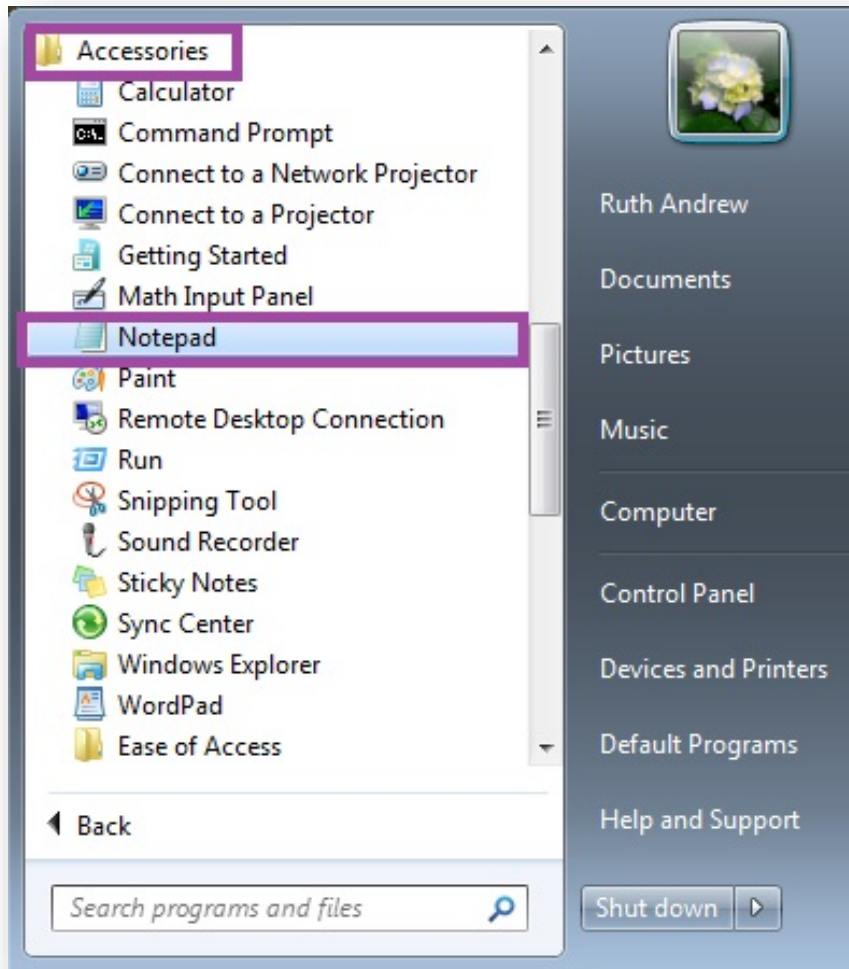**WCC Single Search Basics: Email Video Permalinks in WCCMail (Googlemail)**
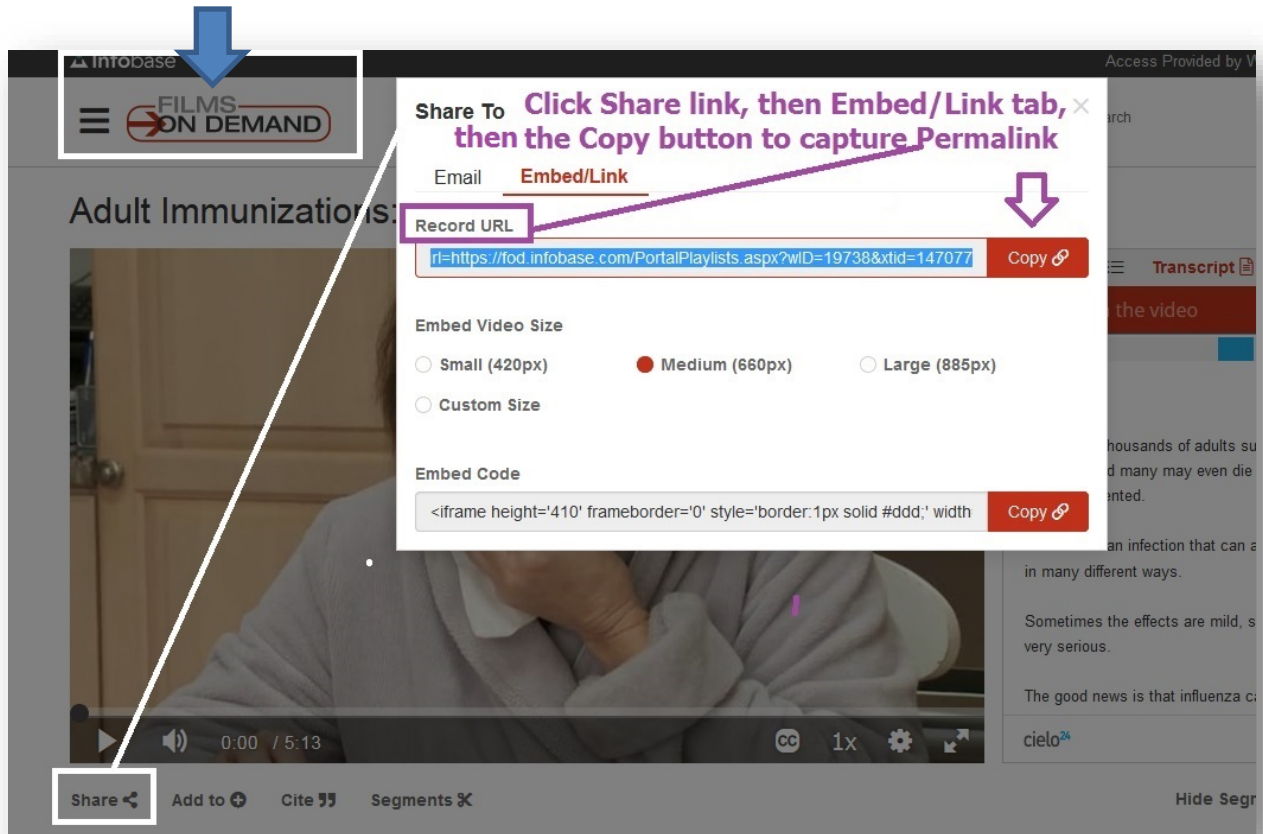
1. To email video permalinks using your Wayne Community College email:
   a. Open an empty **Notepad file** in which to copy your chosen video Title/Permalinks to prevent formatting problems later:

   i. Find **Notepad** by clicking the "Windows" button on the lower left corner of your computer desktop, and, in the **All Programs menu list** that appears above the button, scrolling down to the **Accessories folder**, opening that folder, then clicking on the **Notepad option**

   ii. As you **Copy** each video permalink from the database, **immediately Paste the link into the open Notepad file**, also **making sure to copy and paste a video Title for each link**, to keep everything straight

   b. Search the Erwin Library databases and retrieve Permalinks for each video:
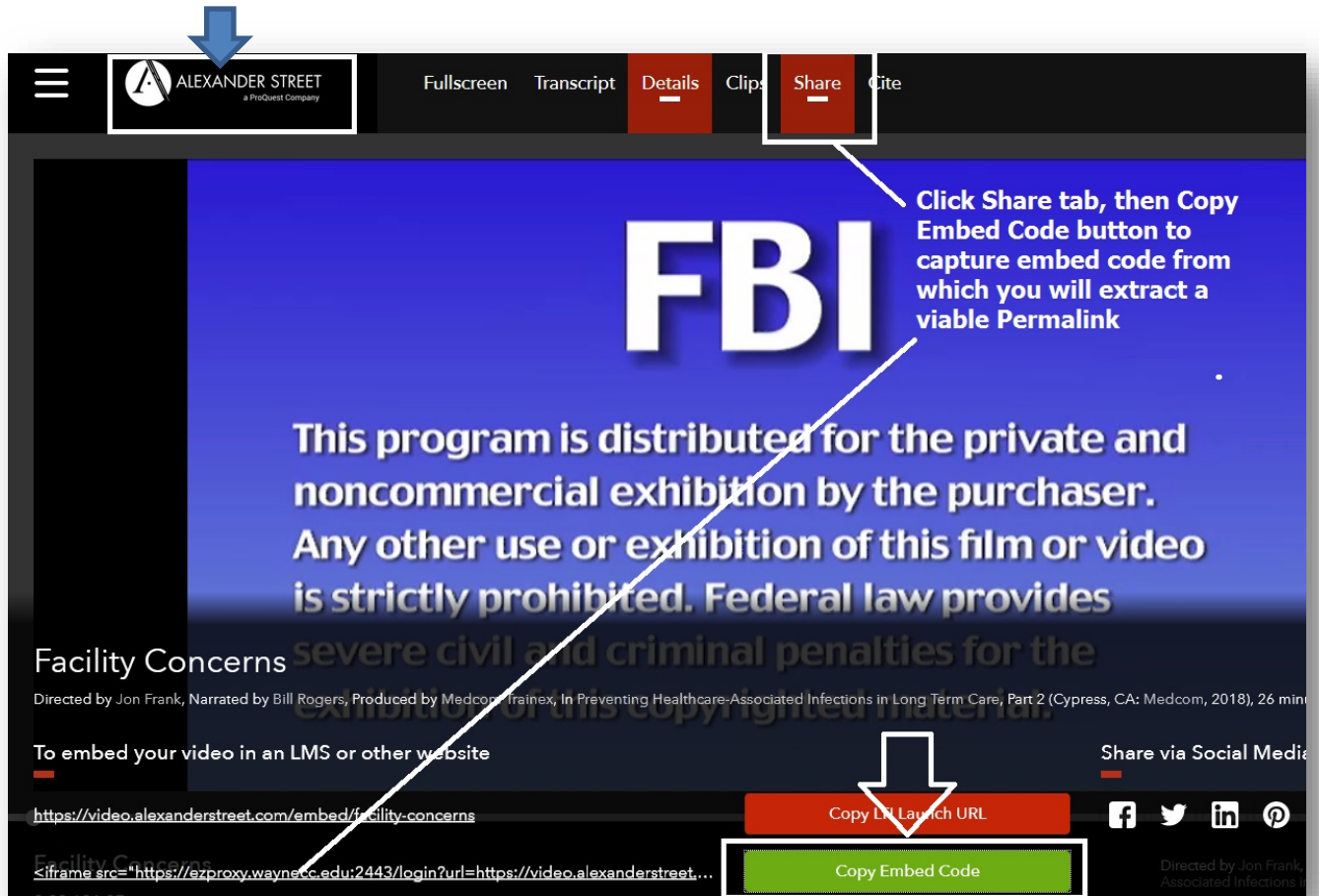
i. For **Films on Demand** video Permalinks:

1. Click the **Share link** at the bottom of the **video viewing window** to open the **Share To menu box**

2. In the **Share To menu box** click the **Embed/Link tab**

3. Click the **Copy button** beside the **Record URL box** to capture the Record URL (i.e. Permalink) for the video (the button will turn green and read "Copied" if you have successfully copied the URL)

4. Paste the **Record URL** (i.e. Permalink) you have captured into your open **Notepad file**, along with the **Title** of the video to identify it in your email for the recipient
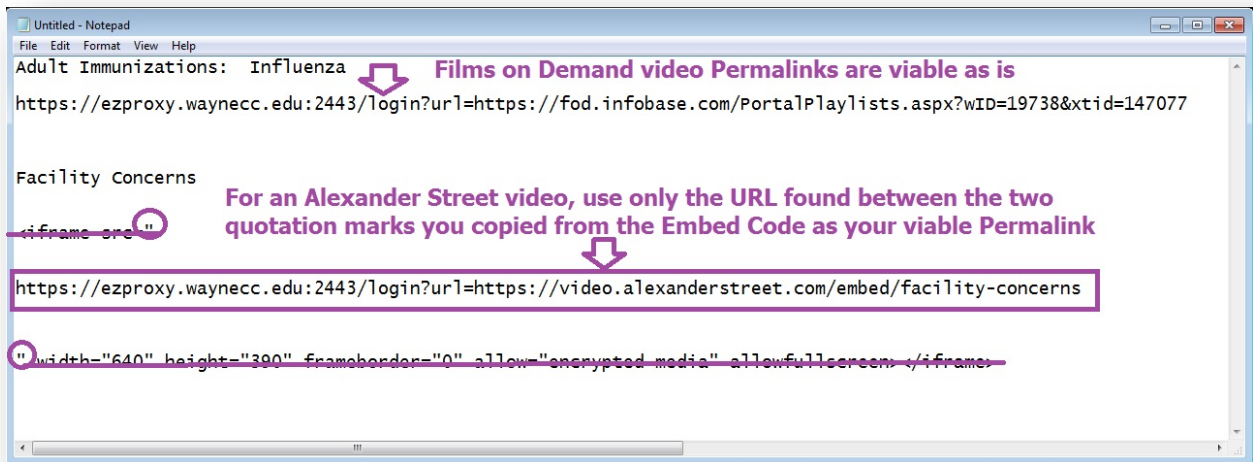
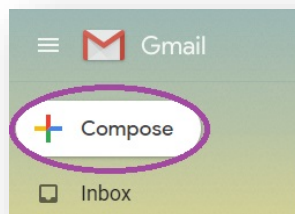ii.   For **Alexander Street** video Permalinks:

1.   Click the **Share tab** at the top of the **video viewing window**

2.   In the menu box that appears below the viewing window, click the **Copy Embed Code button** to capture the Embed Code (the button will turn green if you have successfully copied the code)

3.   Paste the **Embed Code** (i.e. code that contains the Permalink) you have captured into your open **Notepad file**, along with the **Title** of the video to identify it in your email for the recipient

4.   In the **Notepad file**, **extract the viable Permalink from between the two quotation marks in the Embed Code** you have Pasted, and **only use that portion of the code** in your email or Moodle class page

     c. Your Notepad file containing the Title/Permalink information for the two videos used in this example will look like this:
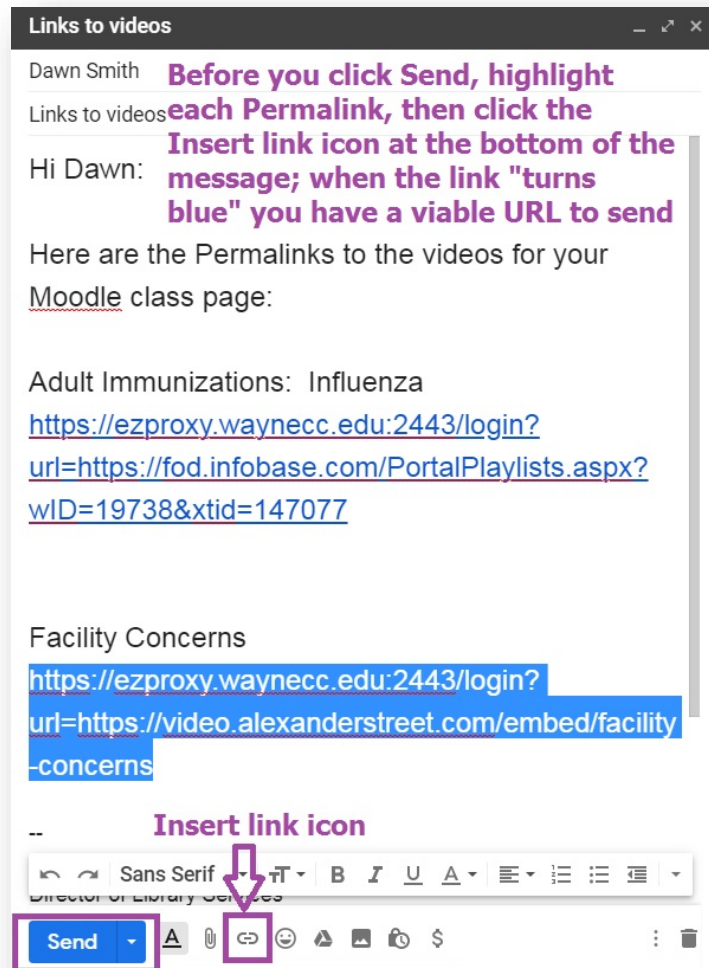

2. Open your **WCCMail account**, and click **COMPOSE to open a new email** or click **Reply** in an email you have already received:
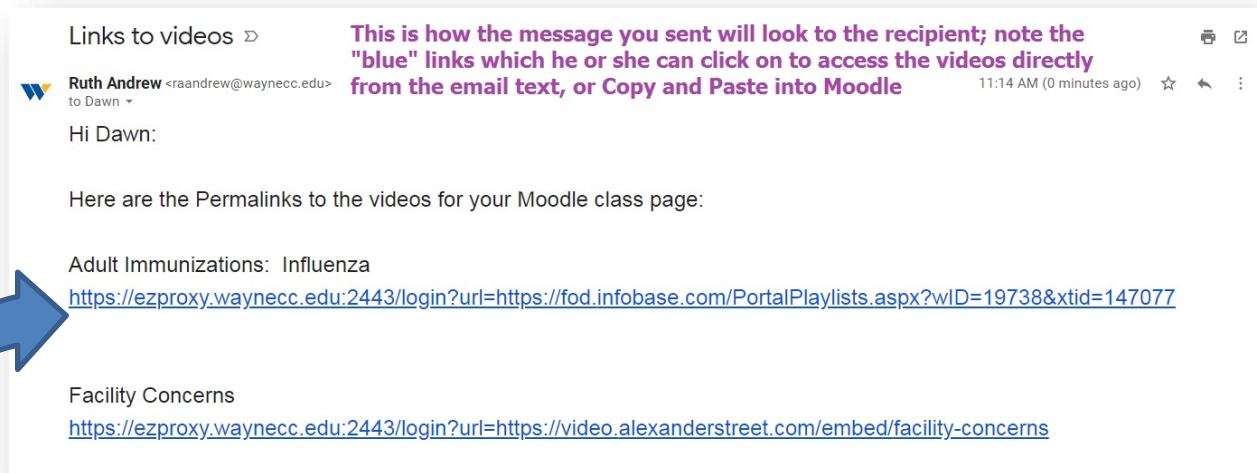

     a. In the **open Notepad file** where you have saved your video Titles/Permalinks, highlight the Title and/or Permlink for an entry, then right click and **Copy** the text

b. Move to your email and right click inside the **email text area you've opened,** then choose **Paste** to enter the video **static URL,** or **Permalink**, into the email

c. **Copy the video Title** from the Notepad file and **Paste** it into the email text to identify the Permalink you've created

d. Highlight the **video Permalink** you just pasted into the **email text area**

e. Click on the **Insert link icon** (appears as the **"∞" (infinity sign)** function) in the formatting choices that appear beside the **Send button**, to create a viable **URL** out of the **video Permalink** pasted into the **email text area** (the link will "turn blue" when it is a true hot link)

f. Continue until you have all of your video Titles/Permalinks entered and modified in the email text

g. Click the **Send button** to send the email message containing the **video Titles/Permalink(s)** to the recipient

Links to videos 🗅

This is how the message you sent will look to the recipient; note the "blue" links which he or she can click on to access the videos directly from the email text, or Copy and Paste into Moodle

Ruth Andrew <raandrew@waynecc.edu>
to Dawn ▾

11:14 AM (0 minutes ago) ☆ ↩ ⋮

Hi Dawn:

Here are the Permalinks to the videos for your Moodle class page:

Adult Immunizations: Influenza
https://ezproxy.waynecc.edu:2443/login?url=https://fod.infobase.com/PortalPlaylists.aspx?wID=19738&xtid=147077

Facility Concerns
https://ezproxy.waynecc.edu:2443/login?url=https://video.alexanderstreet.com/embed/facility-concerns

h. When the email is opened by the recipient, the **video Permalink(s)** can be clicked on as a viable **URL** to access the video

i. If the **video Permalink** is not converted to a URL using the **"∞" (infinity sign)** function in Googlemail, the original **video Permalink** will "break" at the **"=" (equal sign)** in the center of the Permalink, so that it will no longer serve as a complete URL

For assistance with searching any of the Erwin Library's **WCC Single Search** resources, contact the Erwin Library Reference Staff at 919-739-6891 (ext. 6891 on-campus), or use the online **Ask a Librarian** form to email your question.