

## How to make Quick Links

### Quick Links

Instructor Contact Information

#### General Help Links:

Student Tutorials

Student Portal

Bulldog Mail

Library

Request help from Admin.

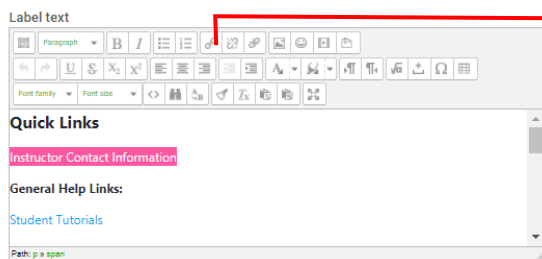
CC Homepage



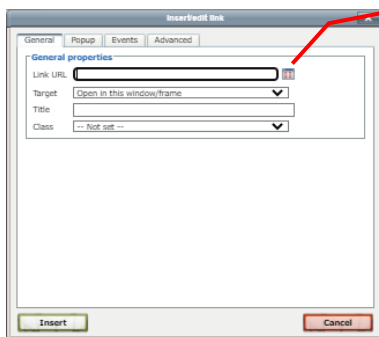
Click the edit (pencil) icon below the Quick Links label resource.

Type names you want to appear. (Instructor Contact Information example is already typed for you.)

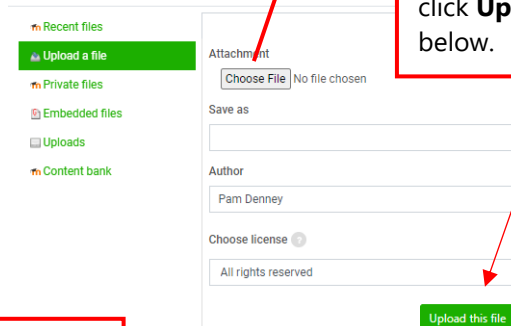
Drag across the name (such as Instructor Contact Information) to select it.



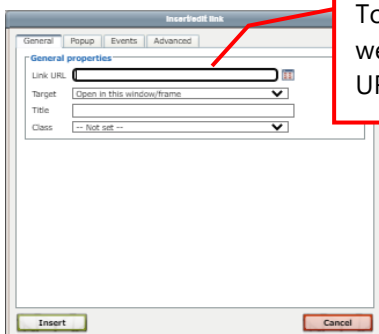
Click the **Insert/edit link** button on the toolbar.



To make a link to a saved file, click the **Browse** button.



Click **Choose File**, find and upload your saved file, then click **Upload this file** seen below.



To make a link to a web page, paste the URL here.

While still in the Insert/edit link window, set target to: **Open in a new window.**

Click **Insert** button.

