

How to Insert Hyperlinks in PowerPoint

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Introduction

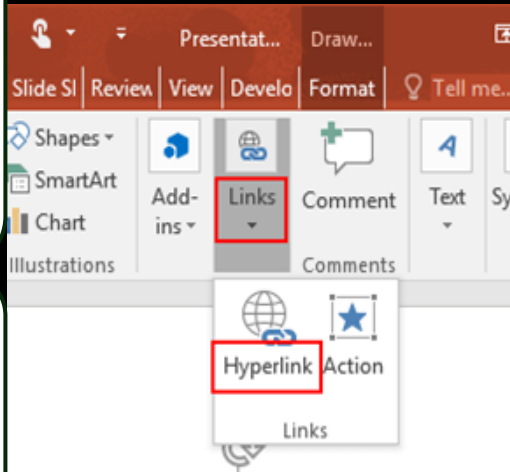
PowerPoint has links that allow you to connect slides to websites, documents, email addresses, or even additional slides. This makes your presentation more engaging, professional, and user-friendly. Follow the instructions to insert hyperlinks fast and accurately.

Step 1:

Select the **text**, **shape**, or **picture** that you want to use as a **hyperlink**.

Step 2:

Select **Insert > Link > Insert Link**.



Step 3:

Choices for hyperlinks:

Existing File or Web Page:

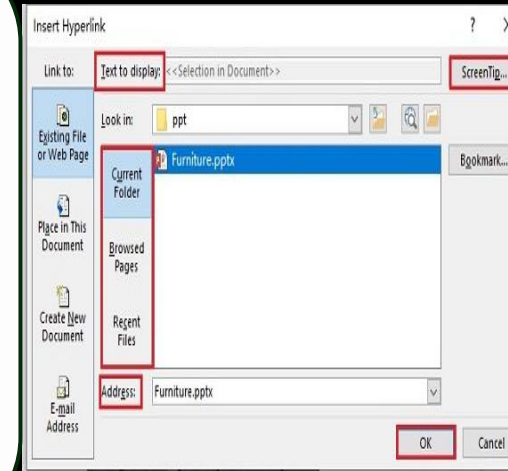
Enter or copy the URL of a website.

Place in This Document:

Choose a file by browsing.

Create New Document: To add a link to another slide, select "Place in This Document."

E-mail Address: Click "Email Address" and paste the address.



Step 4:

Verify the Link

For this hyperlink to be correctly inserted, click **OK**.

Step 5:

Check the Hyperlink

Run the slideshow and click on the connected object to confirm it works properly.

Conclusion

Adding hyperlinks to your PowerPoint presentations enhances their interactivity and facilitates quick access to knowledge for the viewers. You can improve the overall flow and success of your presentation by simply connecting slides, documents, websites, and email links.

References

Microsoft Support (2025).
Available at: <https://support.microsoft.com>
(Accessed: 17/11/2025)