Adding a Web Link Button

1. Click **+** sign above your Course Menu.
2. When the drop down menu appears, click **Web Link**.
3. An **Add Web 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.

If your weblink is not opening in a new window:

1. Click the drop down arrow to the right of the web link button.
9. Click **Set Link to Open in a New Window**.