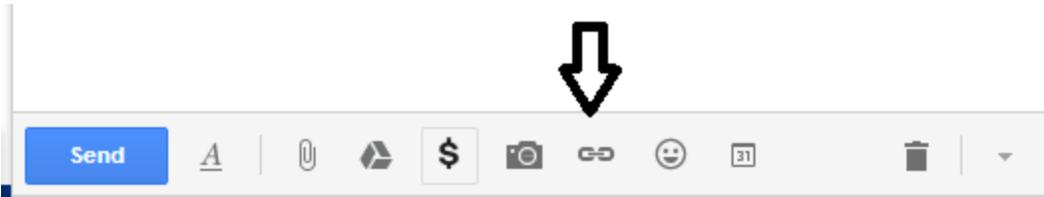
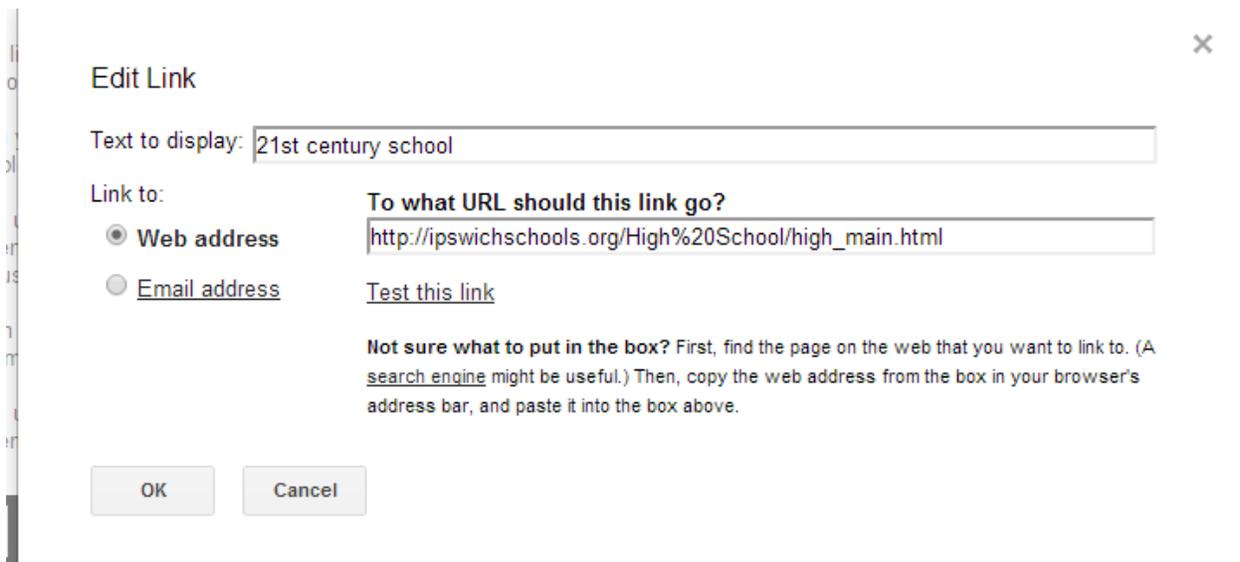


How to create hyperlinks in Gmail

1. In a new email type in the phrase you'd like to hyperlink,
2. Highlight the text
3. Choose from the task bar directly below the body of the email the **hyperlink icon**, a small chain.



4.

A screenshot of the 'Edit Link' dialog box in Gmail. The dialog box has a title bar with 'Edit Link' and a close button (X). It contains the following fields and options:

- 'Text to display:' field with the text '21st century school'.
- 'Link to:' section with two radio buttons:
 - 'Web address' (selected) with a text field containing 'http://ipswichschools.org/High%20School/high_main.html'.
 - 'Email address' with a text field containing 'Test this link'.
- A paragraph of instructional text: 'Not sure what to put in the box? First, find the page on the web that you want to link to. (A search engine might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.'
- 'OK' and 'Cancel' buttons at the bottom.