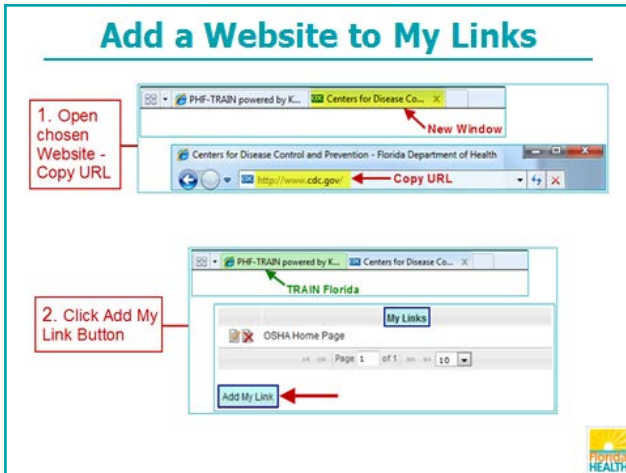


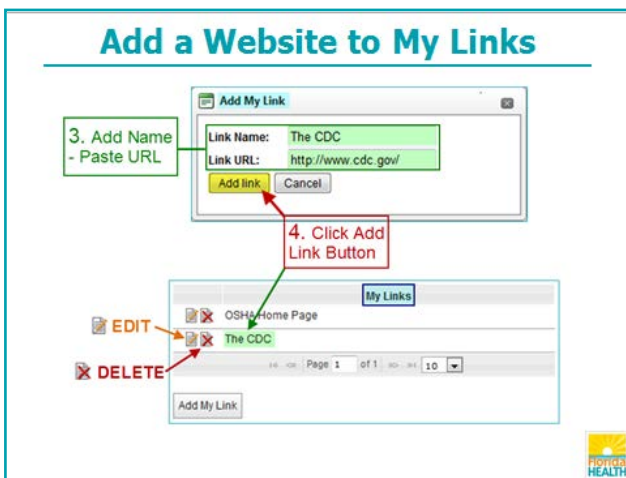
Slide 5 – Add a Website to My Links



There are four basic steps to add a website link to your My Links section. You should be logged into TRAIN Florida to begin the steps.

1. Open your chosen website in a new browser window and copy the URL (web address). Do not close TRAIN Florida.
2. Go back to the TRAIN Florida page tab. Go to your My Links tool, open it and click on the Add My Link button.

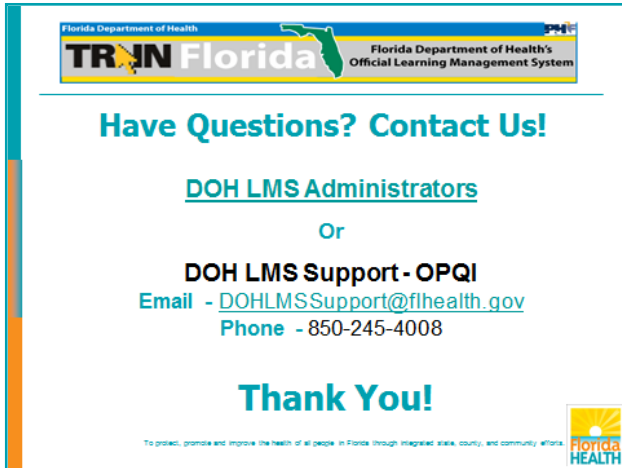
Slide 6 – Add a Website to My Links II



3. After you click the Add My Link button, the Add My Link pop-up window will open. Enter the name of the webpage/link in the Link Name field. Next enter/paste the copied URL into the Link URL field.
4. Click the Add Link button. The link will be added to the My Links section.

After a link has been added to this list, you may edit or delete the links as needed using the icons next to the link name.

Slide 7 – End Slide – Contact Information – Thank You!



Florida Department of Health
TRAIN Florida Florida Department of Health's
Official Learning Management System

Have Questions? Contact Us!


DOH LMS Administrators

Or

DOH LMS Support - OPQI
Email - DOHLMSSupport@flhealth.gov
Phone - 850-245-4008

Thank You!

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



If you have any questions or concerns regarding how to manage the My Links tool in TRAIN Florida, please contact your [DOH LMS Local Administrator](#) or DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI):

via email at DOHLMSSupport@flhealth.gov

or by phone at 850-245-4008.

Thank you for taking the time to learn more about the TRAIN Florida system.

END