



## Step 2:

Once you have your URL copied return to your email and highlight the text you wish to embed the

website link into and press the chain link icon at the bottom.



### Step 3:

Now you can paste in your copied URL Address by right clicking at selecting paste or holding down simultaneously CTRL + V on your keyboard. Click Ok and you are done!