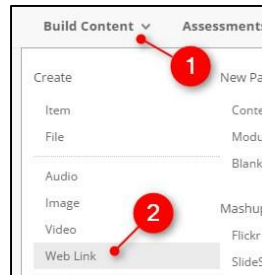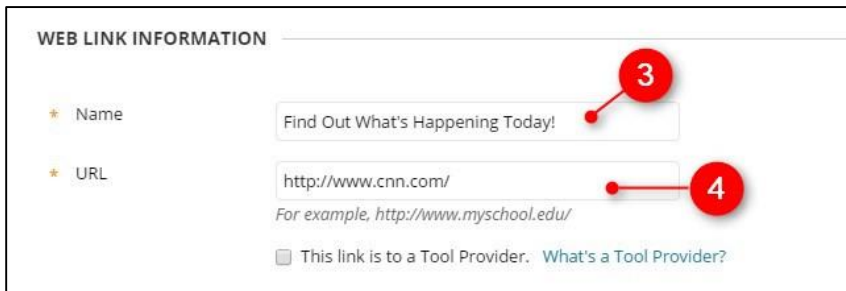# Adding a Website Link

This option allows you to link to an external website.

Directions:
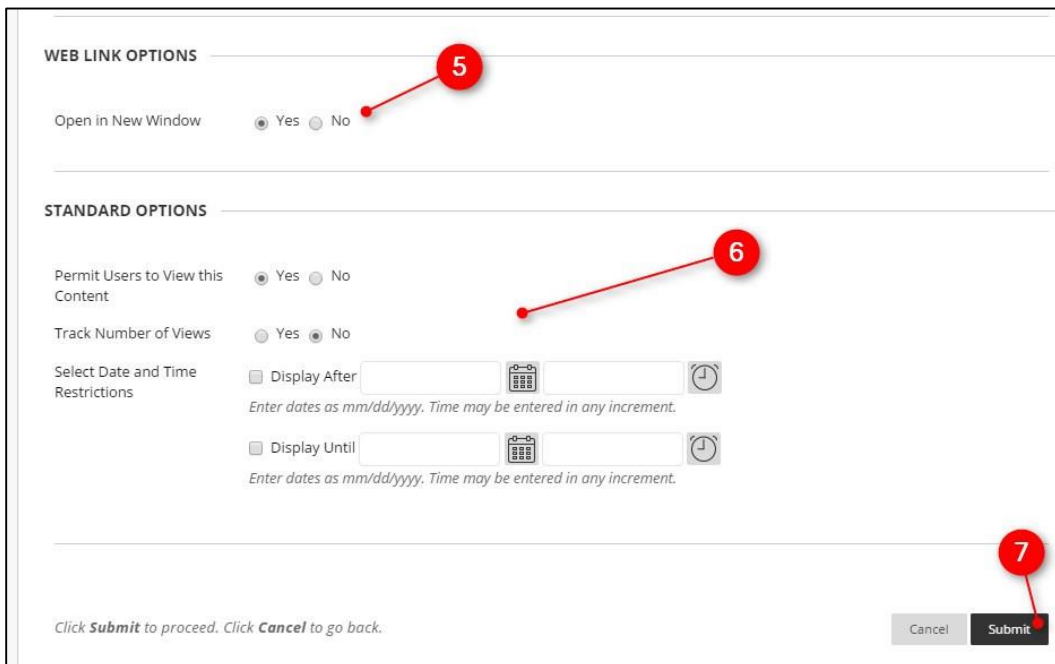
1. Click on **Build Content**
2. Click on **Web Link**

3. **Name** your link
4. Enter the **URL**

5. Determine if you want it to open in a new window or current window.
6. Set any desired date/time options
7. Click on **Submit**