

SENDING A LINK VIA EMAIL



Open Your Email Account

- Go to the website or open the app of your email provider (e.g., Gmail, Outlook, Yahoo).
- Log in with your email address and password if you're not already logged in.

Click on "Compose" or "New Message"

- Look for a button or link that says "Compose," "New," or "New Message" and click on it to start writing a new email.

Enter the Recipient's Email Address

- In the "To" field, type the email address of the person you want to send the link to.

Add a Subject

- In the "Subject" field, write a brief description of what the email is about, such as "Check out this website" or "Interesting article to read."

Copy the Link You Want to Send

- Open your web browser and navigate to the webpage you want to share.
- Click on the address bar at the top of the browser to highlight the URL (the web address). (sometimes the address will go blue)
- Without moving the mouse off the address bar, Right-click on the highlighted URL and select "Copy," or press Ctrl + C on Windows on your keyboard.

Paste the Link into the Email

- Click in the body of your email where you want to place the link.
- Right-click your mouse and select "Paste," or press Ctrl + V on Windows to insert the link.

(Optional) Add a Message

- You can write a brief message above or below the link to give context or explain why you're sharing it.

Send the Email

- Review your email to make sure everything looks correct.
- Click the "Send" button to send your email with the link.