Post a Video – Add as a Web Link

1. Navigate to the **page/section** where you will add link to video

2. Click on **Build Content**, from the drop down menu, select **Create Web Link**

3. From the **Create Web Link** page, type the name of the video in the **Name** text box

4. Now paste or type the URL address of your video in the **URL** text box

5. You may also add additional information relating to the video in the **Text** box

6. Under **Attachments**, you may include any additional files

7. Under **Web Link Options**, select **Yes** to **Open in New Window**

8. Now, click **Submit**

Note: This option not only allows for a link to a video but also you may use the above listed steps to add link(s) to any other resource(s) that has a valid URL.