1. In your Blackboard course, click on the **Content Area** or folder where you want to add the link.

2. In the Content Area, click on **Build Content** and choose **Web Link**.

3. Enter a **Name** for your link. The name is the linked text that appears to students.

4. Paste the web address into the **URL** field. The entire URL must be entered, including the "http://".

5. (Optional) Add a **Description** of the link in the text editor.

   For the toolbar, press **ALT+F10** (PC) or **ALT+FN+F10** (Mac).
6. (Optional) In the **Attachments** section, click **Browse Local Files** to upload files from your computer.

7. In the **Web Link Options** section, set **Open in New Window** to Yes.

8. (Optional) Choose from the **Standard Options** available.

9. Click **Submit** to finish.