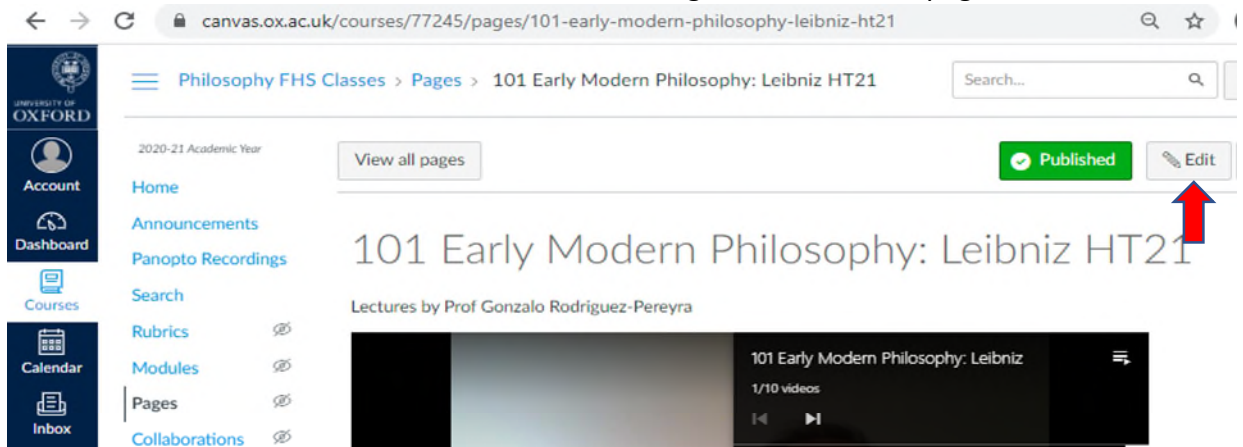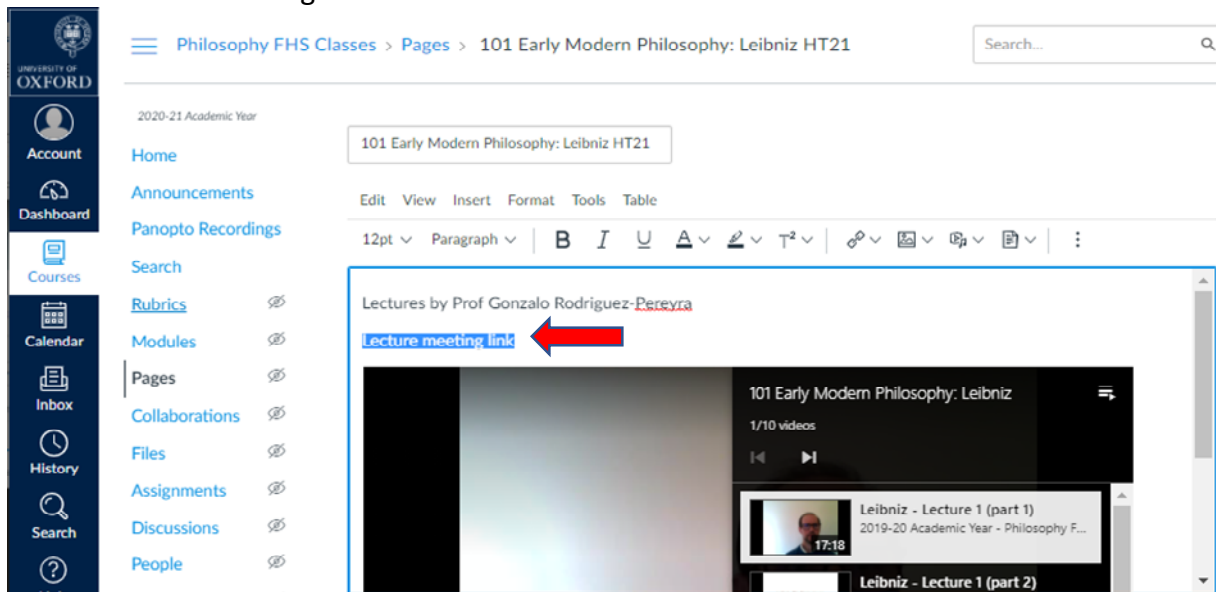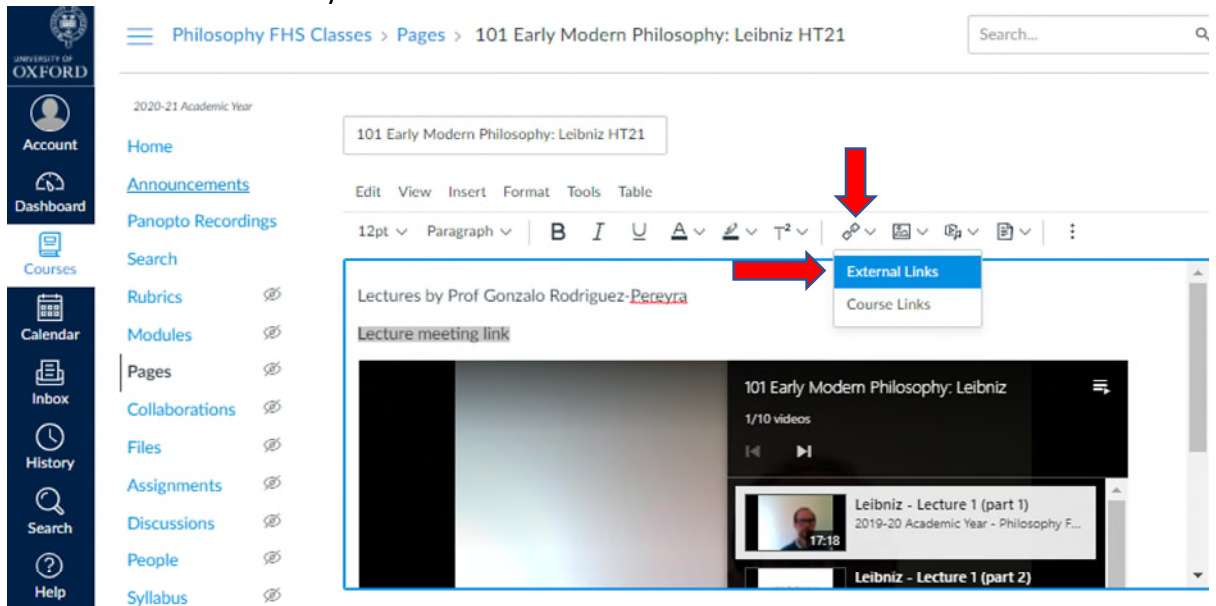# Philosophy Canvas - guidance on how to set up a link

1. For example you may want to add a Lecture meeting link for a weekly Teams meeting, or a URL link to some other information on another site, first go to the relevant page.
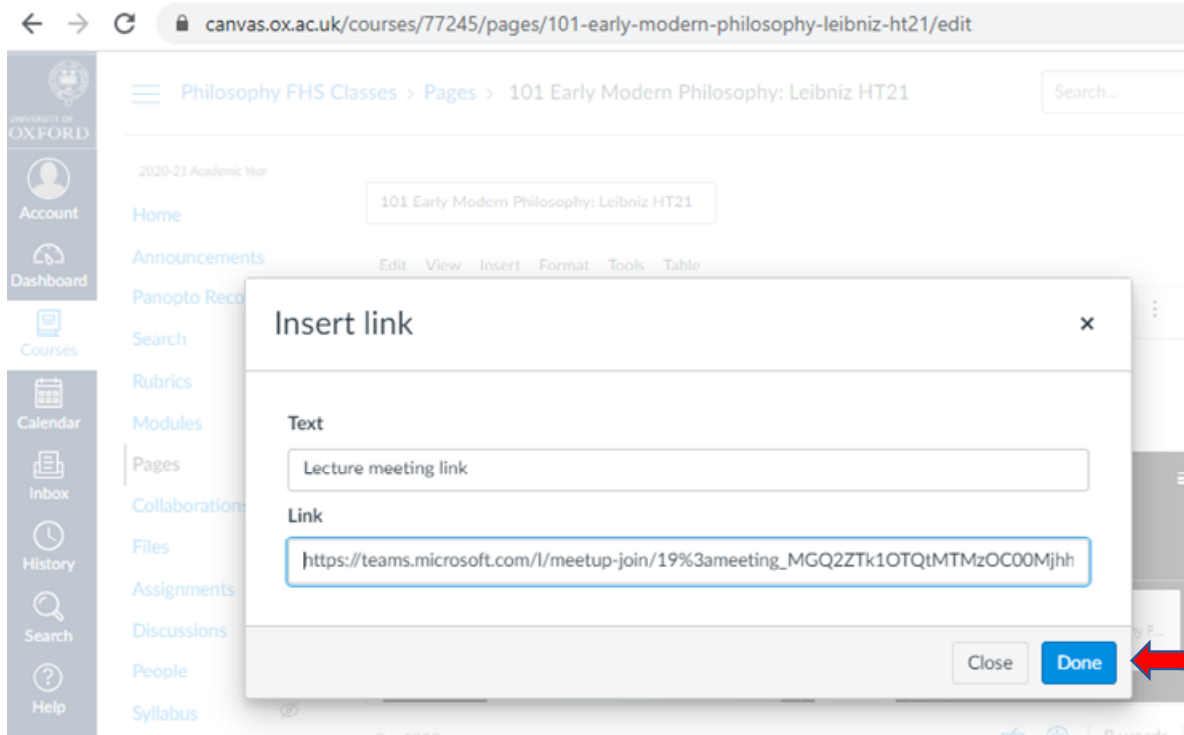

2. Then click on 'Edit' and click into where you would like to add the link. Example: type in the words 'Lecture meeting link'.
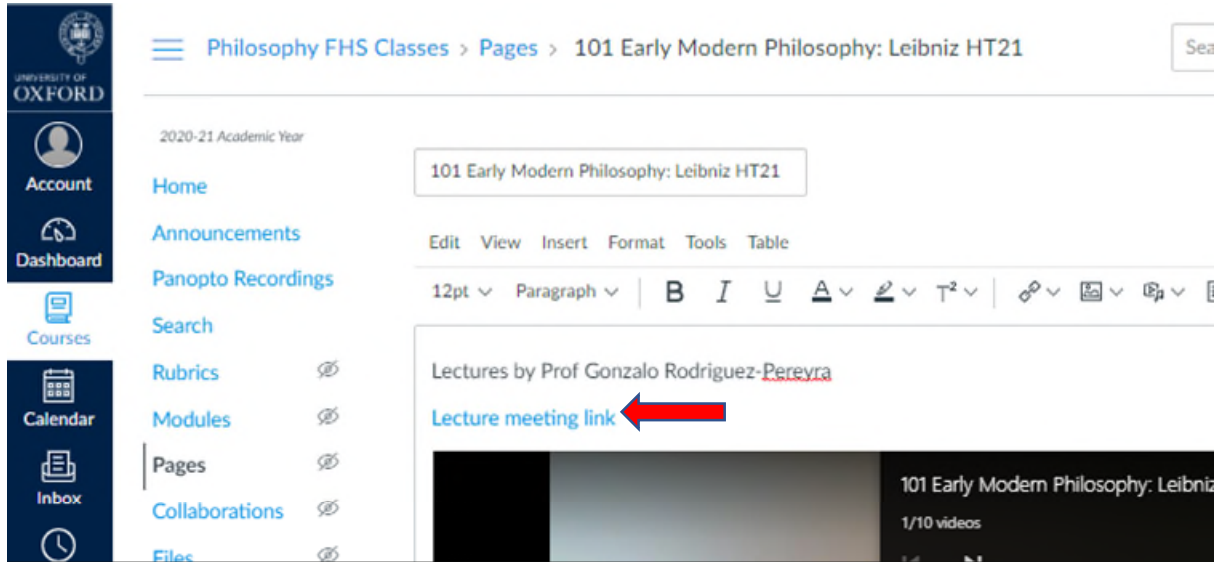

3. Click on the chain 'link' symbol and select 'External Links'.

4. The 'Text' box will contain the title you have given it, add to 'Link' the URL, click 'Done'.

5. The 'Lecture meeting link' will now appear in blue.

6. Refresh the page, the 'Lecture meeting link' will show to the right this symbol ⬀ .