CREATING TEXT LINKS – EMAIL LINK

INTRODUCTION

The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a text link for opening an email editor. Typically text links are also referred to as hyperlinks. When clicked or tapped (on a touch screen) the action is:

1. to be taken to another web page on the current website - internal link
2. to be taken to external website - external link
3. to open a document
4. to open an email editor

As already mentioned, this tutorial relates to creating links to external pages (option 2.). Refer to the HOPE PROGRAMME Support Materials content list for options 1., 2. and 3.

TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to create text links to open an Email editor.

Example Disclaimer Page with 4 Types of Text Links

GUIDANCE

For all options in the Tutorial the following steps are taken:

A. Log in to CMS (Administrators Only)
B. Select Pages option from the Navigation Bar or Site Content panel as shown below:
C. This action will produce a list of **Content Pages** - refer to diagram below:

![Content Pages](image)

**Disclaimer Page**

D. **Filter by Section – Legal to locate and select Disclaimer Page**

![Content Pages](image)

**Disclaimer Page**

E. **Click on Content Button to Open Disclaimer Page**

![Disclaimer](image)
F. Click Edit Page > Content

CREATE AN EMAIL LINK (OPTION 4.)

G. Type text to be used for the email link and position on Page

Disclaimer Page with text inserted for Email Link

H. Highlight text to be used as the text link and Click Link on the Editor refer to diagram below:

I. The result of the action of Clicking the Link Icon will be the Link Window (with Tabs) will appear as below:
J. Click on Link Type and select Email

![Link Window](image)

Link Window – After Selecting Email Link Type

K. The action will Change the Link Form to capture Email details. Complete the Form entering the email address (1), Message Subject (2) and Message (3). Click OK (4) to complete operation – see diagram above.

L. Click Update Content Page

M. Test Link on the Public Page

![Email Link on Disclaimer Public Page](image)

Email Link on Disclaimer Public Page

Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 1., 2. and 3.

ends.