

# Quick How-To:

## How to Share a Link in Email or Chat

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### Who is this for?

This guide is for learners who want to share a helpful link with others — such as a meeting invite, website, or video — by pasting it into an email or message.

### Step-by-Step Instructions

#### Step 1: Find the Link You Want to Share

Go to the website, video, or page.  
Tap or click in the address bar to highlight it.

#### Step 2: Copy the Link

Right-click and choose **Copy**, or press **Ctrl+C** (Windows) or **Command+C** (Mac).

#### Step 3: Open Your Email or Chat

Open Gmail, Outlook, Messenger, or another app where you want to send the link.

#### Step 4: Paste the Link

Click where you type your message.  
Right-click and choose **Paste**, or press **Ctrl+V** / **Command+V**.

### You Did It!

Your link is now shared! The person who gets it can click and follow the path you sent.