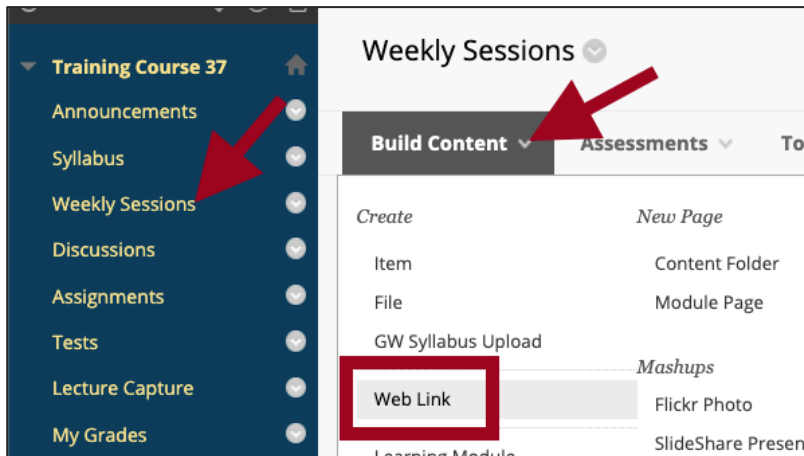


## Blackboard: Add Links to External Websites

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 "https://".

**WEB LINK INFORMATION**

\* Name

\* URL   
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

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

**DESCRIPTION**

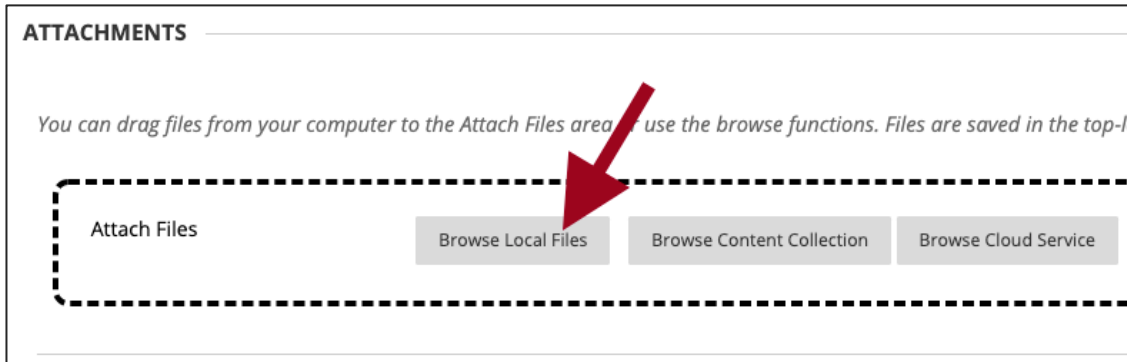
Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)

B I U S Paragraph ▼ A  
☰ ☷ X<sup>2</sup> X<sub>2</sub> 🔗 🔗 ↵ ↵  
👁 ? 🔄 +

This is a link to GW's homepage.

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.