

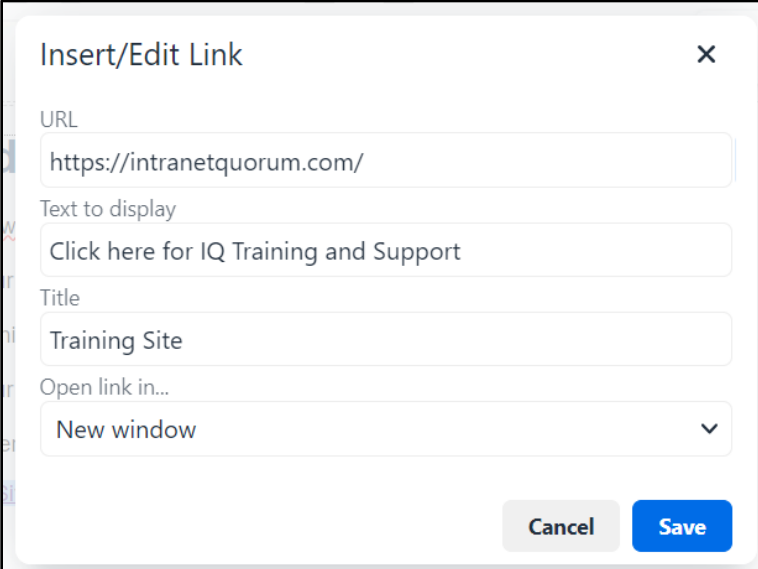
How to use Hyper Tagging in IQ

Market: House, Senate

Module: Outreach

Purpose: This guide provides instruction on how to use the hyper-tagging feature that is available for eNewsletters.

1. From within the in the **Content** section of an eNewsletter, select the area of the page to insert a hyperlink and type the description associated with the hyperlink.



Insert/Edit Link

URL
https://intranetquorum.com/

Text to display
Click here for IQ Training and Support

Title
Training Site

Open link in...
New window

Cancel Save

2. Under Tags, all the hyperlinks that you've inserted into the eNewsletter will display.
3. Select the affiliation code that you want to set with the hyperlink. This is the affiliation code that will be associated with the individual's record.

NewsLetter Wizard

Content >>

Select Audience >>

Review

Name

100643 - 08-22-2023 eNewsletter

Subject

QRG Screenshots

Settings

Sections

Tags

Link Name / URL / Affiliation

training site

https://intranetquorum.com/

Affiliation

▼

AF.VET--Air Force Veteran

AGENCYCONTACT--AGENCYCONTACT

ALERT- THREAT WARNIN--ALERT- THREAT WARNING

ARMY--Army

ARMY.VET--Army Vet

COASTGUARD--Coastguard

DECEASED--Deceased

DIGITAL MEDIA--All Digital Media

DISTANCE ED--Distance Learning

Preview

Heading One

Dear enewsletter.salutation