



ACTIVATE YOUR VOTING BUTTON

For the 2016 World Luxury Hotel Awards Voting Process:

1. To utilize your voting button please save the attached jpeg under your signature files.
(where you save your company signature files).
2. Copy the text below:

Please cast your valuable vote for (Hotel Name) in the 2016 World Luxury Hotel Awards. Click the vote button above and you will instantly be directed to the voting poll.

3. Go to your Outlook programme
 - Go to **File**
 - Go to **Options**
 - Go to **Mail**
 - Go to **Signature**
 - Click on the '**Signatures**' button
 - Click on your current Signature
 - Click enter *underneath* your company signature, in order to place the voting icon underneath your current signature.
 - Browse to the destination where you've saved the jpeg, in this case it should be where our current signature files are.
 - Select the voting icon.jpg image and **OK**
 - Click on the voting icon image and go to '**Insert**','Hyperlink'

In the address bar type in this link:

<http://www.luxuryhotelawards.com>

- **OK**
- Enter *below* the voting icon image
- Paste the copied text:

Please cast your valuable vote for (Hotel name) in the 2016 World Luxury Hotel Awards. Click the vote button above and you will instantly be directed to the voting poll.

- edit the Hotel name
- select the text
- save
- close
- **OK**
- **OK**



INSTRUCTION MANUAL

(Email Campaign Template)

How to insert your images in Powerpoint:

Right click on the image block and choose
>> change picture
>> then select the photo file.

If the picture is either too big or too small, do not stretch, rather use the crop option.

How to use the crop option:

You can crop the picture by selecting
>> format
>> picture
>> crop

To save a jpeg from Powerpoint:

In Powerpoint go to
>> file
>> save as
>> set format to jpeg & save.

Mailing the jpeg from Outlook:

In Outlook go to
>> picture
>> choose picture from file
>> then select the jpeg file.

Make sure your text layout in Outlook is set to center, this will ensure that the image displays on the center of the mail message. Select the embedded image then click on

>> insert hyperlink
>> and type in the website link.

Mailing the jpeg from Mac Mail:

In Mac Mail click on attach
>> then choose the jpeg file. In your mail select the embedded image then go to
>> edit
>> add link
>> then type in the website link.