**Instruction for document storage and links in the email.**

To create the click here link follow the instruction to save the PDF on a hidden page on the SK site. Then rename the link to ‘Click here’. By saving it to the hidden page you don’t have to attach a PDF and you don’t have to ask parents to log in to the OLE.

[https://saintkentigern.sharepoint.com/:w:/r/SK%20ICT%20Services/\_layouts/15/Doc.aspx?sourcedoc=%7B67b0bf9a-8e5d-4713-ad67-1c88860071a2%7D&action=default](https://saintkentigern.sharepoint.com/%3Aw%3A/r/SK%20ICT%20Services/_layouts/15/Doc.aspx?sourcedoc=%7B67b0bf9a-8e5d-4713-ad67-1c88860071a2%7D&action=default)

Kate has a short cut on her desktop to the location to save these files

Eg below of the link in the format/naming protocol requested by ICT. You can then edit the link per normal in the email/notice being sent. The highlighted piece must precede the document name.

<https://pub.saintkentigern.com/files/College/20202801_Y9_Orientation_Camp_2020.pdf>

<https://pub.saintkentigern.com/files/College/20200718_Term3_College_Calendar_2024.pdf>

Dear Parents and Caregivers

Please [click here](https://pub.saintkentigern.com/files/College/20200718_Term3_College_Calendar_2024.pdf) for the College Term 3 Calendar Card.

Please note that updates and changes to the calendar can occur during the Term. Updates can be found on the OLE.

[click here](https://pub.saintkentigern.com/files/College/20240701_Letter_to_Parents_Field_Centre.pdf)