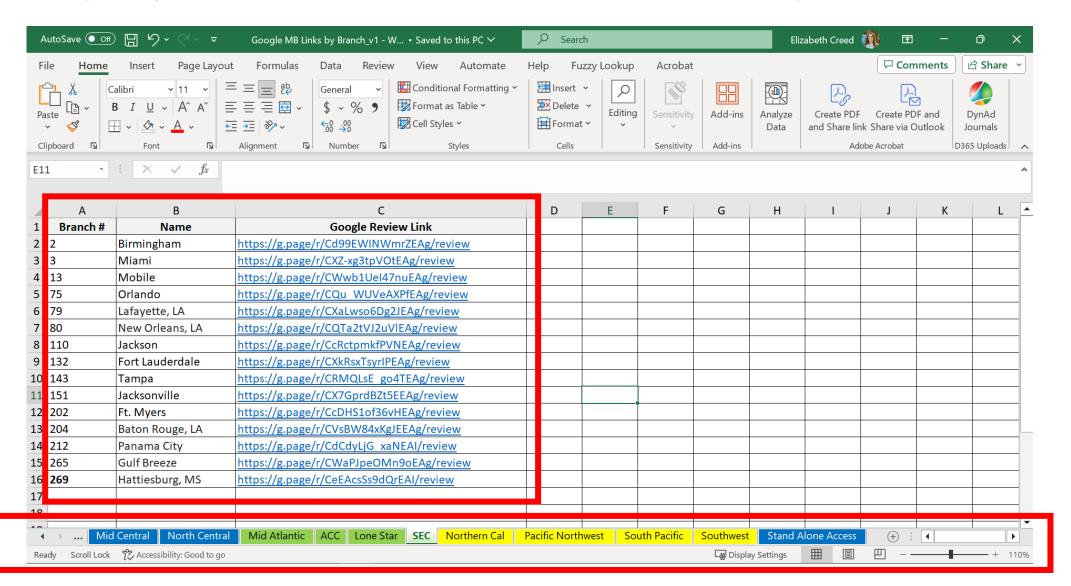# How to Copy & Paste a Link

Step 1: Find your region at the bottom of the excel spreadsheet and click on it, then find your branch # and name.

How to Copy & Paste a Link

Step 2: Click on your branch link and right click your mouse. Then select "Copy".
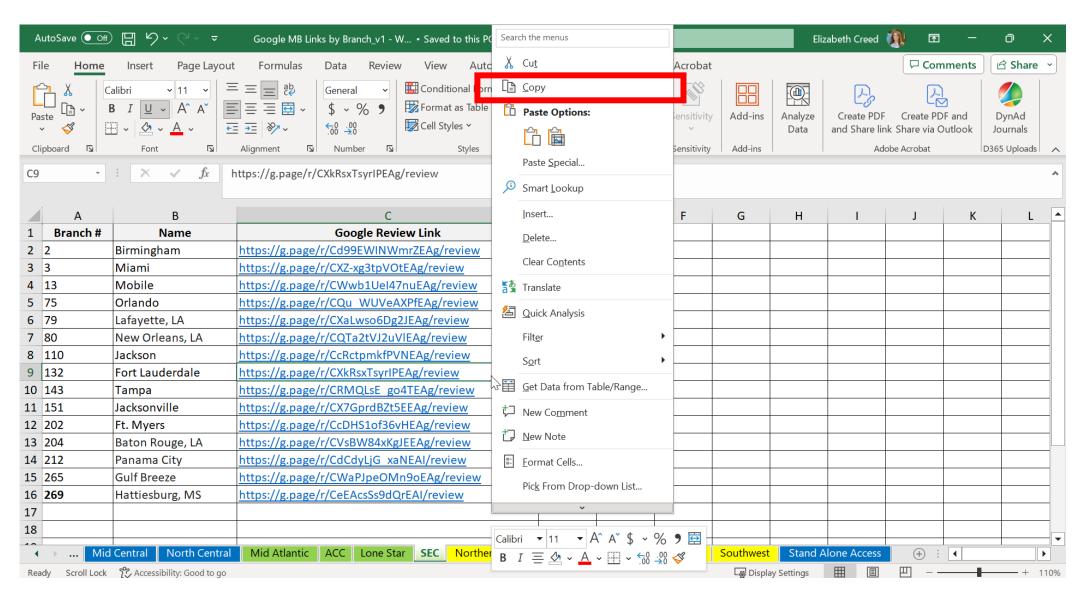
How to Copy & Paste a Link

Step 3: Open an email in Outlook or a text box in Fuse and type your message and then hold down the control key (ctrl) located on the left side of your keyboard and while holding down the control key, click the letter "v" and the link will appear.

Next click "Send" and the customer will receive your Google Review request.

Dear <Name>,

Thank you for your business. We would really appreciate it if you took a few minutes to leave us a Google Review. A few sentences is all it takes!
https://g.page/r/CWwb1UeI47nuEAg/review

Elizabeth Creed
Marketing Communications Manager

Thank you for your business. We would really appreciate it if you took a few minutes to leave us a Google Review. A few sentences is all it takes! https://g.page/r/CWwb1UeI47nuEAg/review