



## Introduction

Use the Links area to post links to web sites that would be useful to your team.

### Process Summary

#### Create Links

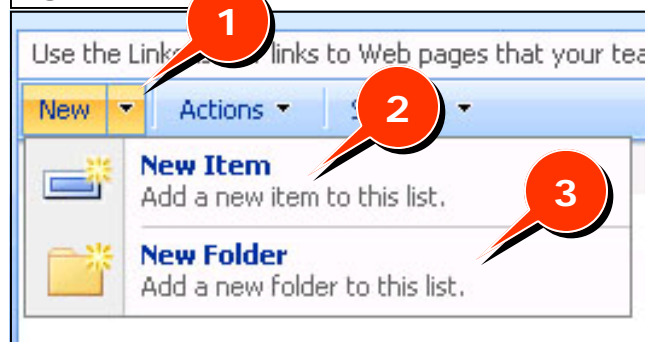
1. Create
2. New Item
3. Testing
4. Folder

## Create a Link

You can create a folder to organize your links or place a links in the general links area.

1. From the Home page click on **View All Site Content**.
2. Click on **Links** in the Lists area.
3. Click on the drop down **Arrow** next to **New** (Fig 1, 1).
4. Select **New Item** (Fig 1, 2) or **New Folder** (Fig 1, 3).

Figure 1



### New Item

After selecting **New Item** (Fig 1, 2) from the drop down menu.

1. Type or copy and paste the link into the **Web address** area (Fig 2, 1).
2. Test your link by clicking on **Click here to test** (Fig 2, 2).
3. Type a title for your link in the **Description** area. (Fig 2, 3)
4. You can add information about the link in the **Notes** area (Fig 2, 4).
5. Click **Ok** (Fig 2, 5).

Figure 2



### Create a Folder

After selecting **New Folder** (Fig 1, 3).

1. Type a name for your folder in the **Name** field.
2. Click **Ok**.
3. To add a link inside the folder click on the Folder name and complete steps 1-5 from New Item.

