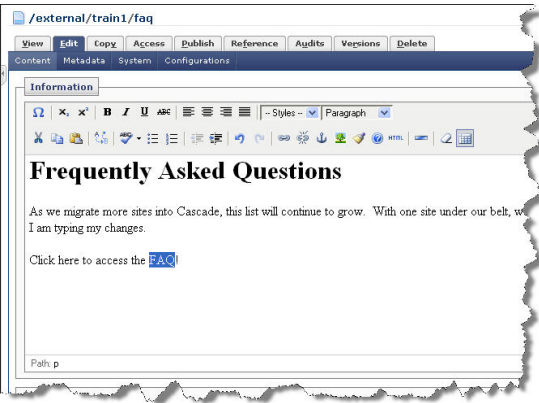
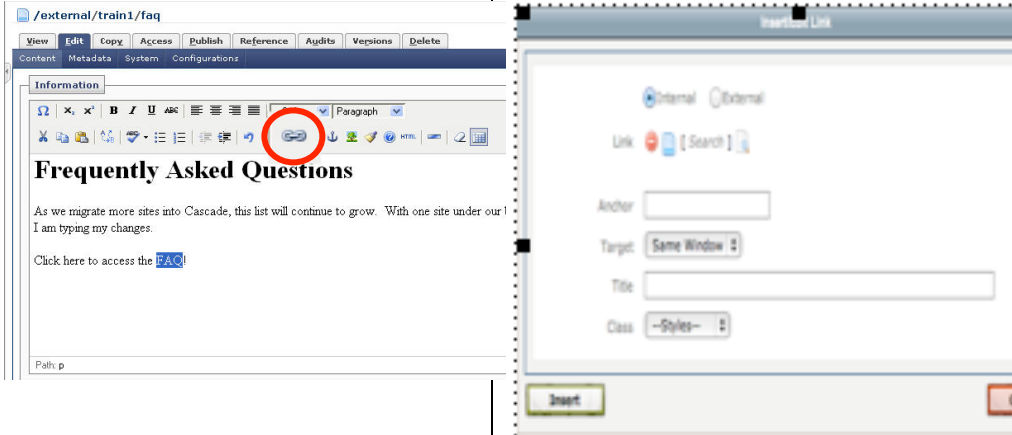
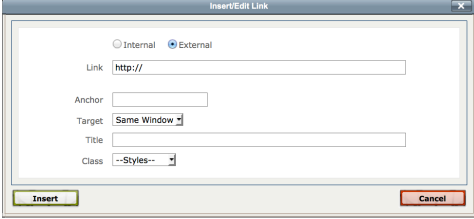
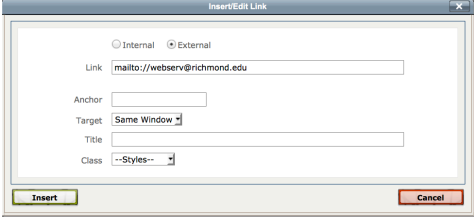
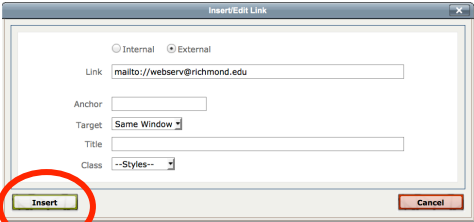
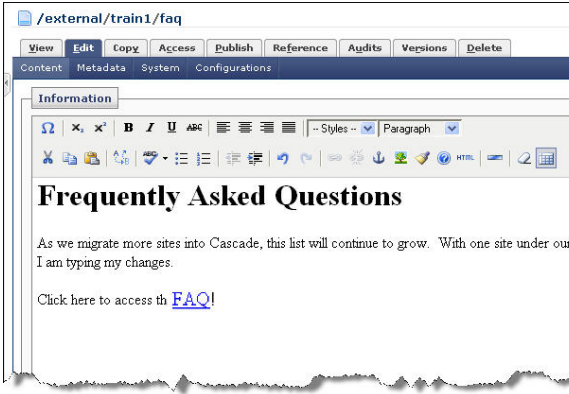


## Inserting Email Links

This Tech-Tip will guide you through the necessary steps involved in creating 'mailto' links. When a visitor clicks on a mailto link, their default email client opens and the 'To:' line is populated with the email address you provide.

Step	Action	Result
1	While in <i>Edit</i> mode on your page, select the text (click and drag) that you would like to convert to a hyperlink.	
2	Click the <b>Insert/edit link</b> button on the WYSIWYG toolbar.	A dialog box appears. 

<p><b>3</b></p>	<p>Be sure the <b>External</b> radio button is selected.</p>  <p><i>Note: External hyperlinks link to pages or assets <b>outside of</b> your site.</i></p>	
<p><b>4</b></p>	<p>Enter the text, 'mailto:' immediately followed by the desired email address in the <i>Link</i> field (i.e., mailto:webserv@richmond.edu)</p> 	
<p><b>5</b></p>	<p>Click the <b>Insert</b> button.</p> 	<p>You return to the page in Edit mode with the new hyperlink visible.</p> 

# Tech-Tips

<b>6</b>	Scroll down and click the <b>Submit</b> button to save your changes.	Your page displays with the <i>View</i> tab active. Here you can see how your page will appear on the web and also test to see that the link works.  <i>Note:</i> You can test your link in this mode to ensure it opens your default email client and the correct email address is populated.  <i>Note:</i> This change is not visible online until the page is published.
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