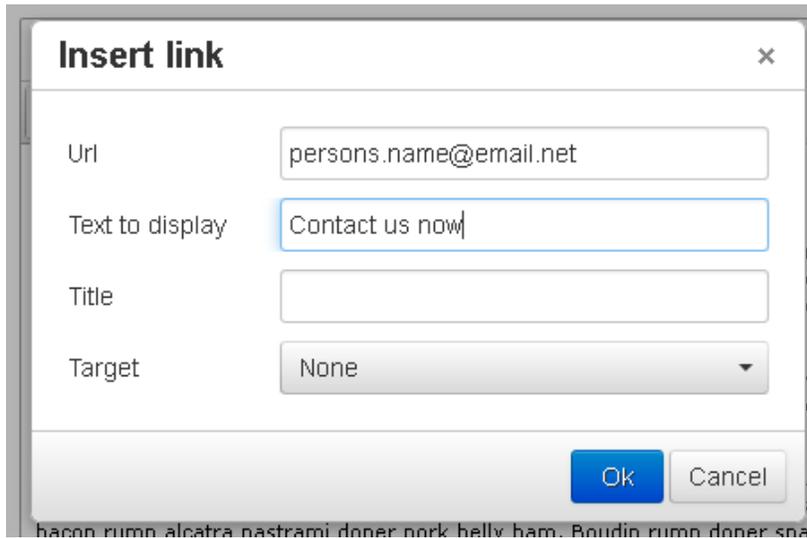


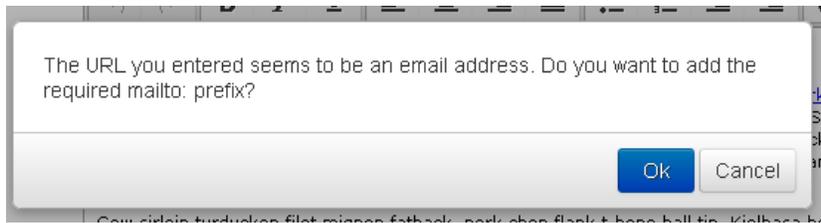
Creating a Link to an Email Address

- Select the text that you want to be the link (i.e. Please RSVP)
- Choose the Insert/Edit External Link option from the link menu
- In the URL field, you would enter the email address: *persons.name@email.net*



The screenshot shows a dialog box titled "Insert link" with a close button (X) in the top right corner. It contains four input fields: "Url" with the text "persons.name@email.net", "Text to display" with "Contact us now", "Title" which is empty, and "Target" which is a dropdown menu set to "None". At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

You will then be prompted as follows and you could just click "OK".



The screenshot shows a warning dialog box with the text: "The URL you entered seems to be an email address. Do you want to add the required mailto: prefix?". At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

To prepopulate the subject line of your message

If you want to have the subject line of the email be pre-populated with certain text, place the following into the URL field (bold and italicized text for emphasis only):

mailto:***emailaddress@email.net***?subject=***Text that you would like to have on the subject line***