How to Add an External URL

Planet eStream allows you to add an External Link from a website such as BBC News. You can also add link from another digital content provider. You can also add metadata information to the external link so that it is included in search results on your Planet eStream system. To add an External Link, please follow the steps below...

Step One – Navigate to Add External Link

On your Planet eStream website navigate to Admin > Add External Link to open the External Link page.
Step Two - Specify the Link and Add Relevant Details...

Firstly, type or copy and paste the link that you wish to add to Planet eStream. Please ensure that you use the full address. Next, fill in any details that are relevant to the link, for example a title and description.

Did you know?
A link to a video on another resource could be added as an external link, making Planet eStream the place to go to find all useful video media.

Step Three - Set Options for External Link...

Set the relevant options for the link. For example, you will be required to specify a publishing policy for the link to be added to and whether it is public or private. You might also want to the link to a Planet eStream category.
Step Four – Add URL...

Click the 'Add URL' button to add the external link to your Planet eStream system.