

How to Insert an Email Link into Your Web

1. It's very easy to insert an email link into your Web page. The only thing you need is an email address!
2. First, choose a picture or symbol for your link. If you use **How to Find Free Pictures and Animation on the Web**, you'll probably be able to find a lot of cool email pictures, from animated mailboxes which open, to funky fonts that spell out the word *Email*. If you prefer, you can choose your own fonts and type the word "email" and use a text link.
3. Insert the picture and click on it to select it, or type your text and click-drag-highlight.
4. On the menu bar, click on **Insert** and **HYperlink**.
5. On the **Create Hyperlink** window that pops up, type in your email address in the box next to **URL**.
6. Click **OK**.
7. If you want to test your link, click on the **Preview** tab at the bottom of the page. (Note: your computer must be Online in order for your link to actually work.)