

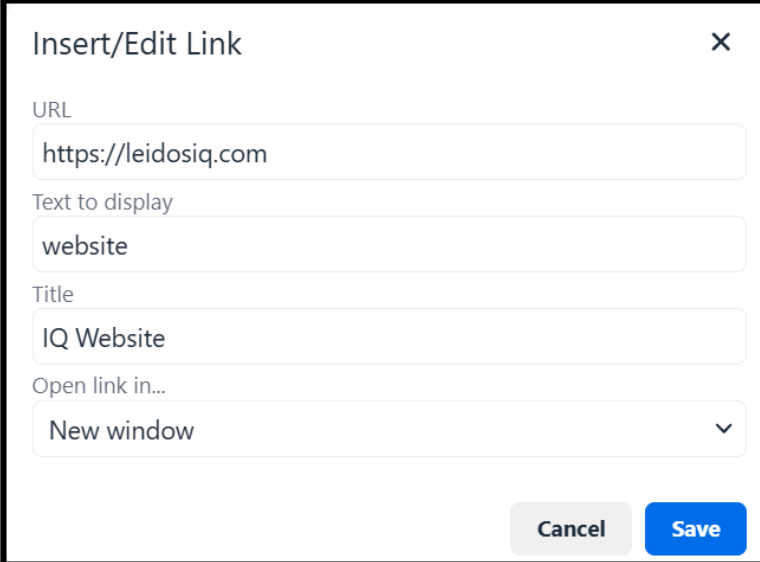
How to use Hyper Tagging in IQ

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://leidosiq.com

Text to display
website

Title
IQ Website

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

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.salutatio