

How do I add a bookmark in an Outlook email?

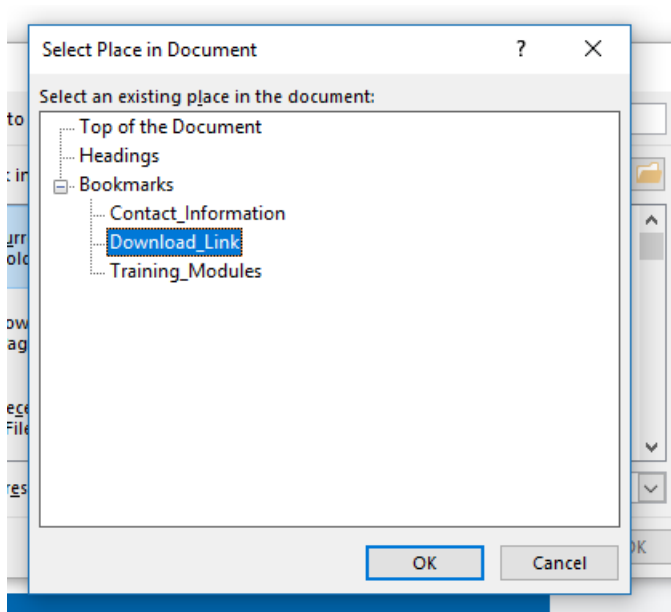
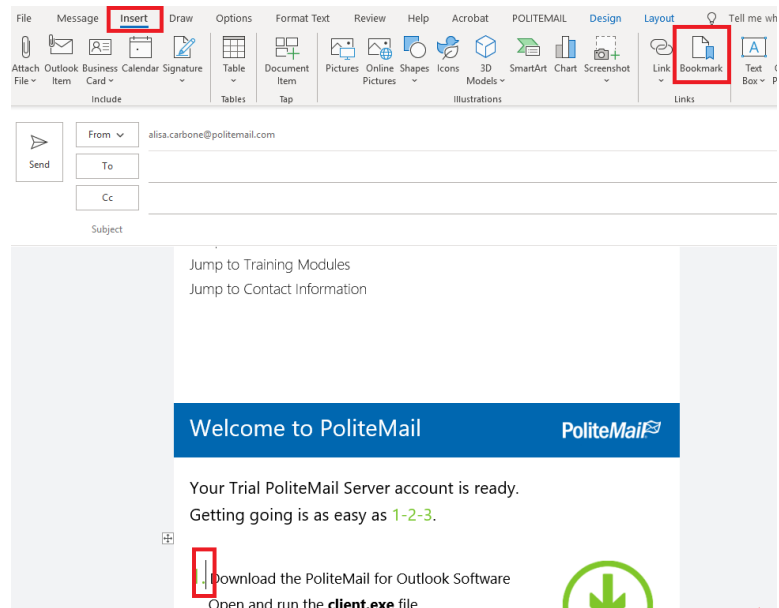
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Inserting a Bookmark in Outlook

In Outlook, the Bookmark feature can help you find or skip to a specific place at ease without scrolling through large blocks of text. Bookmarks are not trackable by PoliteMail as PoliteMail only tracks external links.

To insert a bookmark in an email, create a new email, and then put your cursor in the position where you want to add the bookmark.

1. Go to **Insert > Bookmark**.
2. In the Bookmark dialog box, name your bookmark. It must begin with a letter, and it can not have any spaces.
3. To hyperlink to the bookmark, select the text or object you want to hyperlink. In this example, the user is creating a list of links in the beginning of the email the recipient can jump to.
4. Right-click the object or text and choose **Link**, or press **Ctrl-K**.
5. From the **Link** dialog box, choose the **Bookmark** button on the right-hand side.
6. All of the bookmarks you've created are now available. Choose which one you want the link to take the recipient, and then click **OK**.



Now when the recipient receives the email, they will be able to jump to parts of the email using the bookmarks.

