Email Signature Tutorial

This is a short tutorial on how to update your signature in **Microsoft Outlook 2010** for **Windows 7** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

**Step 1.** Open Microsoft Outlook 2010 and click on the ‘**New E-mail**’ button.
Step 2. In the new mail window, click on the signature tab and select the menu item ‘Signatures...’

Step 3. In the signatures window, make sure your Trinity email address is displayed in the ‘Choose default signature’ section and then select ‘New’ from the select signature to edit menu.

If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie
Step 4. Open the attached Microsoft Word .doc file that contains the new Trinity email signature template and copy the text.

Step 5. Return to the Signature window in Microsoft Outlook 2010 and paste the signature into the edit signature box. If there is multiple options for pasting, choose 'Keep Source Formatting'. The pasted text will retain the styles from the attached Microsoft Word .doc file.
Step 6. Once you have pasted in the signature template, change the first three lines to reflect your details at Trinity College Dublin, the University of Dublin.

Step 7. Afterwards, replace the phone number and email with your Trinity details.

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Step 8. When entering your email address, make sure it is all lowercase. When finished, press enter to insert a carriage return to create a hyperlink for your email.

Step 9. Enter the Trinity web address (www.tcd.ie) in the same way as your email address, returning the line at the end to create a hyperlink.

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Step 10. Select both hyperlinks in the Signature and click on the color band in the edit menu to dropdown the colour selection palette. Under ‘Standard Colors’ select ‘Blue’ (as below)

Step 11. Click ‘OK’ and you have finished creating your new Trinity email signature. Close the new mail window and reopen it to see your new signature on all new outgoing emails.

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