

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

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Applies To: ☐ PoliteMail Desktop ☒ **PoliteMail Online** ☐ PoliteMail M365

Version: ☐ 4.94 ☐ 4.97 ☒ **5.x**

✕

URL

Text

Class name

☒ Open in new tab

☒ No follow

Unlink

Update

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 a link](#) there instead.