

Pasted Links in Beacon Emails

When you wish to send an email containing a link such as a Zoom meeting invitation, it is easy just to cut and paste into the message body and the link will show up. However, when the email is sent, the processing software converts the text version of the link into something rather complicated and some emails systems will not handle it properly.

The Simple Method

To avoid this, follow these simple steps:

Start your email as usual and paste in the link or text which contains a link. Here's an example:

Send E-mail

From: Owen Parry<beacon@cardiffu3a.org.uk>

To: Owen Parry <owenparry1102@gmail.com> 1 addressee/s

Tick to receive copy

Load standard message

Attachments: Choose Files | No file chosen

Subject:

Formats | **B** | *I* | [List Icon] | [List Icon] | [List Icon] | [List Icon]

Topic: Owen Parry's Personal Meeting Room
Today 29th Jan at 17:00

Join Zoom Meeting
<https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcyVUJjR3M2NVZxUWZrQUV3dz09>

Meeting ID: 259 803 1300
Passcode: 4U45wu

div > div

Send Save as standard message

To insert or edit website links, you must use the tool above.
Set URL to the full website address and Text to Display to the text that the user should click
Do **NOT** display the website address
Links for on-line applications and renewals are provided in tool under 'Link List'

Home

You may personalise this message with the following tokens:

- #TITLE - member's details
- #FORENAME
- #SURNAME
- #FAM - familiar name
- #MEMNO - membership number
- #EMAIL
- #TELEPHONE
- #MOBILE
- #EMERGENCY - emergency contact
- #AFFILIATION
- #RENEW - renewal date
- #FEE - renewal fee
- #MEMCLASS - membership class
- #GIFTAID - gift aid date
- #ADDRESSH - address in 1 line
- #ADDRESSV - address over several lines
- #POSTCODE
- Partner's details...
- #PTITLE
- #PFORENAME
- #PSURNAME
- #PFAM - familiar name
- #PMEMNO - partner mem num
- #TODAY - today's date
- #U3ANAME - this U3A's name
- #CUSTOM1 - WelshAbility
- #CUSTOM2 - ReasonForLeaving

Now **Select** and **Copy** the link details. In this example, it is the line

<https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcyVUJjR3M2NVZxUWZrQUV3dz09>

From: Owen Parry <beacon@cardiffu3a.org.uk>

To: Owen Parry <owenparry1102@gmail.com> 1 addressee/s

Tick to receive copy

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Attachments: Choose Files No file chosen

Subject

Formats **B** *I* [List Icons]

Topic: Owen Parry's Personal Meeting Room
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Copy the link into your clipboard

Then, find the Link icon in the message menu:

From: Owen Parry <beacon@cardiffu3a.org.uk>

To: Owen Parry <owenparry1102@gmail.com> 1 addressee/s

Tick to receive copy

Load standard message

Attachments: Choose Files No file chosen

Subject

Formats **B** *I* [List Icons]

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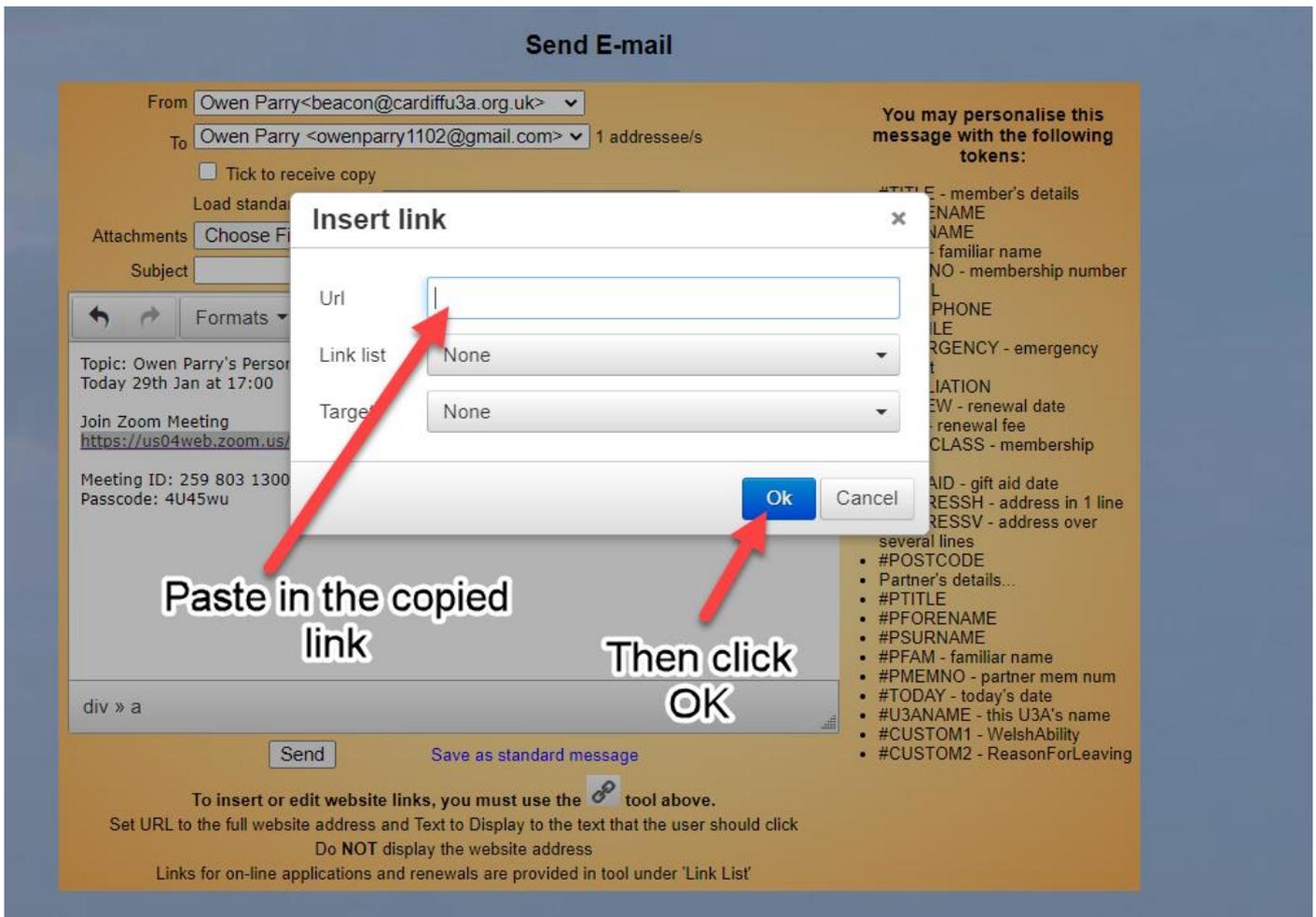
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Click on Link icon

When you click on the icon, a small form pops up. Paste the link from your clipboard into the field marked 'Url'



Then click OK.

The link will then appear as a proper link and email software will handle it correctly.

Slightly Differently

Note: if you don't want the whole link address to appear in the message but have some other text shown to the receiver, you can do the following:

Paste in your text as in the first stage above and copy your link to the clipboard again.

INSTEAD of clicking on the Link icon, this time, Select (but do NOT copy) some other text. In our example, we may wish to make the words 'Join Zoom Meeting' into our link:

Send E-mail

From: Owen Parry <beacon@cardiffu3a.org.uk>

To: Owen Parry <owenparry1102@gmail.com> 1 addressee/s

Tick to receive copy

Load standard message:

Attachments: Choose Files No file chosen

Subject:

Topic: Owen Parry's Personal Meeting Room
Today 29th Jan at 17:00

Join Zoom Meeting
<https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcvVUJjR3M2MlZxUWZrQUV3dz09>

Meeting ID: 259 803 1300
Passcode: 4U45wu

Select the text and then click on the Link icon

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When you click on the link icon, you now get a slightly different form, which shows the text that will be used for the link:

Send E-mail

From: Owen Parry <beacon@cardiffu3a.org.uk>

To: Owen Parry <owenparry1102@gmail.com> 1 addressee/s

Tick to receive copy

Load standard message:

Attachments: Choose Files No file chosen

Subject:

Topic: Owen Parry's Personal Meeting Room
Today 29th Jan at 17:00

Join Zoom Meeting
<https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcvVUJjR3M2MlZxUWZrQUV3dz09>

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Paste in the Link as before

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Notice the extra field here

[Home](#)

When you paste in your link and click OK you will see that your text 'Join Zoom Meeting' is now a link as well:

Send E-mail

From: Owen Parry <beacon@cardiffu3a.org.uk> v
To: Owen Parry <owenparry1102@gmail.com> v 1 addressee/s
 Tick to receive copy
Load standard message v
Attachments: Choose Files No file chosen
Subject: _____

Topic: Owen Parry's Personal Meeting Room
Today 29th Jan at 17:00
[Join Zoom Meeting](https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcvVUJjR3M2NVZxUWZrQUV3dz09)
<https://us04web.zoom.us/j/2598031300?pwd=L1Z6TXcvVUJjR3M2NVZxUWZrQUV3dz09>
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To tidy up, you can now delete the rather ugly original link:

Send E-mail

From
To 1 addressee/s
 Tick to receive copy
Load standard message
Attachments No file chosen
Subject



Topic: Owen Parry's Personal Meeting Room
Today 29th Jan at 17:00

[Join Zoom Meeting](#)

Meeting ID: 259 803 1300
Passcode: 4U45wu

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[Home](#)

Put in your message subject and click on Send.