How to insert a file as a hyperlink

This will show you how to insert a file onto your website as a clickable link, so that you can put it directly on your homepage, rather than having to use the Assignments Page.

Please note that in order to do this, you will need to house the files in your Microsoft OneDrive.

1. Open your OneDrive in a browser. Click on the file you want in order to open it. (Note: This process should work for any file type).

::: OneDrive				
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Jolene Foster				
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Shared libraries) 💼 <u>10 - 1,3 - Working from text</u> 🖄 🗄	10 - 1.3 - Working from text		
your team and share information from anywhere on any device. Create	🔒 2020 Eng 9 Q3 Student Calendar.pdf	Teacher Notes		
or follow sites to see them here.	Abcont Rinder Blank docy	4 Views 1 Viewer		

2. Once the file is open, Click on the Share button in the upper right corner.

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3. You'll probably want to turn off editing for the document so students can't mess with it. Click "anyone with the link can edit" and then uncheck the "allow editing" box. Apply.



Cancel

Apply

4. Click "Copy Link," and then you'll see a "Link Copied" notification. You can always click "Copy" again from that box if you need to.



5. Open your Site manager. Highlight the text you want to make clickable and click the Insert Link icon.



6. This box will pop up. Click "Web Address" on the left pane, and then paste the link into the Web Address Box. Click "Insert Link."

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Inser	t Link		
to map	to a site, choose the site. To map to a channel or section	, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.	
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\square	Email Address Link to an email address.	QWn4zmJgzw?e=SXs7lb	
	Web Address Link to a web address.	Text to Display: Click here.	
	Bookmark Link to a bookmark on this page.	Target: ⑦ Open in New Window ▼	
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