**Inserting a Hyperlink in your SMS Newsletter Announcement**

Inserting a hyperlink is quick and easy and results in a cleaner, more reader friendly SMS announcement.

1. First type out the email announcement in the SMS system as usual. Remember to give a brief summary of what is in this month’s newsletter.
2. Highlight the word(s) in the newsletter you would like to hyperlink and press the link button.
3. Paste the hyperlink to your newsletter in the popup box that appears.