Adding an External Link Button

1. Click + sign above your Course Menu.
2. When the drop down menu appears, click Create External Link.
3. An Add External Link box appears.
4. In the text box next to Name, type your desired button name.
5. In the URL text box, type the web address. You must have the http:// in the web address for it to work. Hint: You can copy and paste the web address from your web browser. This helps to prevent unintentional errors in spelling and formatting of a web address.
6. If you would like all users to be able to see your new button, click the check box next to Available to Users.
7. Click Submit.
8. Your new button should now appear in your course menu.
9. If you would like to have the external link open in a new window, click the drop down button to the left of the new button.
10. Click Set Link to Open in a New Window.
11. If you would like to have the external link to open in your current window, click the drop down button to the left of the new button.
12. Click Set Link to Open in Current Window.