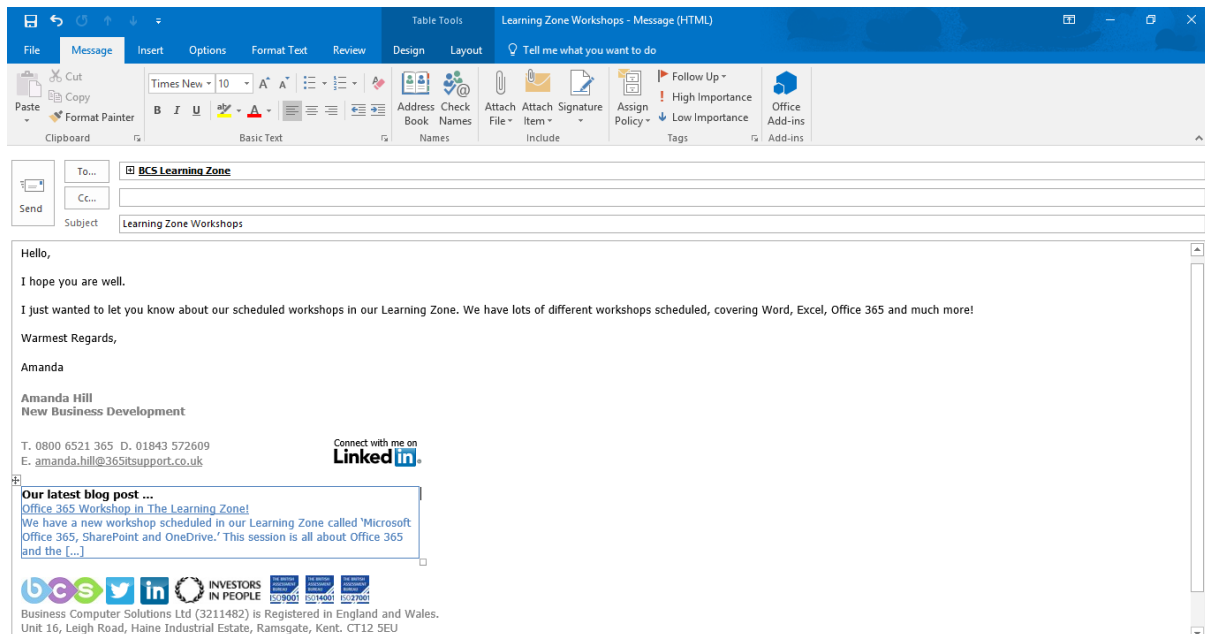


Do you ever struggle with how to shorten links in your emails in *Office 365 Outlook*? Have you ever received an email and seen a really long link, which looks untidy and unprofessional? Look no further...here is how to hyperlink text in your *Office 365 Outlook* emails. Welcome to the world of tidy links...

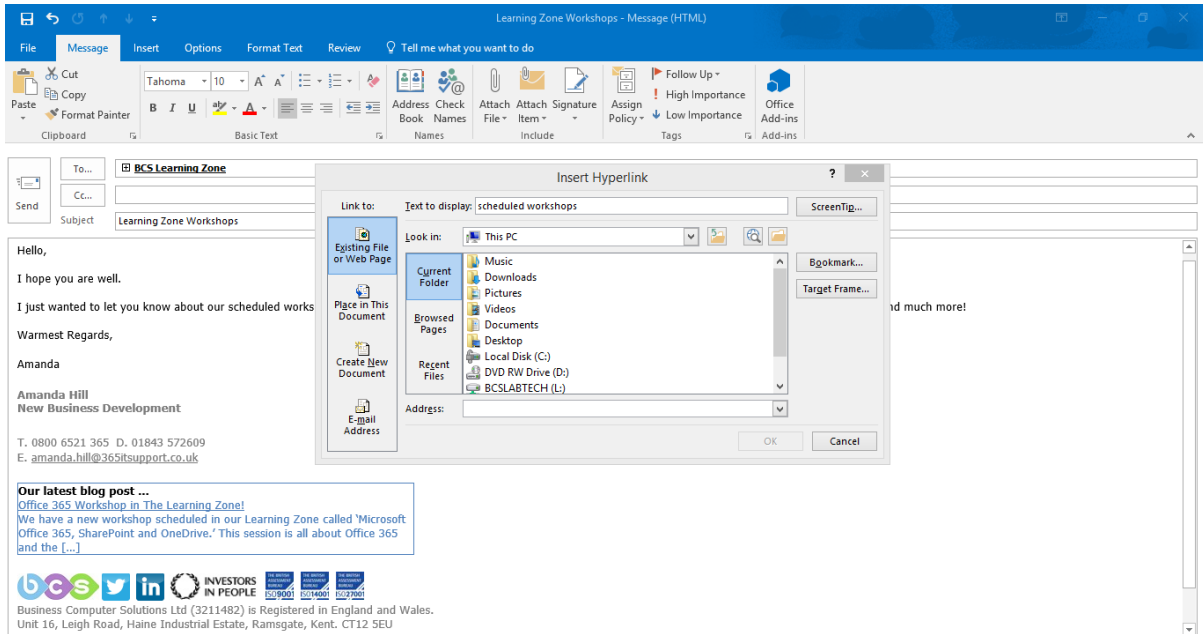
- Compose your email in *Office 365 Outlook* as usual –



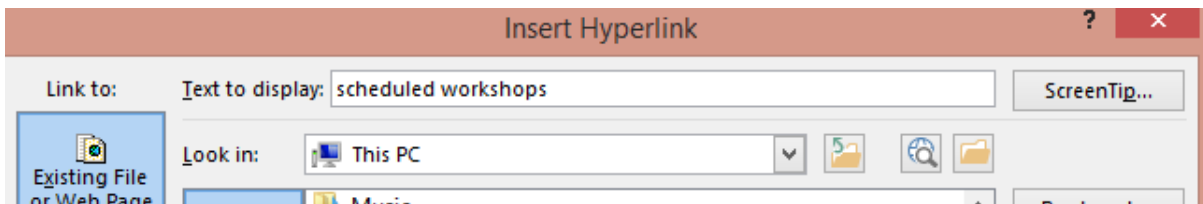
- Use the words in your composed email to hyperlink links, so the text itself becomes the link. Select a word or words that you wish to hyperlink by using your mouse to select the word/s. The words **scheduled workshops** have been selected below –

Hello,
 I hope you are well.
 I just wanted to let you know about our scheduled workshops in our Learning Zone. We have lots of different workshops scheduled, covering Word, Excel, Office 365 and much more!
 Warmest Regards,
 Amanda

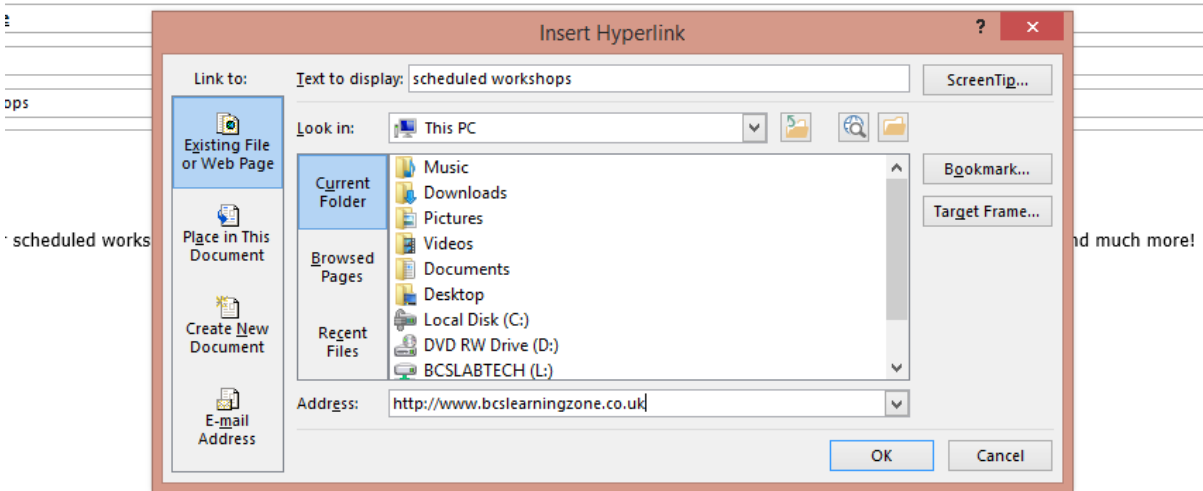
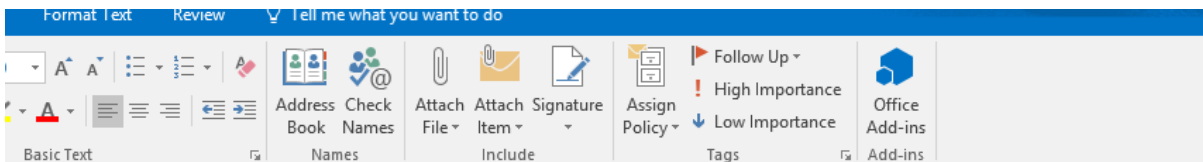
- Once you have selected your word/s to hyperlink, right click using your mouse and select the option **Hyperlink**. Then you will see the below box appear –



- You can copy and paste a URL from a website or search for what you are hyperlinking using the **Look in** option.



The BCS Learning Zone website has now been copied and pasted into the **Address** option as you can see below –



- Click **OK** once you are happy and the word/s in your email will be hyperlinked. This will show your word/s as blue and underlined –

Hello,

I hope you are well.

I just wanted to let you know about our [scheduled workshops](#) in our Learning Zone. We have lots of different workshops scheduled, covering Word, Excel, Office 365 and much more!

Warmest Regards,

Amanda

- Continue this process until the words you wish to hyperlink are all complete. Then once you send the email, the recipient will be able to click on all your links and view the relevant information. The link will open a new internet browser and the recipient can view all the information there. The email looks professional, neat and tidy...result! See our example below –

Hello,

I hope you are well.

I just wanted to let you know about our [scheduled workshops](#) in our Learning Zone. We have lots of different workshops scheduled, covering [Word](#), [Excel](#), [Microsoft Office 365](#) and much more!

Warmest Regards,

Amanda

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New Business Development

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Our latest blog post ...

[Office 365 Workshop in The Learning Zone!](#)

We have a new workshop scheduled in our Learning Zone called 'Microsoft Office 365, SharePoint and OneDrive.' This session is all about Office 365 and the [...]



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Please feel free to call our helpful and knowledgeable team on 01843 572600 if you would like any advice about your Office 365 products. You can also email us at hello@365itsupport.co.uk – we are always happy to help and provide advice for your IT requirements.