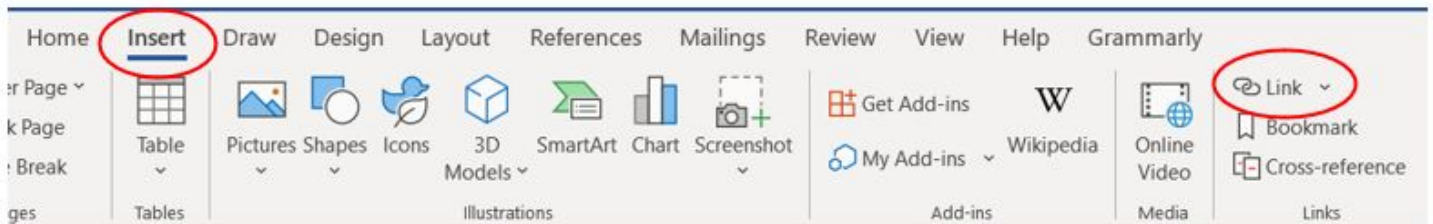


Creating an Embedded Link or Email Address in Microsoft Word

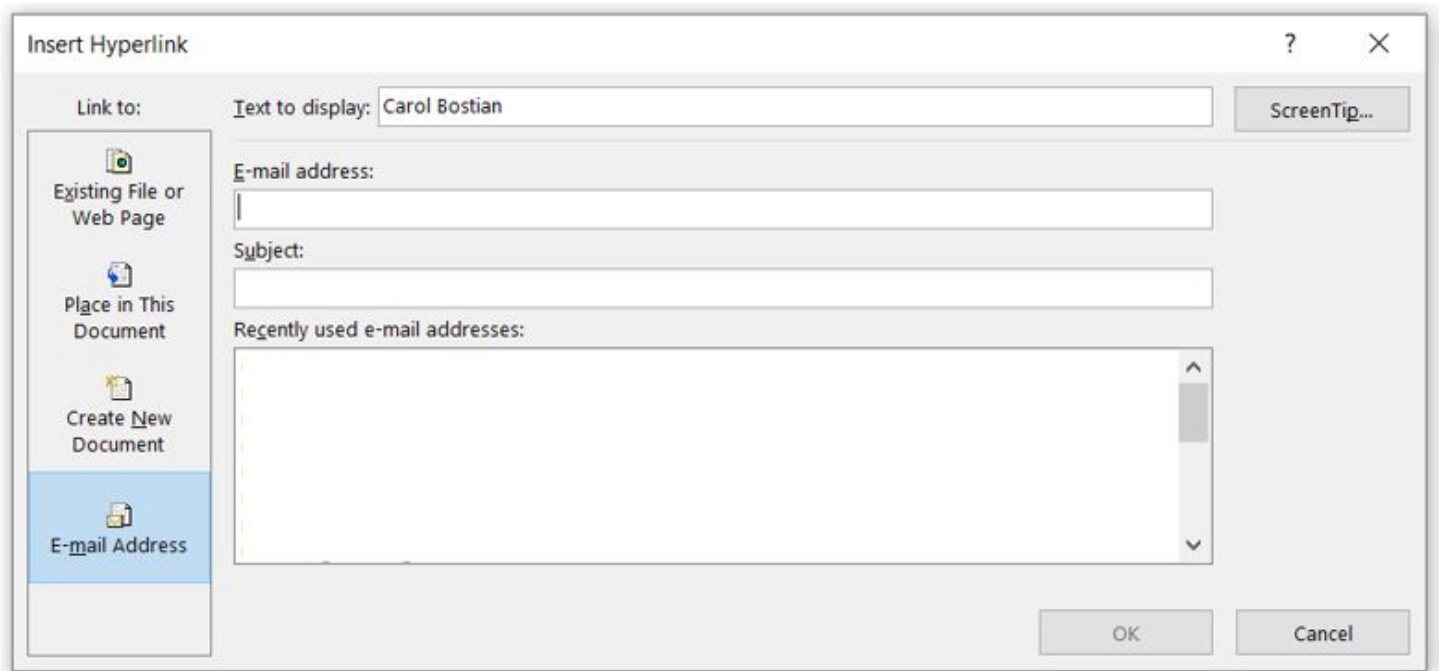
- Step One: Highlight the text that you want to link to an email address or website.

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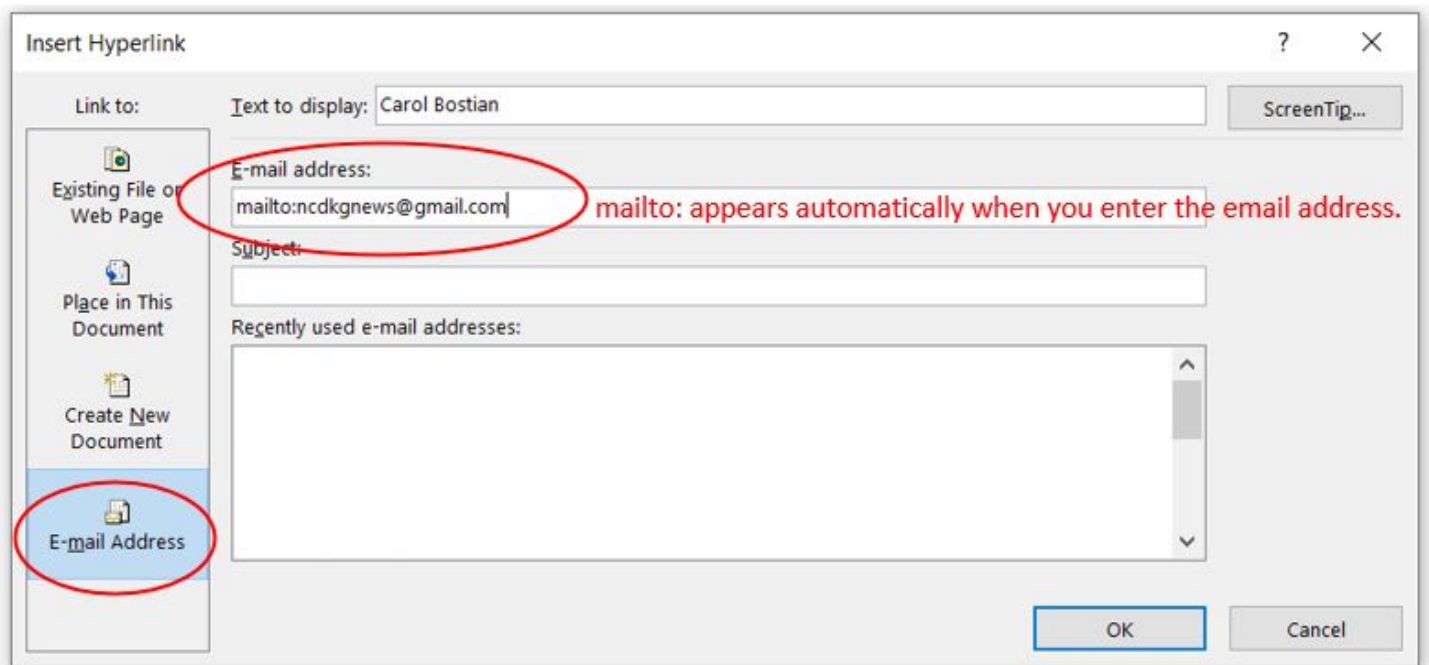
- Step Two: Click Insert tab. Then click Link



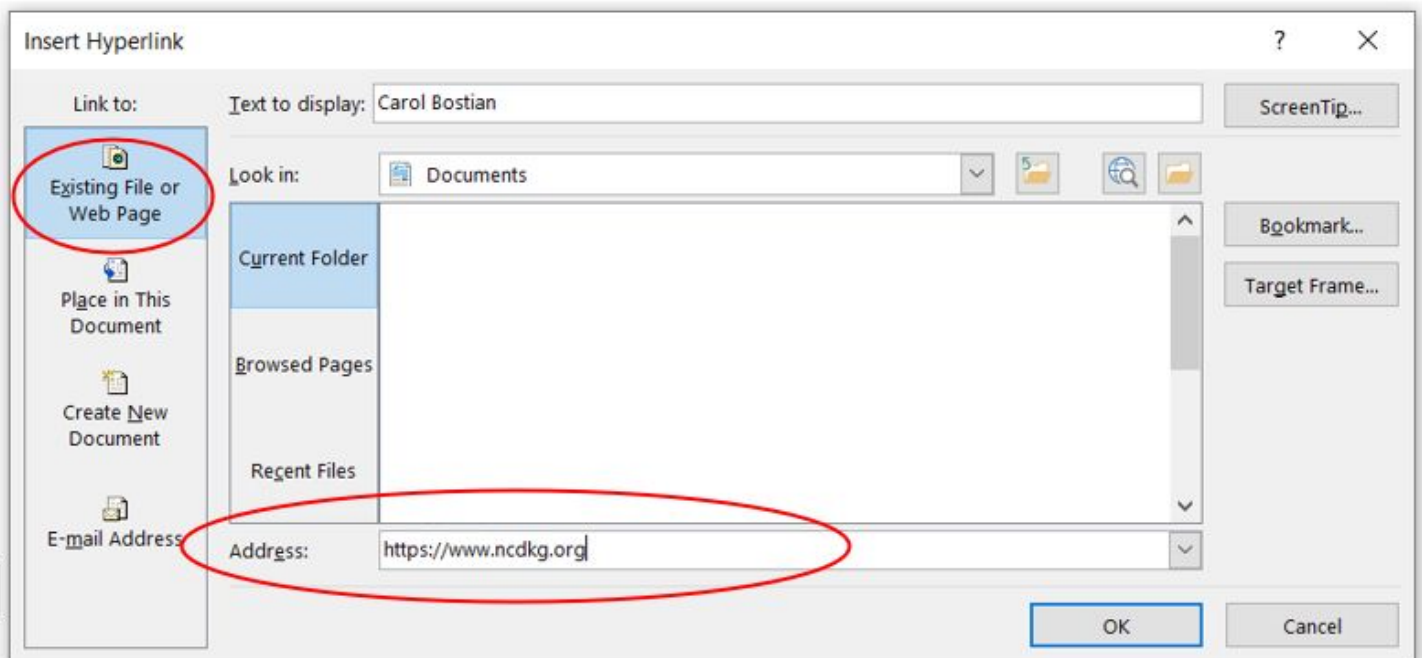
- Step Three: A new box opens.



- Step Four: Type or paste the email address or a website link in the box.
 - If creating a link to an email address, select E-mail Address on the left side of the box. Then type or paste the email address in the E-mail address line. Click OK.



- If creating a link to a website, select Existing File or Web Page on the left side of the box. Then type or paste the website link near the bottom of the box.



- Step Five: Click OK.

You now see the “Text” hyperlinked (it turns blue and is underlined) that can be used in publications

- The email address or website link is considered embedded or hidden.

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NOTE: You can use the same steps to create a hyperlink to a photo or to clipart that has been added to your document. Select the photo or clipart (you will see “handles” on the corner) and begin with Step One to create a hyperlink to the photo or clipart.