

## Hyperlink Text to Personal Survey Link URL in Gmail

To create a hyperlink to your Personal Survey Page in a Gmail message, you can use the following steps:

1. Open Gmail and create a new message or reply to an existing message.
2. Highlight the text that you want to turn into a hyperlink.

*I am committed to your satisfaction. Can you take a few seconds to answer this one-question survey?*

3. Click the "Link" icon in the formatting toolbar (it looks like a chain link).
4. In the "Insert link" window that appears, paste your Personal Survey Link URL that in the "Web address" field.
5. (Optional) If you want to open the link in a new tab or window, check the box next to "Open link in new tab."
6. Click the "Apply" button to insert the hyperlink.

The selected text in your message should now be turned into a clickable hyperlink.

When the recipient clicks on the link, their web browser will open and take them to your Personal Survey Page.

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