

Hyperlinks

A hyperlink is an object, text or a graphic that links to another web page, email address, network or other Outlook location or item. By clicking the hyperlink in an email, you can quickly get to the resource.

Hyperlinks are identified by these characteristics:

- Text preceded by a “**www**” or <http://> (a World Wide Web link.)
- Text (often) underlined and displayed in a different color – **blue**, by default.
- A graphic.
- Your mouse pointer. When you place it over a hyperlink, the mouse pointer changes from an arrow to a pointing hand. To see a hyperlink’s target **URL**, displayed before you click, move the mouse pointer over the link and observe the browser’s status message area – in some cases, the screen tip.

To create a hyperlink to a Web page in a message:

1. Within the mail message, position your cursor where you want to insert the hyperlink.
2. Create the hyperlink:
 - **Type** the hyperlink using the correct protocol.
 - **Copy** the url in the address bar and paste into the email message,
 - Or, **open your browser** (Internet Explorer), navigate to the web site that you want to add as the hyperlink and from the address bar, drag the address icon to the taskbar to email. Once the mail message is displayed, drag the mouse onto the message and then release the mouse to add the link to the message.

Note: You cannot open a hyperlink in a message that you are creating by clicking the hyperlink. Outlook has restricted action so that you can click the hyperlink for editing purposes. To open, or follow a hyperlink in a message that you are creating, hold down **Ctrl and click the hyperlink**.

Note: You can also create various hyperlinks by choosing **Insert → Hyperlink**. The Insert Hyperlink dialog box allows you to set links to existing file or Web pages, places within documents, or email addresses.