Add URL Links to a Class Communication Announcement

1. Click into the student content area. This will open the rich text editor.

2. Enter the text/content into the rich text editor.
3. Select the text that you want to make into a URL link by highlighting it with the mouse.

This is an enlarged version of the highlighted text

4. Press the Ctrl and the C keys simultaneously to copy the URL onto your clipboard.

5. Click on the Link button.
6. Paste the link into the URL box by pressing the Ctrl and V keys simultaneously.

7. Click the Target tab.
8. Select **New Window (_blank)** from the dropdown menu.

![Link options](https://example.com)

9. Click **OK**

The link has been added. Repeat the process for any text that you wish to become a URL link.

You can then test the link by placing your mouse over the newly added link. You will see a popup box at the bottom of the screen with the contents of the link. If they match, the link was correctly added. You can also click on the link and make sure that it takes you to the correct URL.

![Test link](https://example.com)
Finally, click **Done Editing**

Publish the Class Communication so that the students will be able to see the added links