**Copyright Management:** The University uses the Equella system as part of its copyright management, so electronic versions of printed resources not otherwise available online need to be uploaded to this system before they can be used in MyLO. This guide shows you how to provide students with easy access to any documents which have been uploaded to Equella from within the MyLO environment.

From your Unit homepage:
- Click on Content in the navbar.
- Select the Unit Builder tab.

Click and drag the **Create a link** icon to your chosen place in the Unit structure.

Select **Equella Item** from the drop-down list of resource types.

In the Select box that appears, enter an appropriate search term.
- Click on the search (**magnifying glass**) icon.
Identify your chosen resource from the search results and click on the Select button.

Review the information about your chosen item.
Click on the Return Selection button to confirm.

Click on the Insert button.

Change the name of the Quicklink to something appropriate (to replace the default code displayed).
Click on the Save button.
The new Quicklink in unit content will now link directly to the selected Equella item.