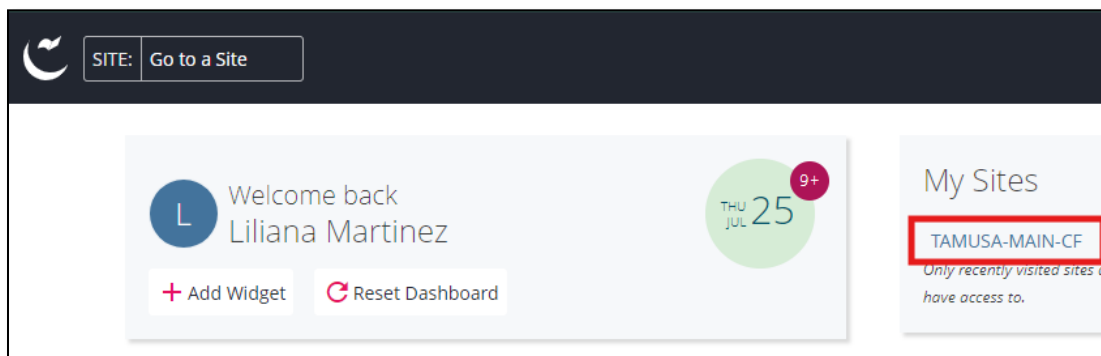




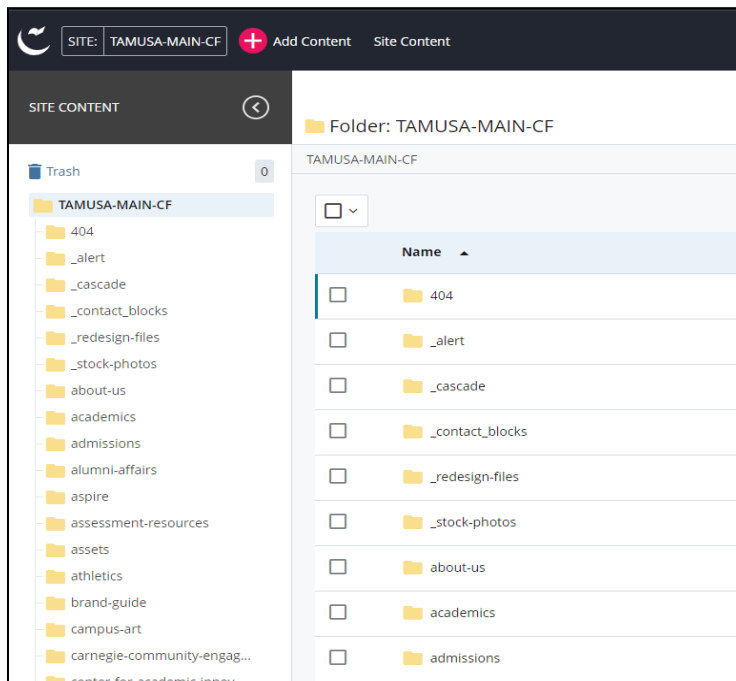
TEXAS A&M UNIVERSITY  
SAN ANTONIO

## CASCADE CLOUD HOW TO CREATE AN EXTERNAL LINK

1. Log into Cascade (<https://tamusa.cascadecms.com>)
2. Once logged in, click on the TAMUSA-MAIN-CF site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-MAIN-CF.



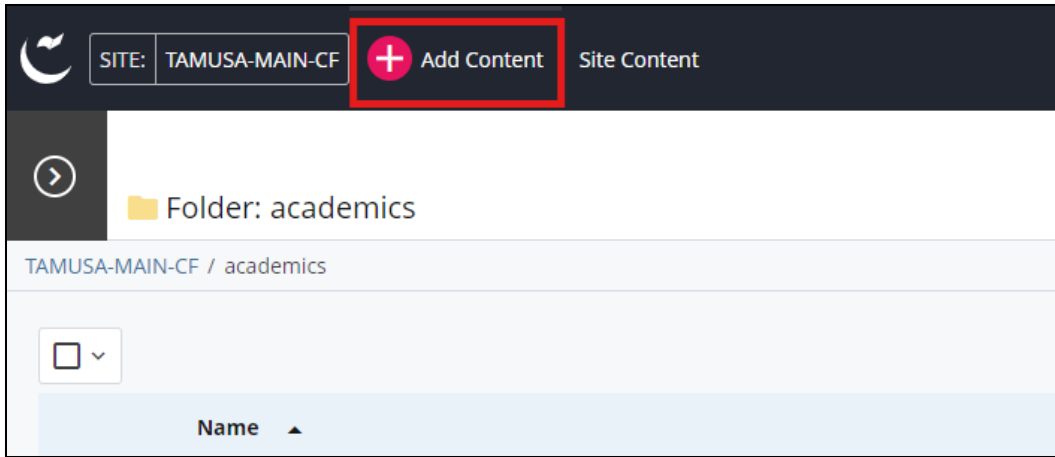
3. Select your department folder.



4. Inside each department folder you should have an \_LINKS folder. All external links need to be created inside the \_links folder. Click the \_links folder.



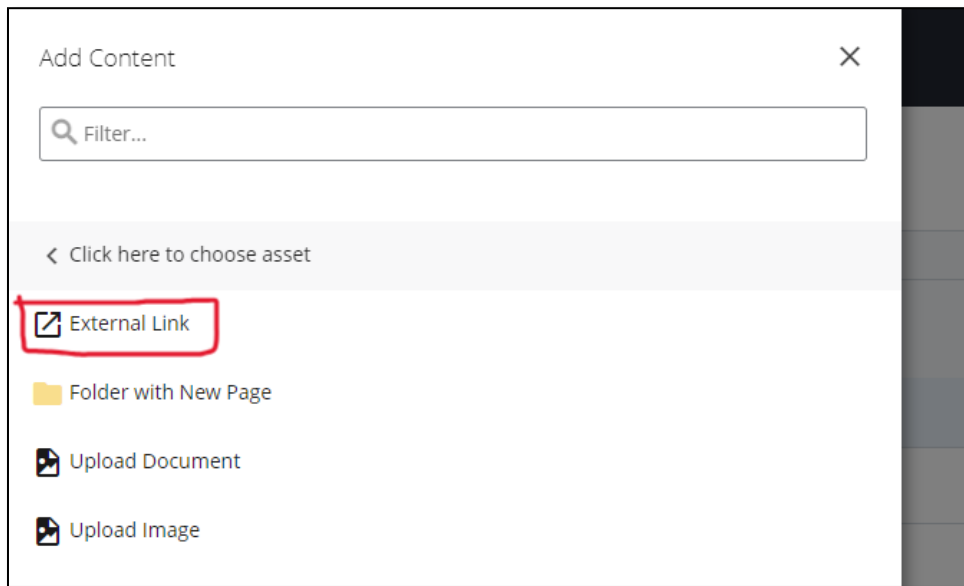
5. Once you have clicked the \_LINKS folder, click on the ADD CONTENT option to the top left.



## 6. Select CLICK HERE TO CHOOSE ASSET



## 7. Select EXTERNAL LINK



## 8. Fill out the required fields for your page.

**LINK NAME: DO NOT USE SPACES.** If you have two or more words as the link name, please use the hyphen (-) (ex: google-link)

**PLACEMENT FOLDER:** The placement folder is where your external link will be created. You should be under the \_links folder in your department folder.

**TITLE:** The title of the page will be used as the title of the page breadcrumbs and browser tab title.

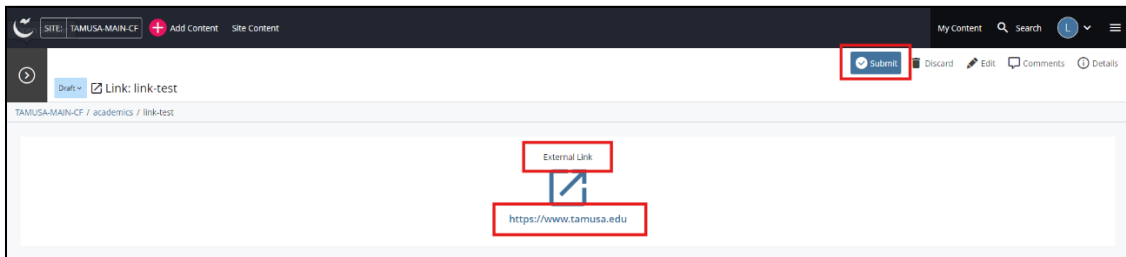
**LINK SETTINGS:** This is where you will add the link (URL) you are trying to go to.

The screenshot shows a form for creating a link. At the top, there are tabs for 'Content' and 'Metadata', and buttons for 'Draft saved', 'Close', and 'Preview Draft'. The form fields are:

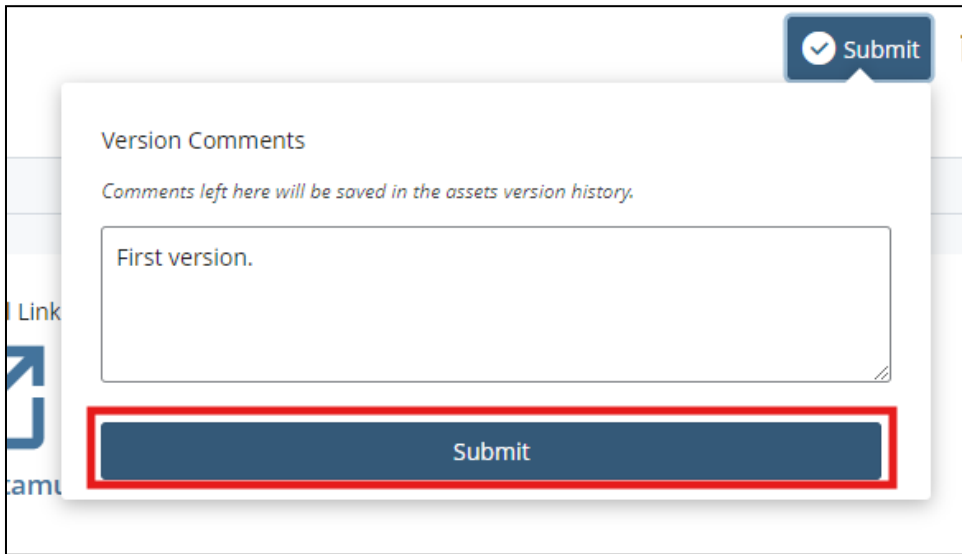
- Link Name \***: An empty text input field with a red border and a red error message below it: "This field is required."
- Placement Folder \***: A dropdown menu showing 'academics' with a folder icon. Below it, the path 'TAMUSA-MAIN-CF: /academics' is displayed.
- Link Settings**: A section containing a 'Link \*' text input field.
- Tags**: A dropdown menu with the text 'Select one or more values...' and a downward arrow.

At the bottom of the form, there is a status bar with '15' and 'Folder' on the left, and 'Jun 2 4:23 PM' on the right.

9. Test your link by clicking the link under EXTERNAL LINK section to make sure the URL is correct. Once you confirm your link works click the SUBMIT button



10. Click the SUBMIT button.



The image shows a 'Version Comments' dialog box. At the top right, there is a blue button with a white checkmark and the text 'Submit'. Below this, the title 'Version Comments' is displayed, followed by the instruction 'Comments left here will be saved in the assets version history.' A text input field contains the text 'First version.'. At the bottom of the dialog, a blue button with the text 'Submit' is highlighted with a red rectangular border. On the left side of the dialog, there is a 'Link' label and a blue arrow icon pointing up and right, and a 'Name' label with a blue arrow icon pointing up and right.

11. YOU ARE DONE.