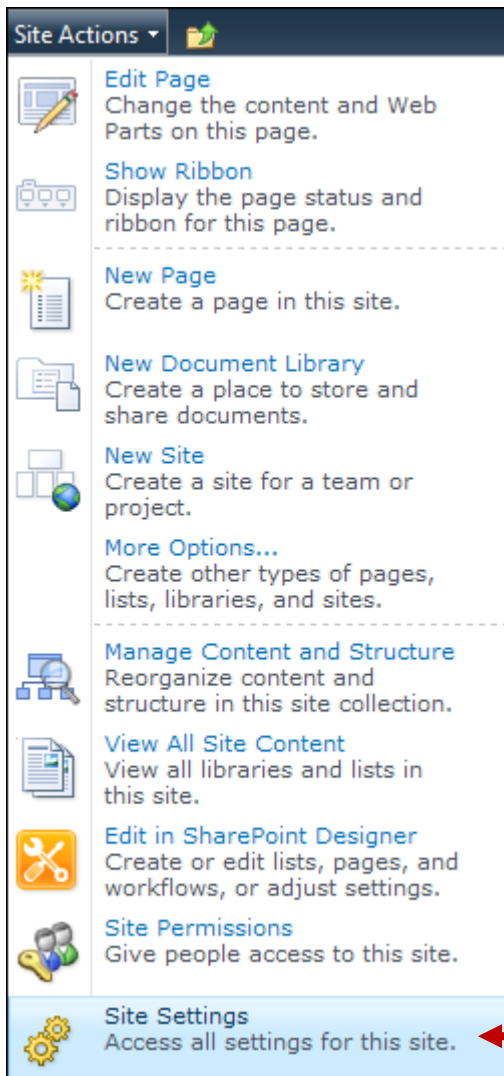
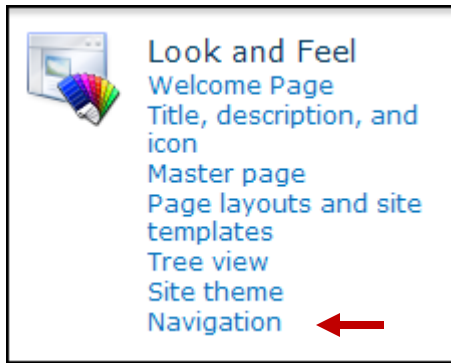


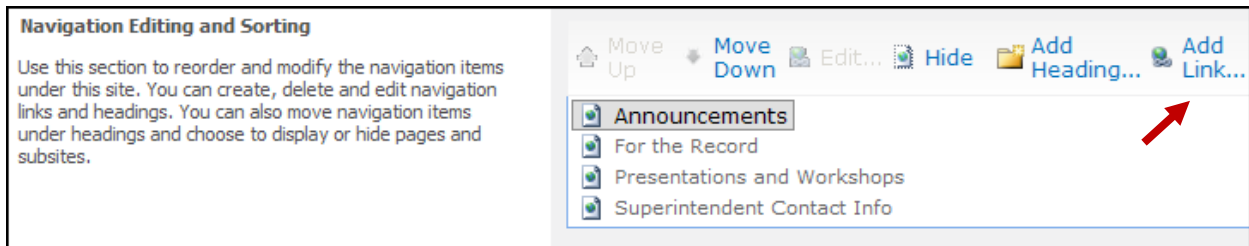
CREATE A LINK ON THE LEFT NAVIGATION TO A 3RD PARTY



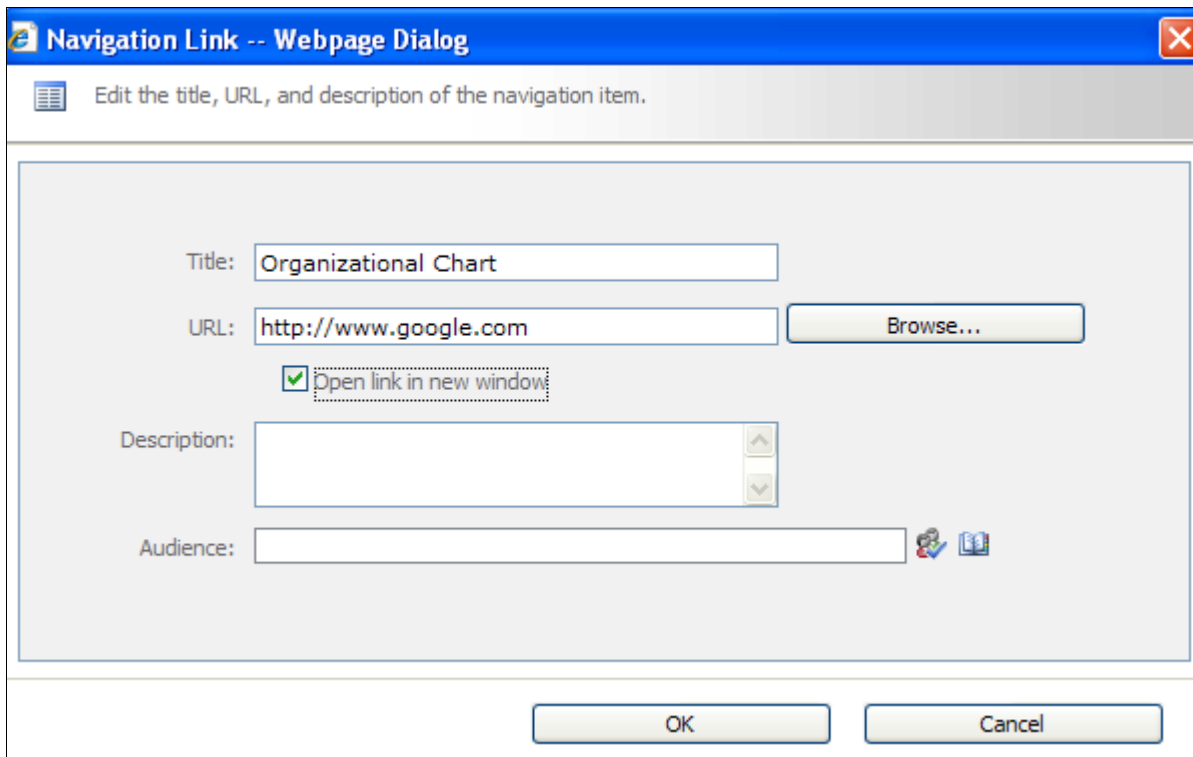
Navigate to the page that you want to create a link.
Click *Site Actions* and select *Site Settings*.



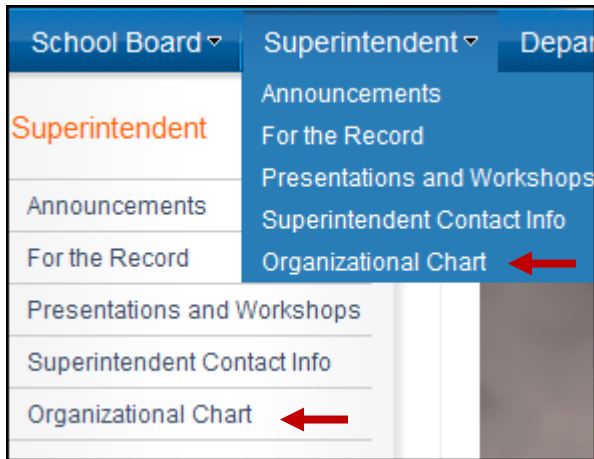
In the **Look and Feel** web part, click on the *Navigation* link.



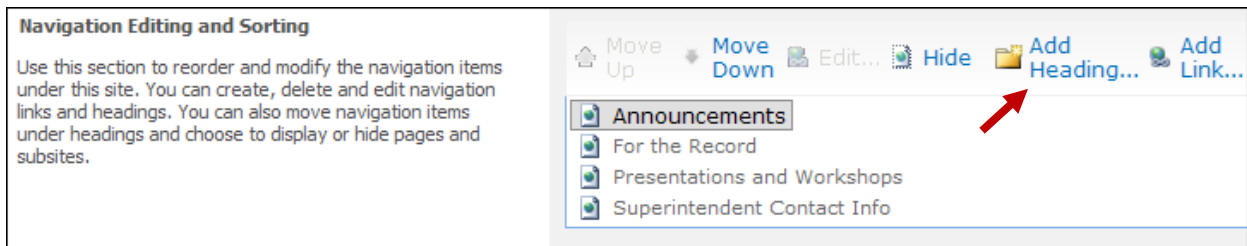
In the Navigation Editing and Sorting section, click the *Add Link....* link.



Type the *Title and URL*. You may also *browse for the URL* and then *copy/paste* into the URL text box. Decide if you want this link to open in a new window. Usually for a link to an outside website, you would check the box to “Open link in new window”. Click *OK*. And then click *OK* one more time.



As you can see, this link was added to the left navigation field and also to the drop down menu.



In order to add a link to the left navigation field and not to the menu drop down, click *Add Heading* instead of *Add Link*.

SUPPORT: For additional questions or assistance, dial extension 20000 for Support Services or send an e-mail to custserv@volusia.k12.fl.us. After transition to SharePoint, training videos and helpful documentation may be found on the district Intranet Website, Propeller. Before transition, training videos and documentation may be found on <http://blackboard.volusia.k12.fl.us>, Propeller Tab, Propeller Studio folder within the Propeller Class Catalog module, **PS.webservices_training**.