

HAMLIN UNIVERSITY

E-mail Link

Prepared by the Office of Marketing Communications

Create a link to an e-mail address

You will make a link to an e-mail address the same way. Highlight the text you want made into a link. Click the **link** icon. Make sure you are on the **External** tab. Browse through the links to see if the e-mail link is already made for the person you are referencing. Most e-mail addresses are displayed in this format, “E-mail John Doe.” So you would need to scroll down to the “e” area in the links folder and look for your desired name.

If you need to create a new link, click **New Link**. In the popup box, pull the **URL** menu down the empty space (below news:). Next, fill in this javascript format in the URL field:

```
javascript:do_mail('hamline.edu', 'mgriffithwells01')
```

*Change the ‘mgriffithwells01’ to the e-mail address where you want the e-mail sent.

If you are listing a person’s contact info, please avoid displaying his/her e-mail address (i.e. mgriffithwells01@hamline.edu). **Instead**, please use one of the following phrases: Send e-mail to Mary Ellen, or E-mail Mary Ellen, or simply e-mail. *Insert your name instead of Mary Ellen.*

***We are using this javascript format and not showing actual e-mail addresses to stop spammers from collecting e-mail addresses from the Hamline Web site.*

Please note: Do **not** select “new window” in the target menu. Your e-mail link should open in **current window**.