How do I create or edit a link in PoliteMail Online?

Last Modified on 02/27/2024 8:40 am EST

Applies To: ☐ PoliteMail Desktop ■ PoliteMail Online ☐ PoliteMail O365

Version: ☑ 4.94 ☐ 4.97 ■ **5.0+**

The easiest way to create or edit a hyperlink in PoliteMail Online is to select the hyperlink (or word that you want to be the hyperlink) and press Control-K, which is a fairly standard keyboard shortcut to create or edit a link in any application.

Alternatively, you can use the link button that shows in the toolbar.

If this is a link you will use regularly or that you should share with others, use the PoliteMail Builder to create and store the link there instead.