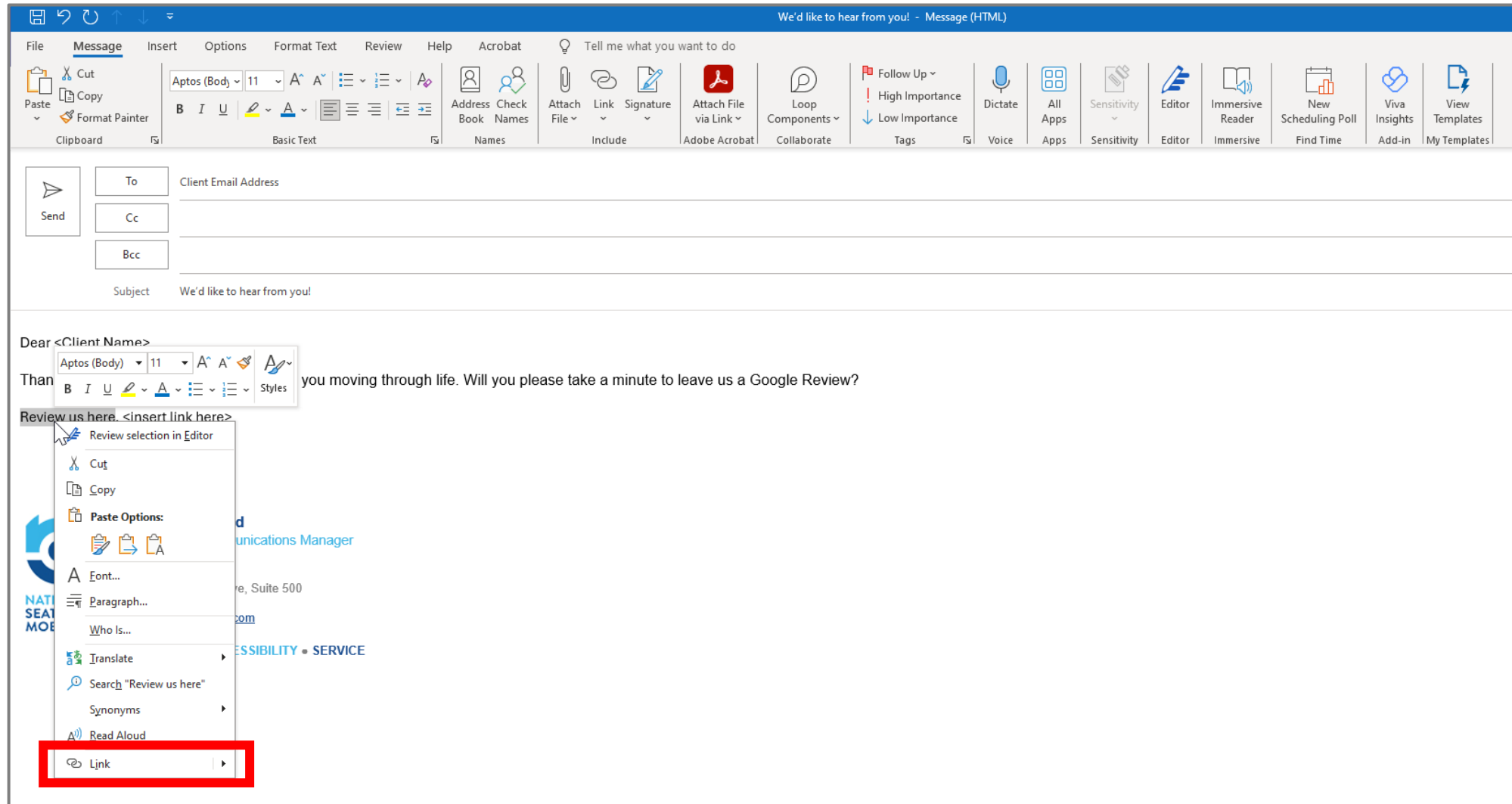


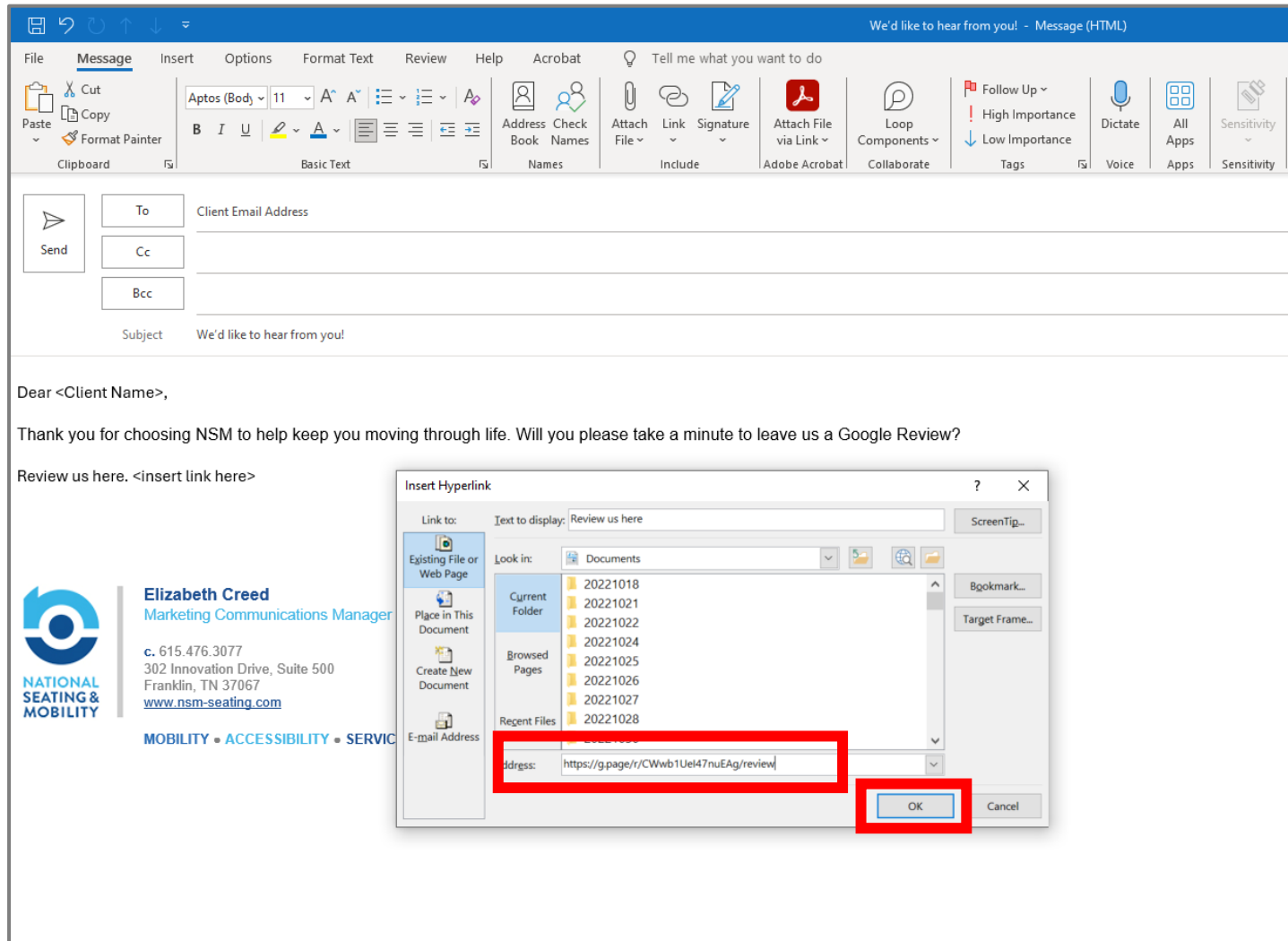
How to Insert a Link Into an Email

Step 1: Open an email, add the recipient, email subject line and message. Next highlight the text you want to add the Google Review link to and right click your mouse and select “Link” from the dropdown menu.



How to Insert a Link Into an Email

Step 2: An “Insert Hyperlink” box will appear. Copy and paste* your link from the Google Review spreadsheet and click “OK”.



*For assistance on how to copy and paste a link, please review the [How to Insert a Google Review Link into an Email or Text Template](#) on WNSM



How to Insert a Link Into an Email

Step 3: After clicking “OK” the text you highlighted will turn blue, confirming that your link has been added. Finalize your email and click “Send”.

