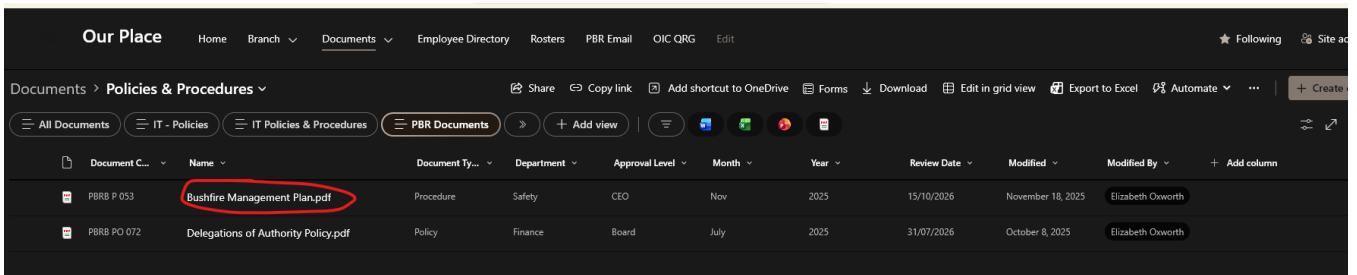
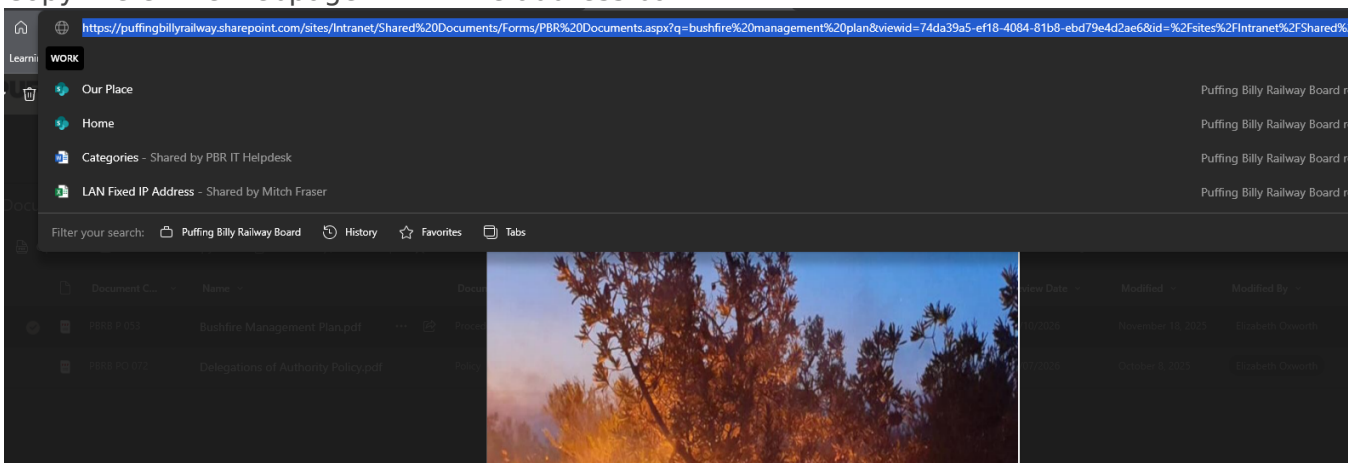


How to: Add a Quick Link on a SharePoint Page (OIC)

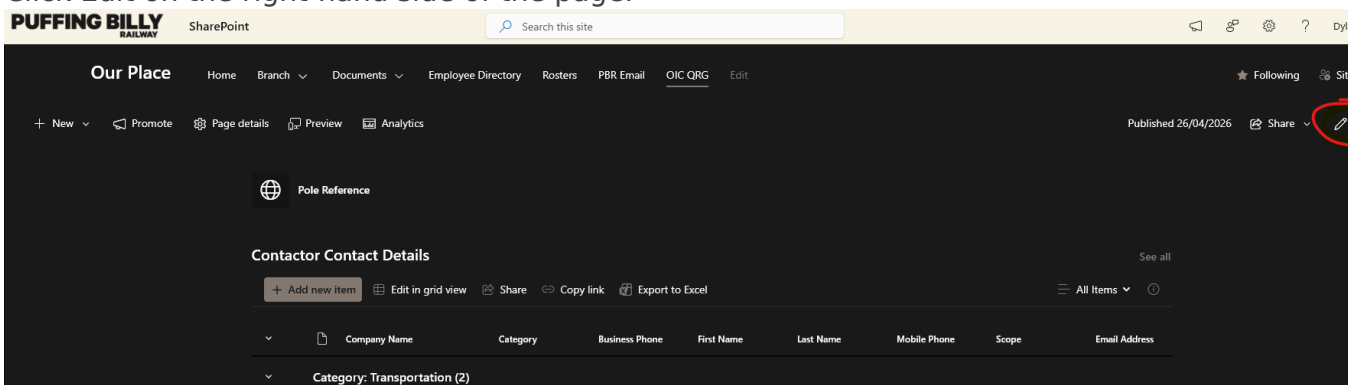
1. Grab the website link you want to add to the page. For this example, I will be adding the Bushfire Mangement Plan to the [OIC Quick Reference Guide](#)
2. Click on the document in the location it is stored.



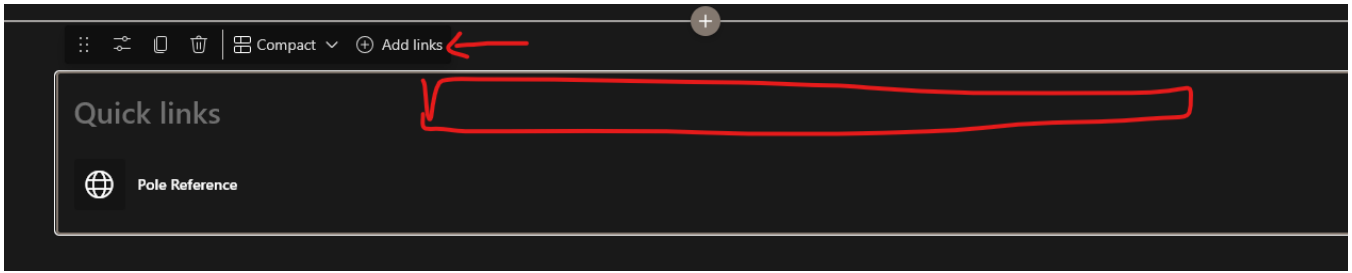
3. Copy the entire webpage link in the address bar.



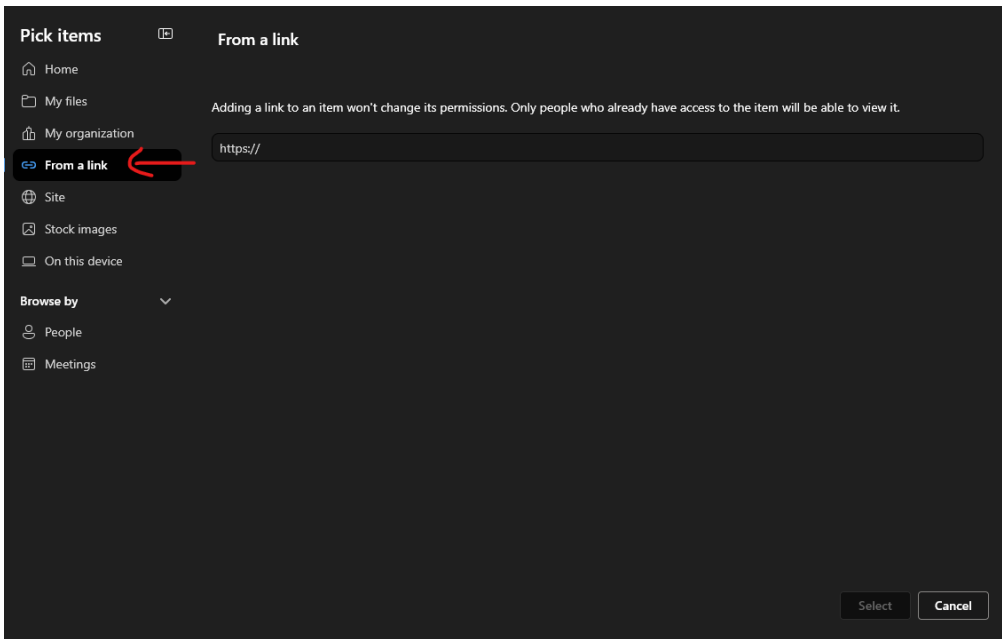
4. Go to the SharePoint page you wish to add a "Quick Link" [OIC Quick Reference Guide](#)
5. Click Edit on the right-hand side of the page.



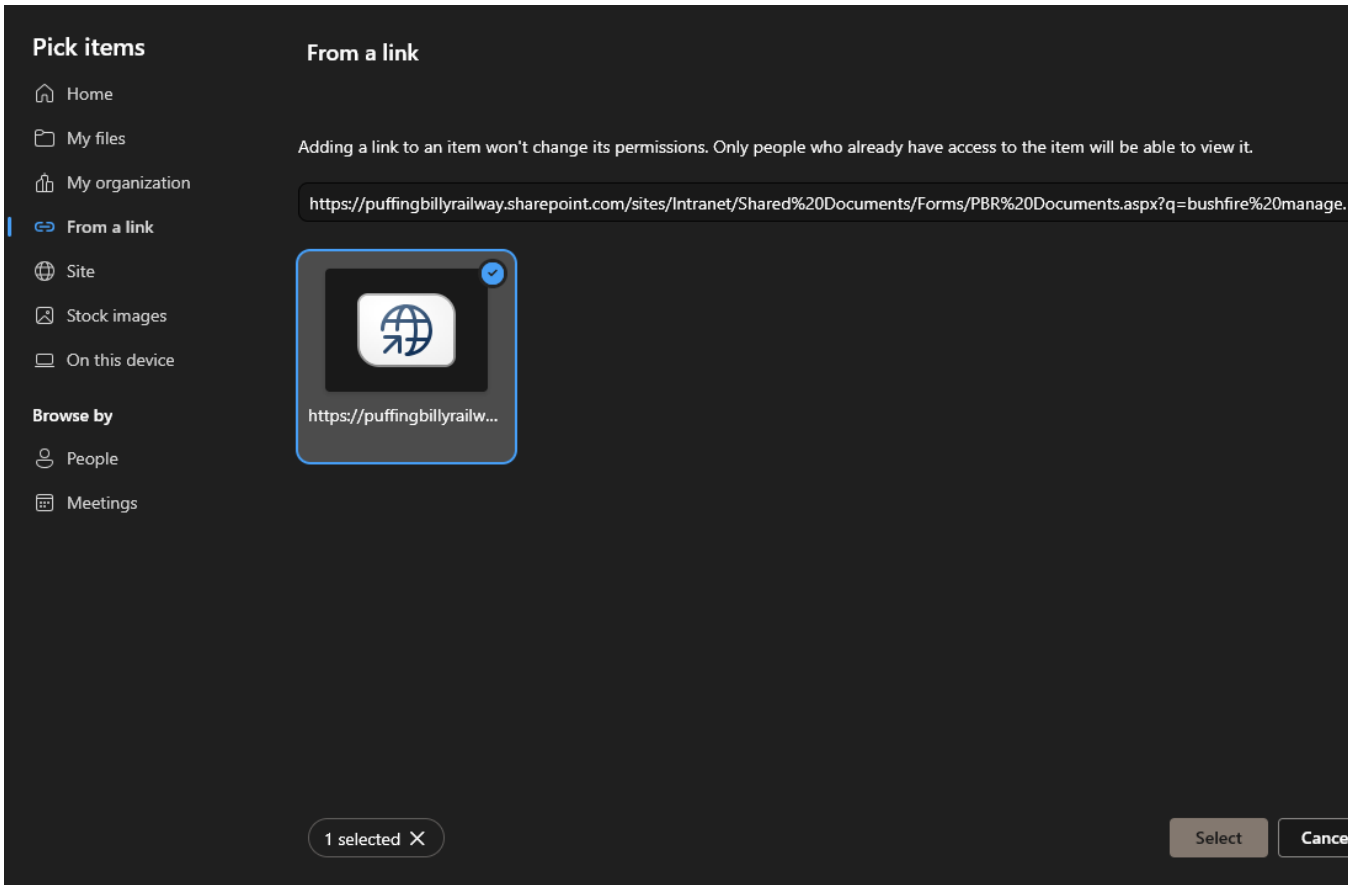
6. Click in the blank space to select the Quick Links widget, you should then get a popup to Add Link



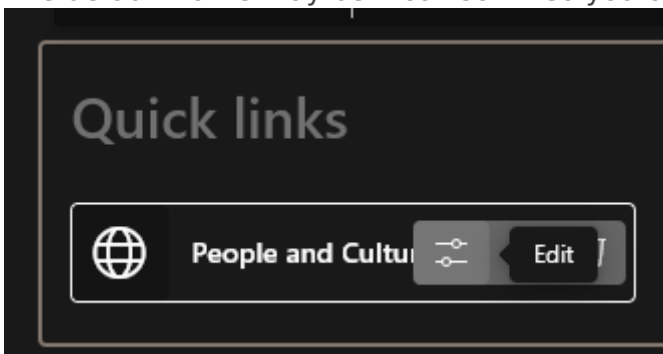
7. Select **From a Link** and add website link from the page you wish to access.



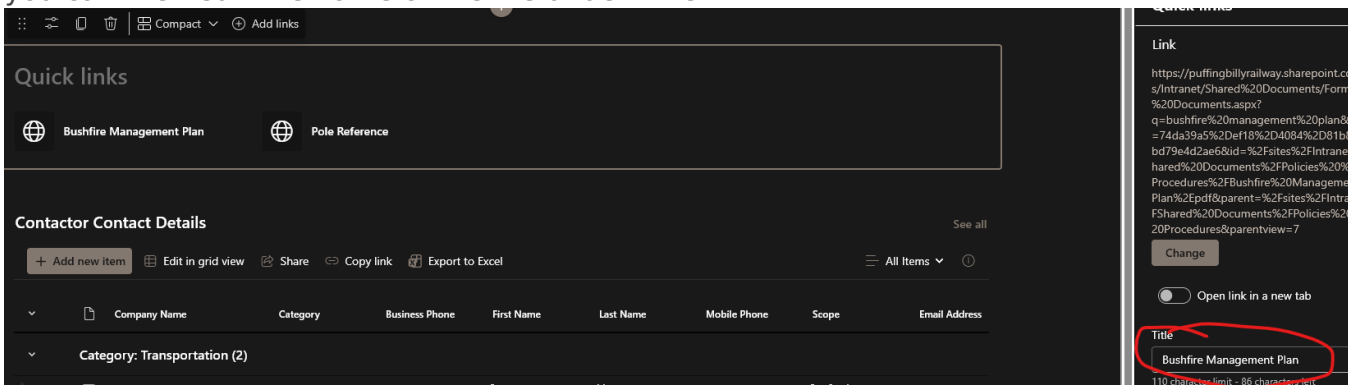
8. Paste the webpage link to the site/document, make sure the tile is selected and hit Select in the bottom right.



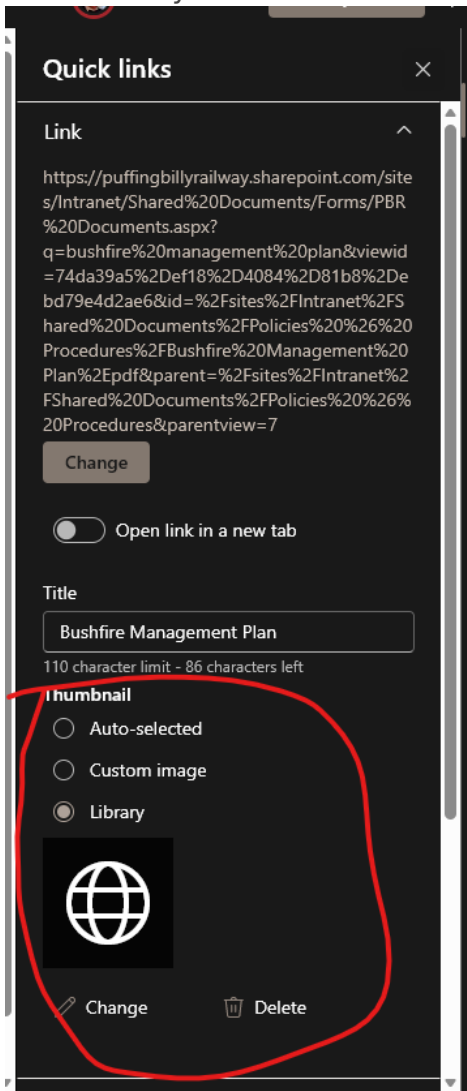
9. The default name may be incorrect. If so you can click on the link tile and select edit.



10. you can then edit the name of the tile under Title.



11. in this area you can also edit the thumbnail if you would like it be more relevant.



Revision #2

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