## LINK AN EMAIL ADDRESSES

To insert a hyperlink to an email address:

1. In the WYSIWYG Editing page, **type the text** you want to become a hyperlink
2. **Highlight the text** (hold down the left mouse button and drag)
3. Click the **Mailto Link icon**
4. Type the **Recipient Email address** and complete the **Mail Subject field**
5. Click **Insert**