How to Insert a Link on AARConnect

When you are making a post, you may want to insert a link.

- Logon to AARConnect and navigate to the community where you would like to post a message.
- Go to Add or Post a Message.
- When you are ready to add your link, click the insert/edit link button in the edit menu.

A wizard window will pop up to assist you. Complete the wizard window fields.

- URL: https://www.aarc.org/upcoming-programs/
- Text to display: here.
- Title: Upcoming AARC Webcasts
- Target: New window
**URL** – Paste or type the URL that you want to link to.

**Text to Display** – This is the text that will appear in your message.

**Title** – This is the text that will appear as a tool tip when you hover over the text. This field is optional.

- **Target** – This is where the link will open. New window means that when someone clicks on the link, it will open in a new window instead of taking you from the original post.

  - Click Ok. Your link will now appear in the message.

Please note that while you are in the create/edit your post screen, you cannot click the link to preview it. If you want to check your link, right click the link and select Open link in new tab.
• If you would like to edit the link, highlight the link, and click the insert/edit link button in the edit menu. The same wizard window will pop up allowing you to make changes.

This is my message. You can view upcoming AARC webcasts [here](#).

• If you would like to completely remove the link, click the remove link button in the edit menu.

This is my message. You can view upcoming AARC webcasts [here](#).