

# Outline Links

System Administration > Custom > Outline Links

This tool can insert external website links into Campus for ease of user navigation. Users may need to access the same websites frequently. The Outline Links tool is designed to make this process easier by allowing the link and its authentication process to exist within Campus.

For example, users may conveniently access the school or district’s website, the state department of education website for reporting purposes, health websites for health office research, staff websites for syllabus reviews, news websites for media-related classes, etc.

## To create an Outline Link:

1. Select the **New Tool** icon from the action bar. The Campus Tool editor will display.
2. Enter information in the required **Name, Parent Tool, Code and Image** fields.
3. Enter the link’s website in the **URL** field.  
**NOTE:** This should be the complete URL, including the standard *http://* and *www* prefixes.
4. Click **Save**.
5. Log out and back into Campus to see the new link in the Index.

