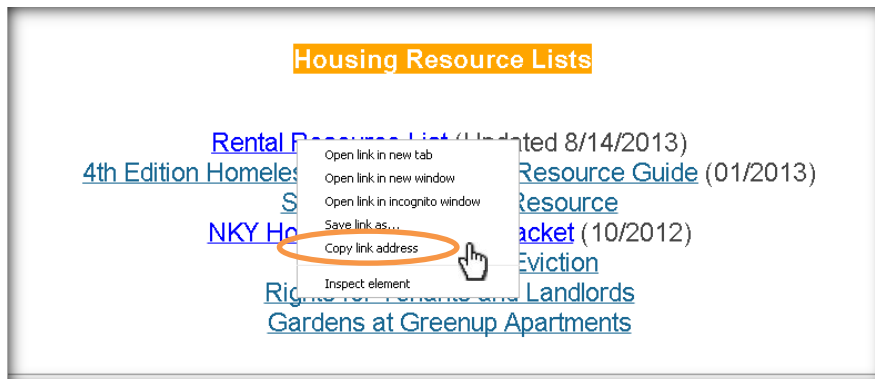# HOW TO ADD A LINK IN ALERTS

Want to send a link to a flyer in your alert? Here's how:

- **EMAIL** the flyer or document as an attachment to the Super Admin at nkysafetynet@gmail.com
    - The Admin will upload the document and add it to the Resource List
        - Then, you can **FIND** the document on the Resource List

        - **RIGHT-CLICK** on the title
    - Select **COPY LINK ADDRESS** from the drop-down window

    - Once you copy the address, you can **RIGHT-CLICK** to **PASTE** the link wherever it needs to go!