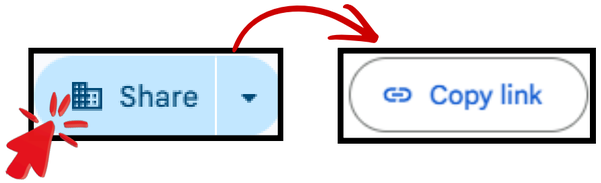
STUDENT GUIDE
Adding A Google Doc Link to an Email

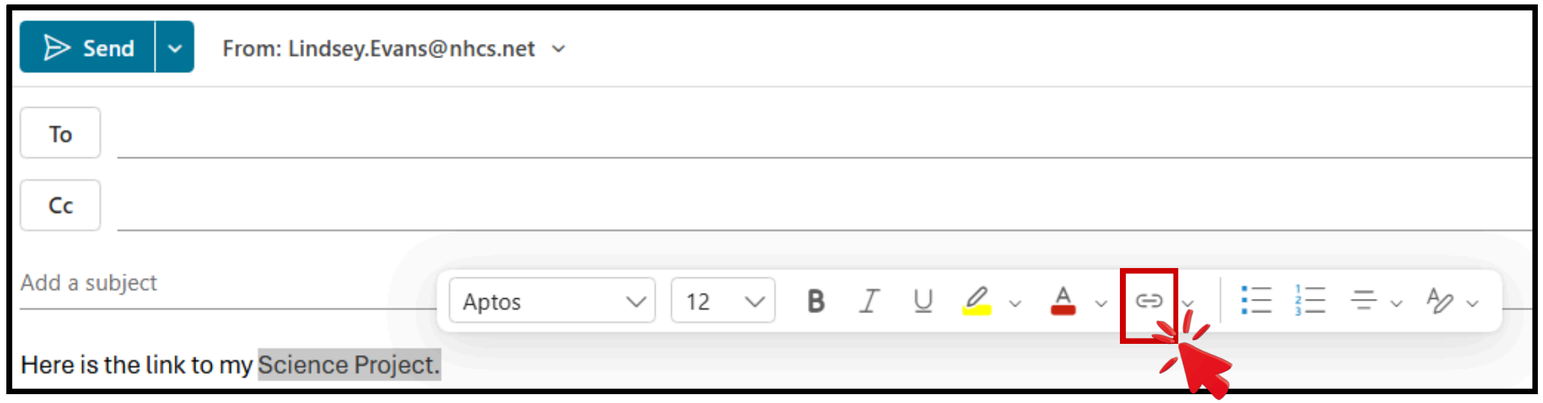
1. Copy the Google Doc Link
   a. Open Your Google Doc
   b. Click the Share Button
   c. Copy the Link

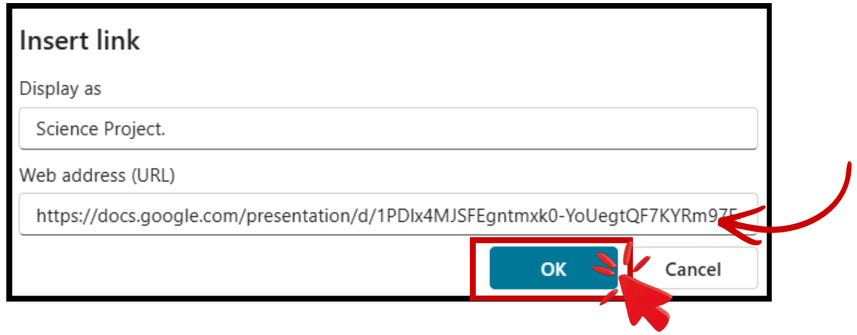
2. Start Your Email
   a. Click New Email in Outlook
   b. Type your Message

3. Add the Link to Your Email
   a. In your message, type some text.
   b. Hightlight the text.
   c. Click the Insert Link button

4. Paste the link you copied.
   a. Click OK







Help Desk

The Help Desk can assist students, parents, and staff with resetting account passwords and troubleshooting login issues.

HOURS: Monday - Friday
7:30AM - 5:00 PM

(910) 254-4288