Use the instructions below to add a course menu button that will take students to an Internet website that is outside of Blackboard. Only use an *External Link* menu button in a course, if the resource being linked to is able to be used to address all course learning outcomes. Generally you should not have more than one *External Link* menu button.

1. Enter the course to add a new external link menu button is needed.

2. **Make sure Edit Mode is ON.**

3. **Click on the Add Menu Item button.**

4. **Select Create External Link**

5. **Type the name of new external link menu button in the **Name** text box.**

6. **Type in (or copy & paste) the FULL website address (URL) into the **URL** text box.**

7. **Check the **Available to Users** box, to make the link available. To make the link unavailable leave the **Available to Users** unchecked.**

8. **Click the Submit button.**
To open the external link menu button in a new window do the following steps:

1. Locate the external link menu button and click on its contextual menu button.

2. Select **Set Link to Open in a New Window**.