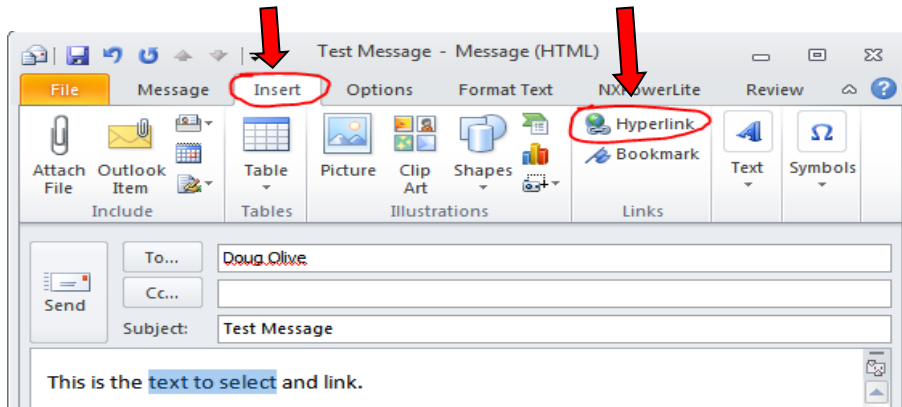


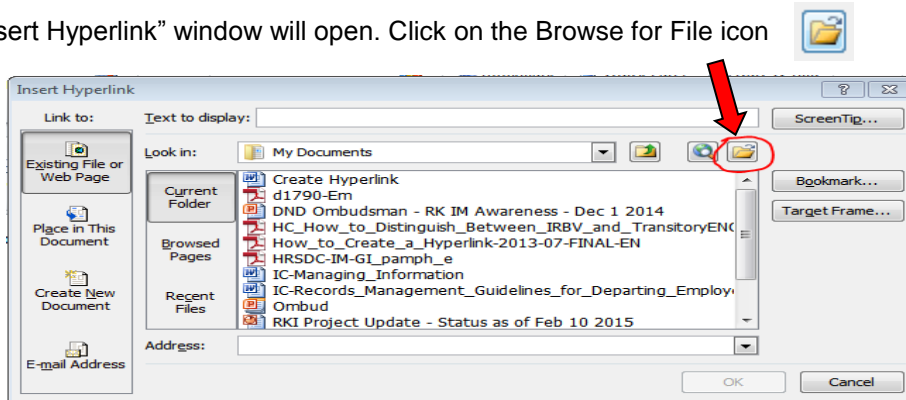
UNCLASSIFIED

How to create a hyperlink in Outlook 2010 (or any MS Office Application)

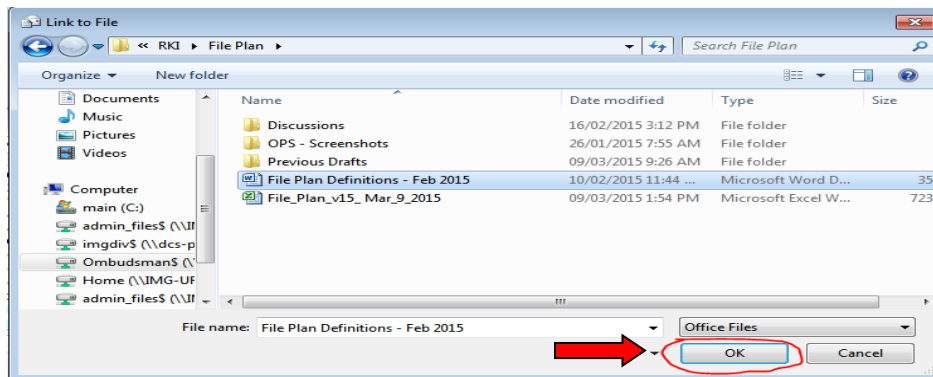
1. Make sure the file is stored on the shared drive so that it's accessible.
2. Select the text to link with your mouse, click the "Insert" tab then the "Hyperlink" button.



3. The "Insert Hyperlink" window will open. Click on the Browse for File icon



4. Find the shared drive folder and file you'd like to hyperlink to, left click it once in the list, then click "OK"



5. The text you've selected is now linked. To confirm, hover your cursor over the linked text. A pop-up window will show the path of the linked file:

file:///\\img-urb-p005513\\ombudsman\$\\
rk\\file plan\\file plan definitions - feb
2015.docx
Ctrl+Click to follow link