

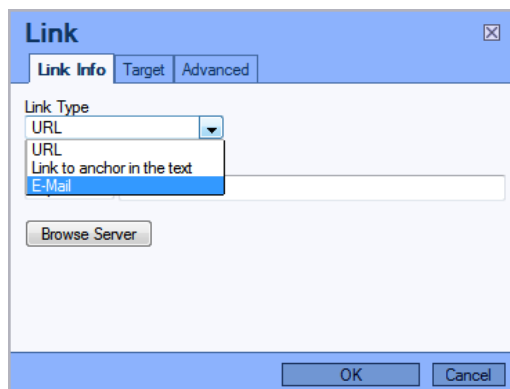


# Getting Started in OHANA

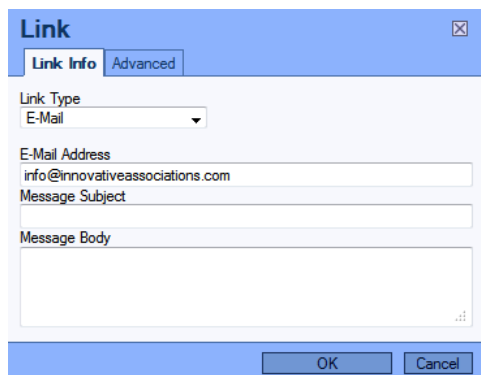
## Adding Email Links to Website Page





*You must have the necessary privileges to make changes to the website pages.*

- 1) First go to your website.
- 2) click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) Click on  in the upper right tabs of the OHANA Administration ribbon to **Edit Page**.
  - 1) The WYSIWYG Editor window will open where you can easily make text changes.
  - 2) At the top of the WYSIWYG Editor window, you will see a toolbar with many buttons to help with layout and presentation of the text on the web page.
  - 3) Place your cursor in the text page where you want to add a link to an email address.
  - 4) Click on the  button on the toolbar.
  - 5) A Link dialog window will open.
  - 6) In the **Link Type** dropdown, select **E-Mail**



- 7) Enter the **E-Mail Address**



- 8) OPTIONAL: You can enter a **Message Subject** if you wish, which may appear in the Subject line when the visitor sends a message from this link you are adding, unless it gets removed by the sender.
  - a. For Example: If you are adding the email link on a Membership page in your website – you could put “[Your Organization’s Name] Membership Inquiry” in the **Message Subject** field. If you add the same email link on a different page of site – you can enter a Subject that relates to the topic of the other page they are on to help categorize inquiries.
- 9) Click **OK**
- 10) You should now see the email address link on the web page.
- 11) You can rename this link, once it is inserted on the page, by clicking inside the text of the link and typing what you wish to appear, like “click here for more details”. (The important thing to remember is that the hyperlink/underline **must** remain intact below the text for this to work).
- 12) When you are finished adding or editing text on the page, click  on the upper right part of your screen to save your changes.
- 13) If you made a mistake or do not want the changes saved, click  to cancel changes.
- 14) The  will take you back to the home page.
- 15) Click  to Logout of OHANA when you are finished.