

To link to a web site in a forum post, begin by clicking on the **Add a new discussion** link.

Type the information you intend to share in the textbox, including a reference to the destination website. Select the text related to the destination web page, then click on the **Link** icon in the toolbar. (To make your link more accessible to all users, avoid generic text such as "Click here." It's much more helpful to indicate something about the site you are linking to.)

Type or paste the URL in the field provided (to paste use Ctrl-v or Cmd-v).

Click on **Create link** to return to the textbox. The link will appear in red.

Click on **Submit** when you are ready to post your response. Open your post and verify that the link goes to the correct web page.

To add a link to a reply in a forum, click on **Advanced** in the lower right corner to bring up the text editor with the link icon.

