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How to Link a Document in an Emma Campaign

Below are methods for linking a document in your campaign.

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If you need to link to a document that is not yet stored on a link-able resource (i.e., Box), then you may upload the document to Emma and link to it in the campaign. The document will be stored in and accessed from Emma, much like how files are stored in and accessed from Box.
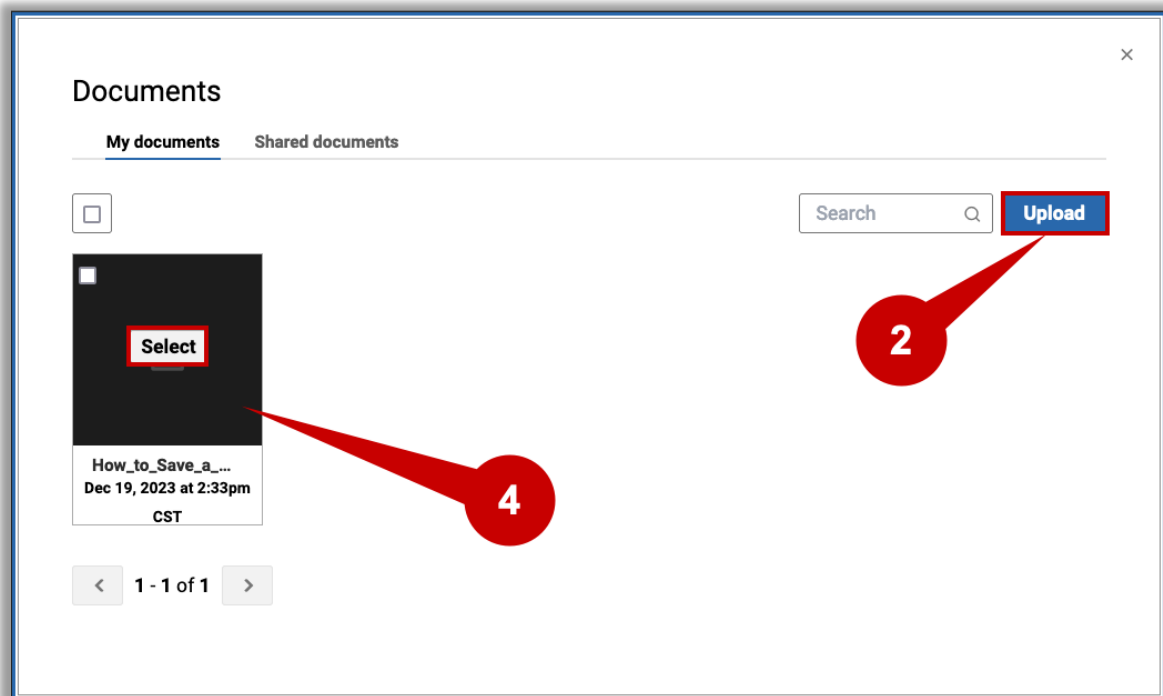
Upload the Document and Link to it ASAP

Follow the steps for the quickest method to link a document from within the drag and drop editor.

1. Highlight the text that will contain the link to the document and then select the link icon.
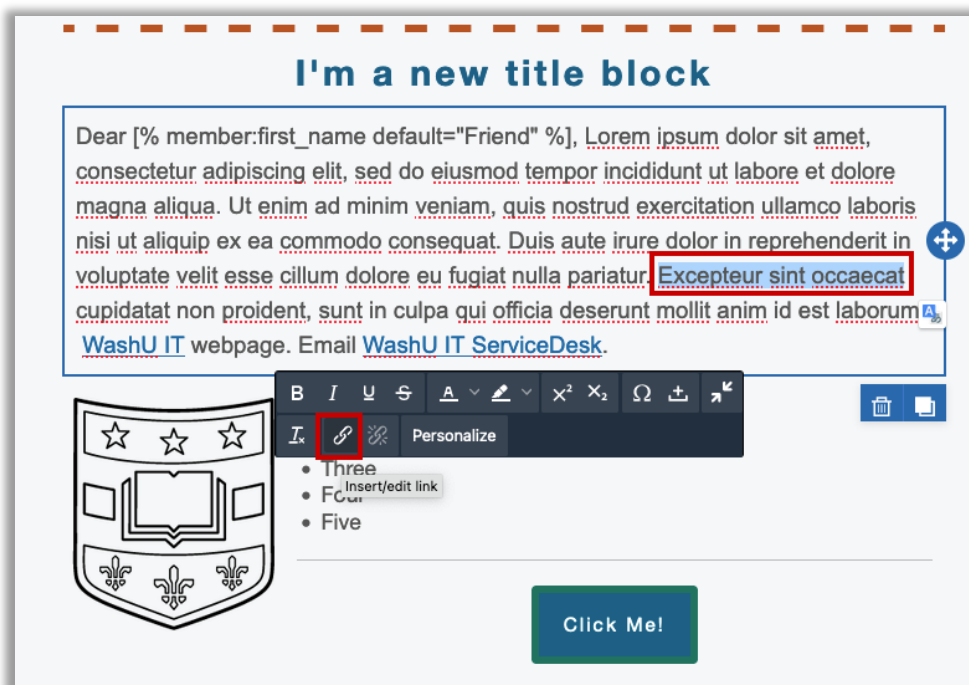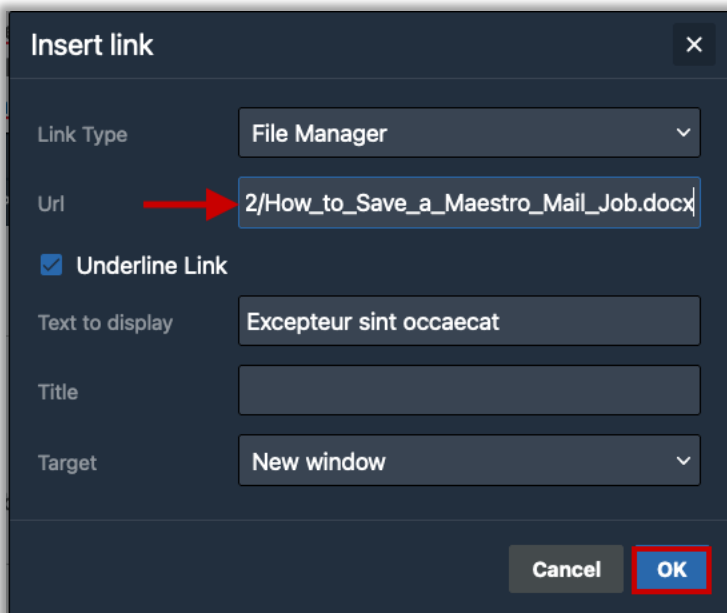

2. The Documents selection window will open. Select the **upload** button.
3. Follow the prompt(s) to upload the document from your computer.

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4. Then locate the document in the 'Documents' window and hover over it until the select button appears. Then click the **Select** button.

5. After selecting the document, the URL will show in the URL field. Set any other link settings as desired and then select **OK**.

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6. The link is set and ready to be used in the campaign.

Upload Document(s) and then Link to it

You may want to upload the document or multiple documents before editing the campaign. Follow the steps below to upload the document(s) first and then link to it in the campaign drag and drop editor.

1. Navigate to the **Campaigns** page.
2. Select the **Documents** section from the left-side menu.
3. Select the **Upload** or **Upload documents** button.
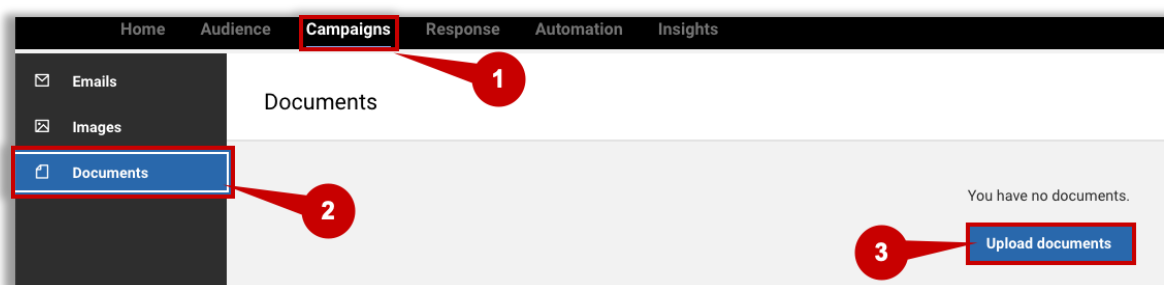
4. Follow the prompt(s) to upload the document from your computer.
5. The document will appear in the Documents list.
   a. Tip: Use the drop-down arrow at the end of the row to manage the document and remove unused or old documents.
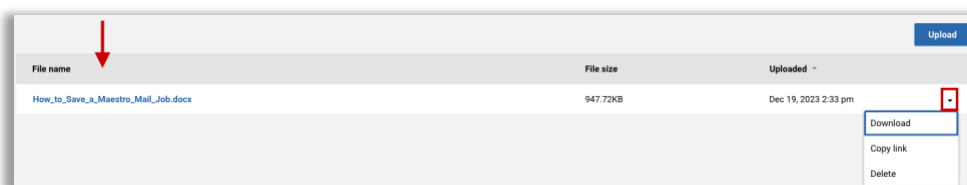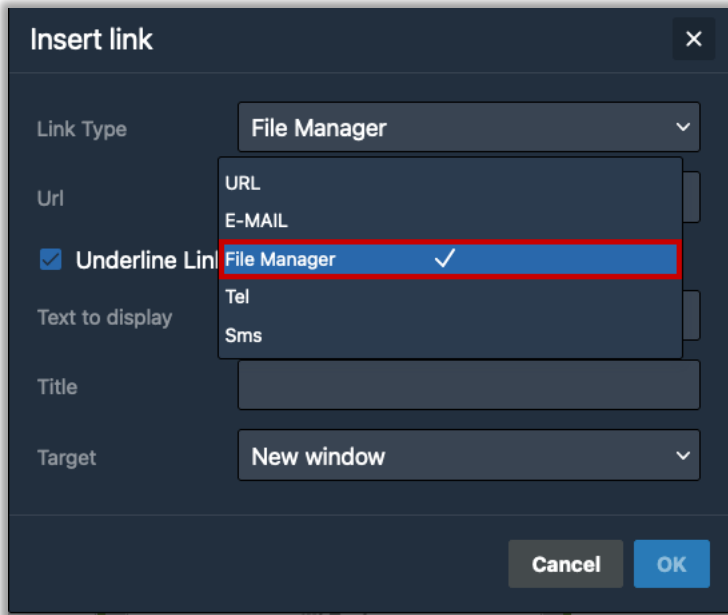
6. Select the **Emails** section from the left-side menu.
7. Select the **Email name** of the applicable campaign to open it in the drag and drop editor.
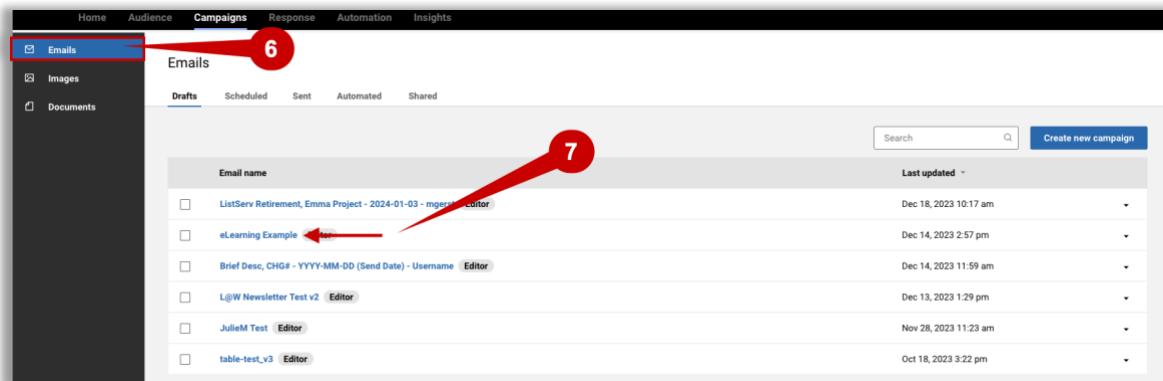
8. Highlight the text that will contain the link to the document and then select the link icon.

9. Select the drop down next to 'Link Type' and then select **File Manager**.

10. Locate the document in the 'Documents' window and hover over it until the 'select' button appears. Then click the **Select** button.

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a. Note: there are 2 tabs: 'My Documents', where you upload your documents from within your sub-account (as explained in steps 4 & 5 above) and 'Shared documents' where you can access documents shared with you from other sub-accounts.

11. After selecting the document the URL will show in the URL field. Set any other link settings as desired then select **OK**.

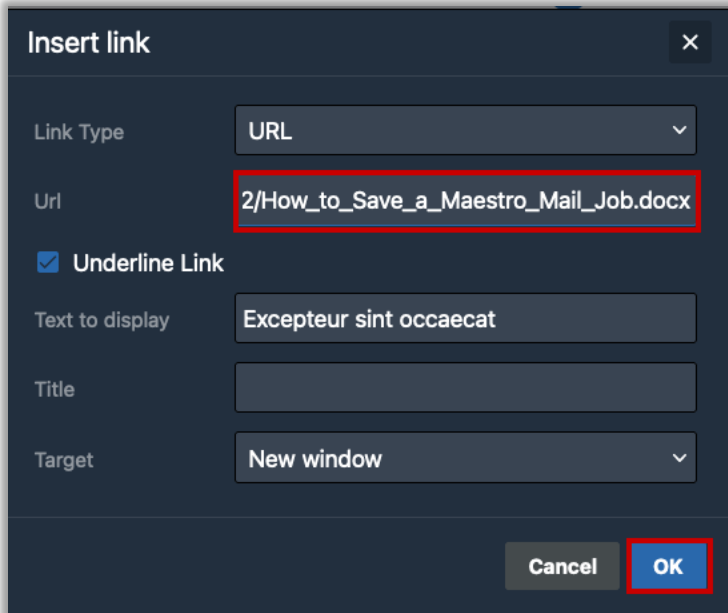12. The link is set and ready to be used in the campaign.

I have the URL

If you have the URL to a document stored in a resource other than Emma (i.e., Box), then you can enter it directly into the URL field. After logging in to Emma and opening your campaign in the drag and drop editor follow the instructions below to add a link with the URL.

1. Highlight the text that will contain the link to the document and then select the link icon.

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2. Paste the URL in the URL field and then select **OK**.

3. The link is set and ready to be used in the campaign.