Email Signature Tutorial

This is a short tutorial on how to update your signature in Apple Mail on OS X 10.10 Yosemite to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

Step 1. Open Mail.app and select ‘Preferences’ option from the Mail Menu.

If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie
**Step 2.** Select the ‘Signatures’ tab in the Preferences popup window.
Step 3. Click on the ‘+’ underneath the second column to create a new signature.
Step 4. Title your new signature and then paste your required signature from the Microsoft word .doc file.

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Step 5. Replace the first three lines of the template with your respective details.

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**Step 6.** Scroll down and replace template’s phone number and email with your own.

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Step 7. If there are any spacing issues between the signature's lines, you can correct these by pressing 
CTRL + ENTER to create a carriage return after each new line to correctly format the signature. 
You can now close the popup window and your signature will automatically save.

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Step 8. You can now select this Signature next time you are sending a mail in the dropdown menu to the right in the New Mail window

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