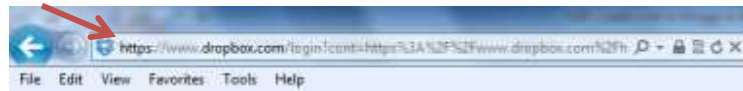## Create Link to Image in Bulletin

Note: It is helpful to write down or copy the web address (URL) that you wish to link prior to beginning the steps below. You will find this in the address bar of your browser while you are on the page you wish to link.
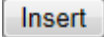

On the Bulletin Template:

1. Click the 'Add/Edit Image' button by the image box you wish to link and go to step 3. If no images are present refer to 'Add Image to Bulletin' in the Help Menu to upload an image.

On the Bulletin Form:

2. Click 'Browse Image'; refer to 'Add Image to Bulletin' in the Help Menu to upload an image.

3. Type in or paste the desired web address (link) in the box in Step 4.

4. When you click 'Insert' in step 5 the image will appear on your bulletin as a clickable button with the link attached.