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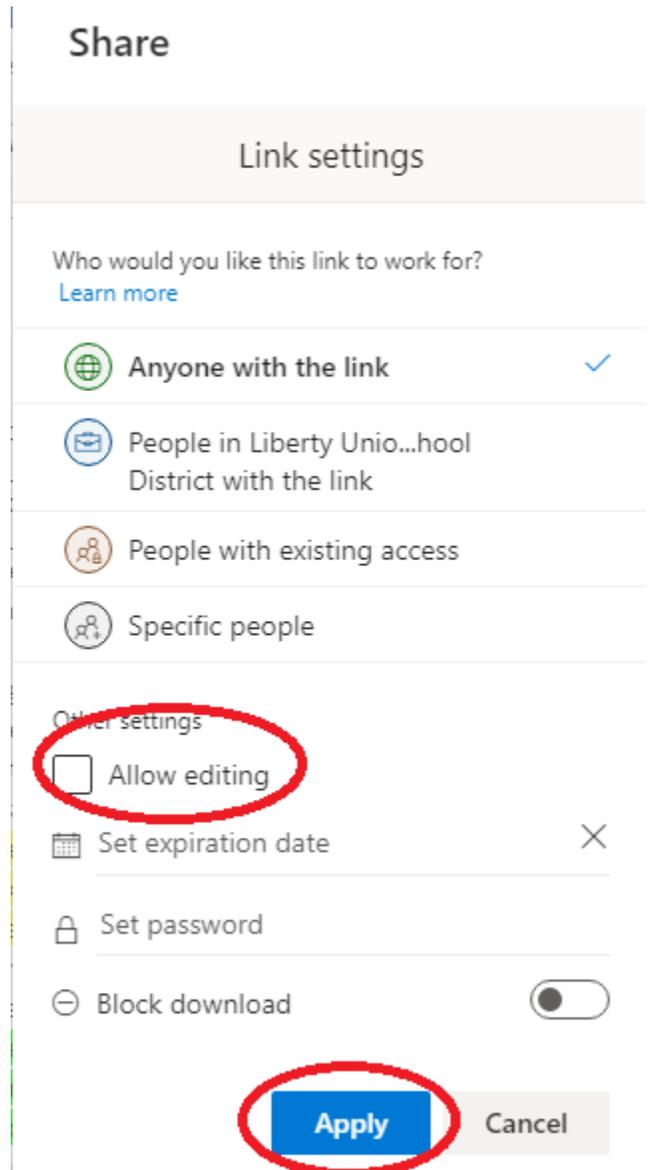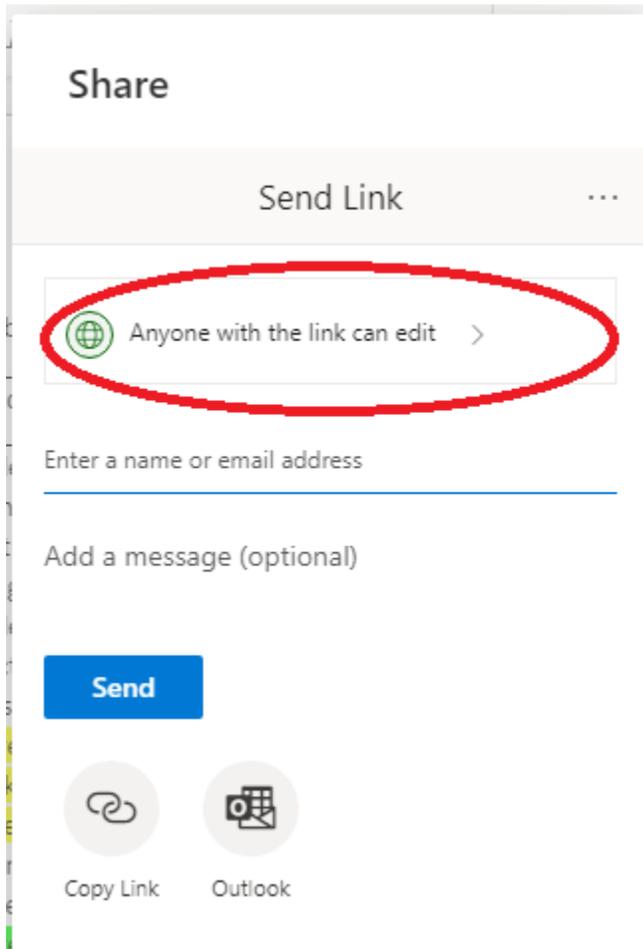
1. Open your OneDrive in a browser. Click on the file you want in order to open it. (Note: This process should work for any file type).
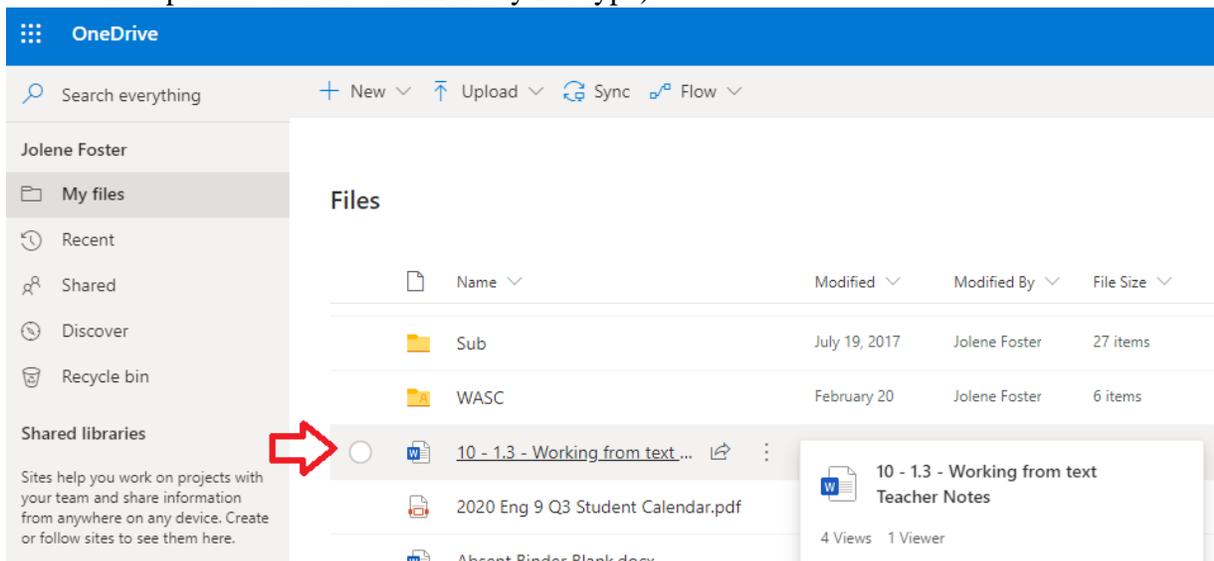


2. Once the file is open, Click on the Share button in the upper right corner.
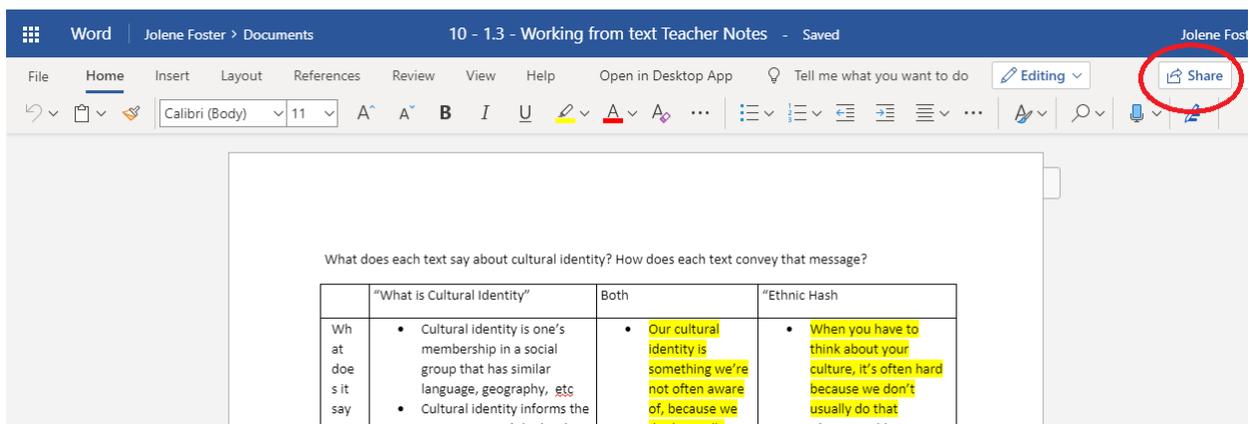
3. You'll probably want to turn off editing for the document so students can't mess with it. Click "anyone with the link can edit" and then uncheck the "allow editing" box. Apply.

**Share**

Send Link     ...

Anyone with the link can edit   >

Enter a name or email address

Add a message (optional)

**Send**

Copy Link      Outlook

**Share**

Link settings

Who would you like this link to work for?
Learn more

Anyone with the link     ✓

People in Liberty Unio...hool District with the link

People with existing access

Specific people

Other settings

Allow editing

Set expiration date     ✕

Set password

Block download

**Apply**     Cancel

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.
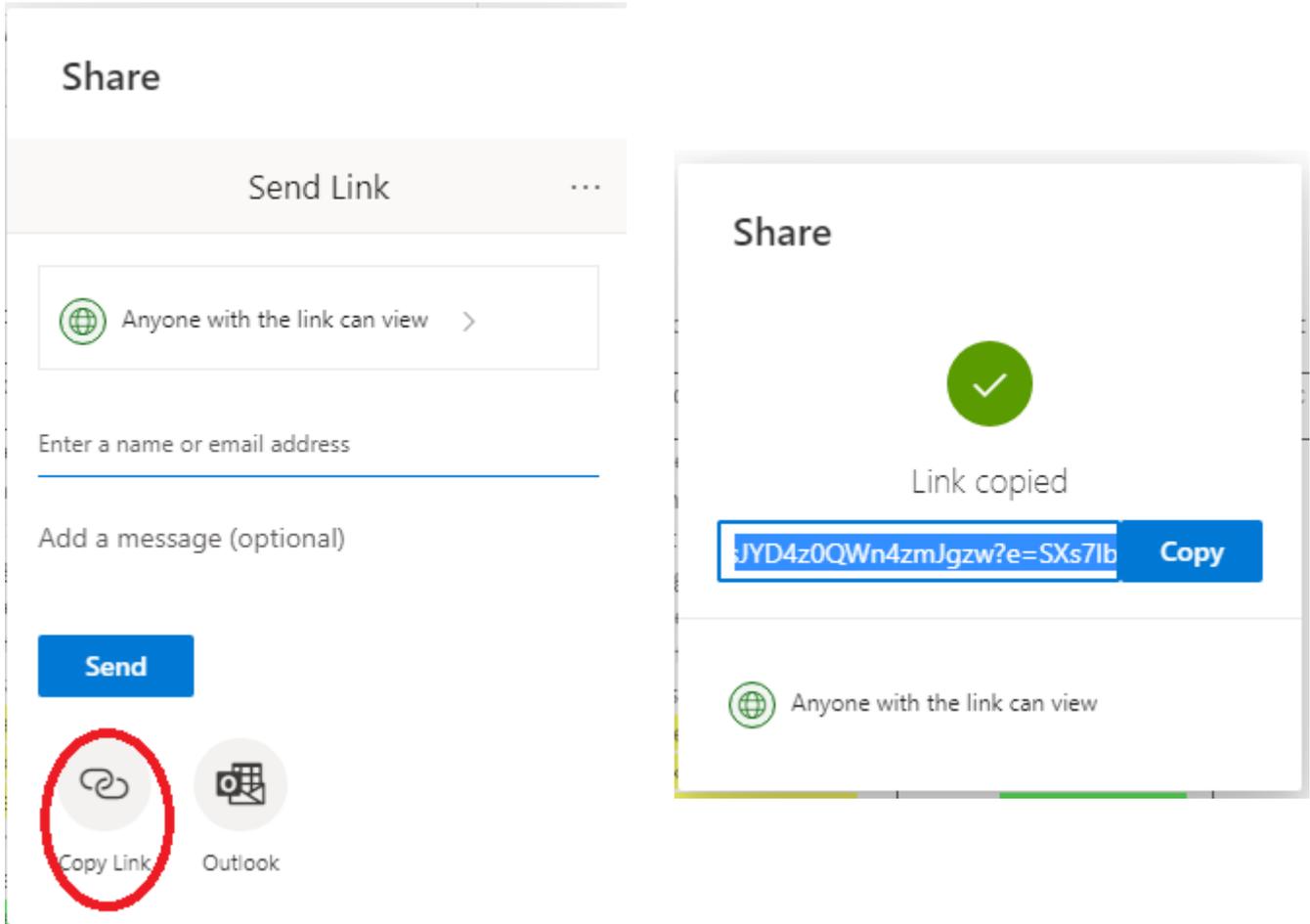


5. Open your Site manager. Highlight the text you want to make clickable and click the Insert Link icon.
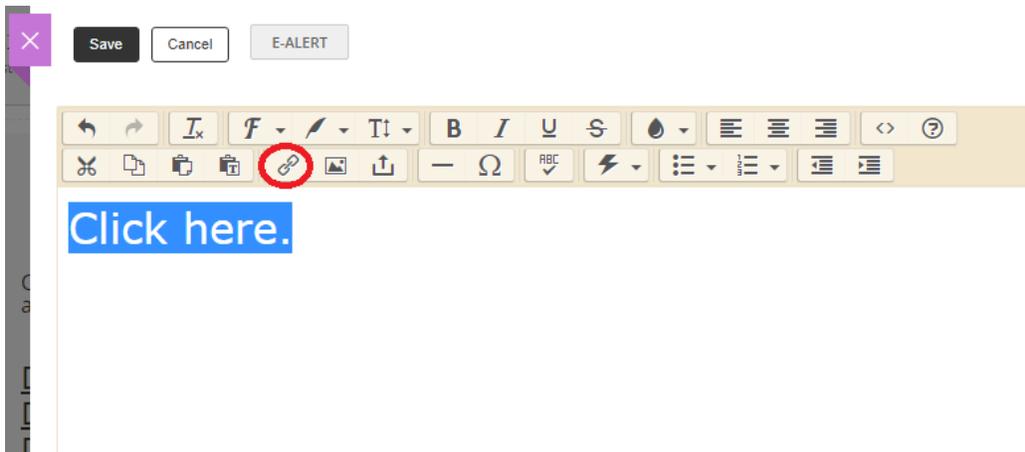
6. This box will pop up. Click "Web Address" on the left pane, and then paste the link into the Web Address Box. Click "Insert Link."

**Insert 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.

**Your Site**
Link to an area of your site.

**Email Address**
Link to an email address.

**Web Address**
Link to a web address.

**Bookmark**
Link to a bookmark on this page.

**Form or Survey**
Link to a form or survey.

**Web Address:**
QWn4zmJgzw?e=SXs7lb

**Text to Display:**
Click here.

**Target:** (?)
Open in New Window ▾

Insert Link     Cancel