

Your Ultra Badge Guide

Here's your guide to displaying the badge in your email signature.

Step 1: Download Your Badge

Open the folder containing this document.

You'll find two Ultra Badge options:

- *Ultra_Badge_Square.gif*
- *Ultra_Badge_Landscape.gif*

Choose the format that best suits your email layout and select that file when updating your signature.

Step 2: Add the Badge to Your Email Signature

Outlook

1. Click the Settings icon, then go to Accounts > Signatures.
2. Select the signature you'd like to edit or create a new one.
3. Click Insert pictures inline and upload the badge file from the folder.
4. Click the image and resize it to be smaller if needed.
5. Click the image again and add this hyperlink:
<https://privateluxuryevents.com/ultra-membership>
6. Click Save.

Gmail

1. Go to Settings > See all settings > General > Signature.
2. Select your signature or create a new one.
3. Click the Image icon to upload the badge file from the folder.
4. Click the image, then click the Link icon.
5. Add this link: <https://privateluxuryevents.com/ultra-membership>
6. Scroll down and click Save Changes.