

Outlook Express & Outlook 2003

INSERT WEBSITE LINK

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Click on the blue, underlined text to go to its linked reference.



QUESTION: I'm trying to send this link to my friends, but because it is so long they can't get to it. Outlook Express only highlights the first line which takes you nowhere. Even if I copy it into WordPerfect and reduce the font size to 6, I can't get it to appear as a single line so I can paste it into Internet Explorer. Can you help me?

<http://www.myfoxtampabay.com/myfox/pages/Home/Detail;jsessionid=8BDAB3149B425933E496FCAB84880315?contentId=21144&version=211&locale=EN-US&layoutCode=TSTY&pageId=1.1.1&sflg=1>

ANSWER: Rather than paste it into Outlook Express, try inserting it.

1. At the website, copy the website's link (**Figure 1**):

- ❶ Left-click on the Address.
- ❷ Left-click on "Copy" in menu.

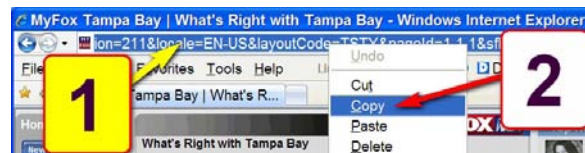


Figure 1

2. Create the link (**Figure 2**):

- ❶ Type a message including a place for the link to appear.
- ❷ Left-click, hold, and drag the word or phrase which will become the link.
- ❸ From the MenuBar, select "Insert" >
- ❹ From the drop-down menu, Left-click on "Hyperlink..."

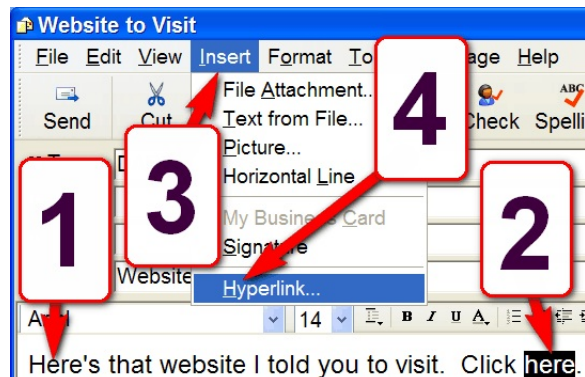


Figure 2

3. Create the link (Figure 3):

- ❶ Paste in the website by using the *Ctrl+V* keys — hold the “*Ctrl*” key and touch the “*V*” key, releasing both quickly.
- ❷ Touch the *Enter* key, on the keyboard, or click on the “OK” button.

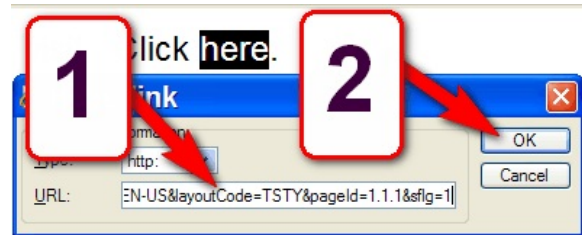


Figure 3

4. When the recipient clicks on the link, which will appear as blue, underlined text (**Figure 4**), Internet Explorer opens with that linked site open.

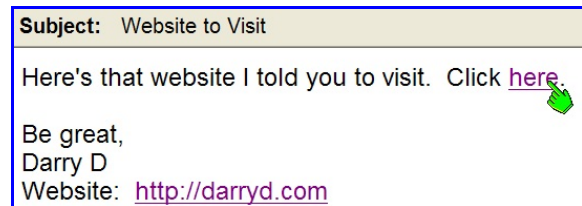


Figure 4

ALTERNATIVE

Parker Monroe points out that if someone should receive a long, multi-line link:

- ❶ Left-click on the Forward button to create a new message.
- ❷ Place the mouse cursor immediately after the last character on the first line of the link, press the DEL (Delete) key which adds the second line to the first line.
- ❸ Place the cursor at the end of that expanded link, press DEL again, and the third line will now be connected.
- ❹ If the entire link is not blue, place your cursor at the end of the entire link and touch the Enter key, on the keyboard, which will make the entire link blue.
- ❺ The link can now be clicked to access that Web site without sending the email you created.