Email Signature Tutorial

This is a short tutorial on how to update your signature in Microsoft Office Outlook Web Access in Internet Explorer 11 at http://go.tcd.ie to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

**Step 1.** Go to http://go.tcd.ie and sign into your mail account.
(ensure the ‘Use Office Web Access Light’ option is NOT ticked)

![Image of Internet Explorer login screen](https://example.com/image.png)

**Step 2.** Click on the ‘Options’ item in the top menu bar.

![Image of Outlook Options menu](https://example.com/image.png)

If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie
Step 3. Navigate to the email signature section.

Step 4. Copy the email signature template you require from Microsoft Word .doc file.
Step 5. Paste the signature template into the WYSIWYG editor. The signature will retain the styles applied to it from the Microsoft Word document.

Step 6. Edit the first three lines to reflect your name, title and your academic/administrative area.
Step 7. In the same box, scroll down further and replace the template’s phone number and email with your details. Press Enter after each line to create a carriage return and turn the email into a link.

Step 8. Select both your email and the www.tcd.ie link with the cursor and click on the ‘font color’ option in the WYSIWYG editor’s menu. Select ‘Blue’ from the drop down menu (6th column, 3rd down) to apply.
Step 9. Tick the ‘Automatically include my signature on outgoing mails’ and then click ‘Save’ in the top left corner.

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