

Email Links

Text can be linked to open a new email when clicked.

To generate an email link, first select the text you wish to serve as the link, then click the Link button in the toolbar.

Use the Link Type dropdown menu to select Email.

Enter the email address you wish the link to send to.

As an additional option, you can add a default message subject and default text for the body. This step is optional, and the text can be modified when creating the email, but this can be helpful when a standard subject and message body are desired.

Click OK. The text will now appear blue and underlined. Clicking the link in a preview or Active version will open a new message in your default email client.