

## External Links

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### About External Links

Links to outside Web sites may be added to Content Areas as External Links. When entering a URL, always enter the full Web address to the link. For example, enter `http://www.blackboard.com`, not `www.blackboard.com` or `blackboard.com`.

### Add an External Link

Follow the steps below to add an External Link to a Content Area:

1. Open a Content Area, such as Course Documents, from the Control Panel.
2. Select **Add External Link** from the Action Bar.
3. Complete the Add External Link page with a **Name**, **Description**, and **URL** for the link. Note that the URL is required.
4. Click **Submit**.