

## **Tip - How to Make a Hyperlink in a Eudora Email Message**

Eudora lets you create a hyperlink in an outgoing message; that is, convert a piece of text into a link to a URL, so when your recipients click the text, their browser opens and takes them to that URL.

To create a hyperlink, do the following:

1. Type the text you want to link in your outgoing message.
2. Select the text to highlight it.
3. From the Text submenu under the Edit menu, choose Make Hyperlink, or click the insert Hyperlink icon on the message toolbar.
4. In the URL field of the Hyperlink dialog box, enter the full address of the URL, for example, <http://www.eudora.com>
5. Click OK.

The text is now linked, highlighted, and underlined in the message. When your recipient receives the message, opens it, and clicks on the hyperlink, their browser or other application will open and go directly to the URL you specified.

**Please note:** You can also create a link to an email address that will open a new message window by using the formula below for the link:

`mailto:username@domain.name`

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

[http://www.uis.harvard.edu/support\\_services/](http://www.uis.harvard.edu/support_services/)

or please contact the Help Desk via phone at 617-495-8411, or via email to [dls@harvard.edu](mailto:dls@harvard.edu).