



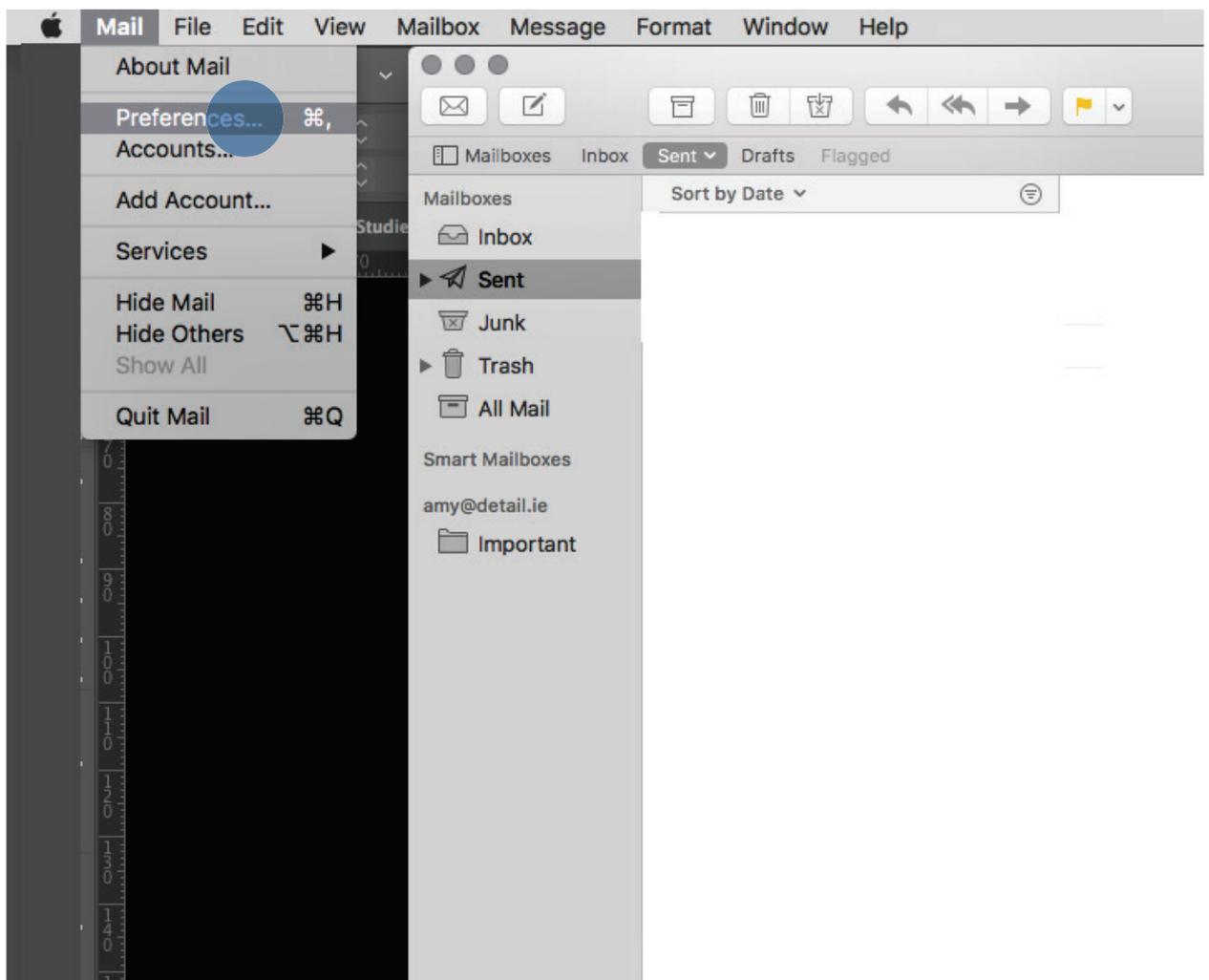
Please note that the following guidelines refer to both of the preferred signature options.

Mac OS Sierra Mail.app Email Signature Tutorial



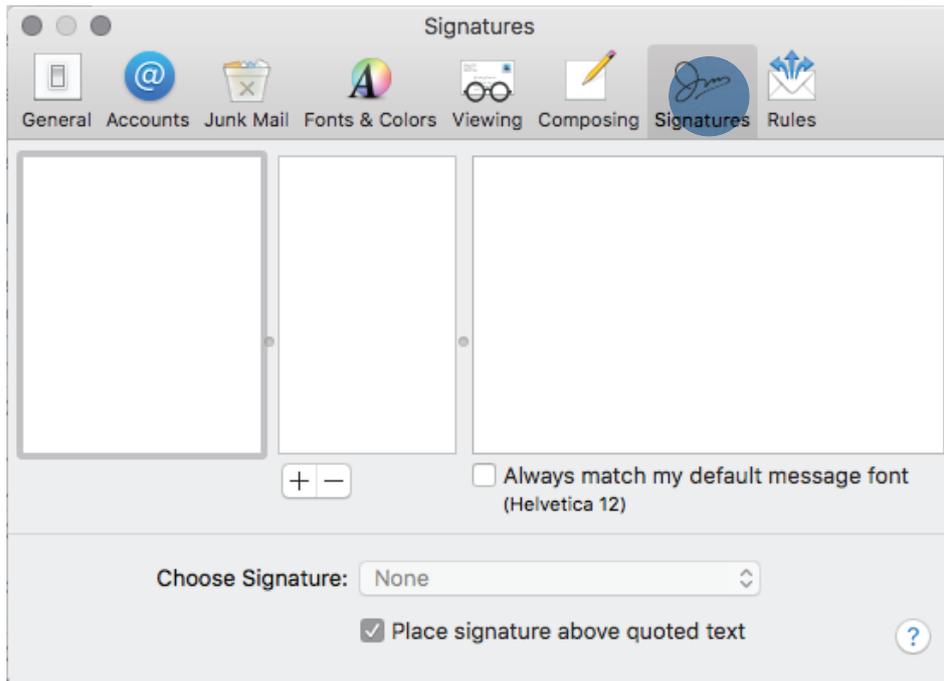
This is a short tutorial on how to update your signature in **Apple Mail** on **OS Sierra** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

Step 1. Open **Mail.app** and select '**Preferences**' from the Mail Menu.

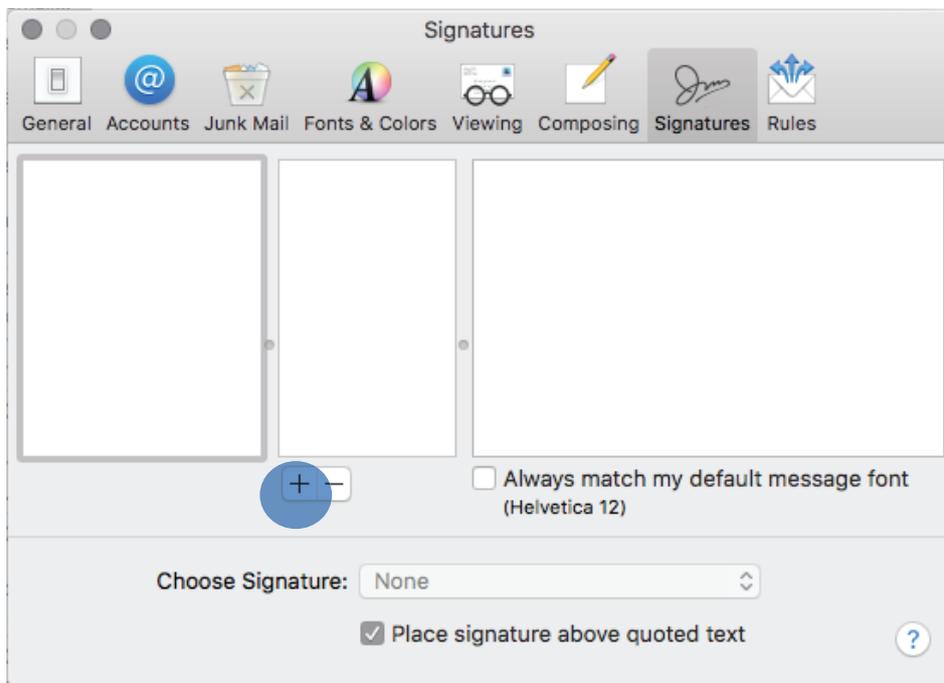


If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie

Step 2. Select the 'Signatures' tab in the Preferences pop-up window.

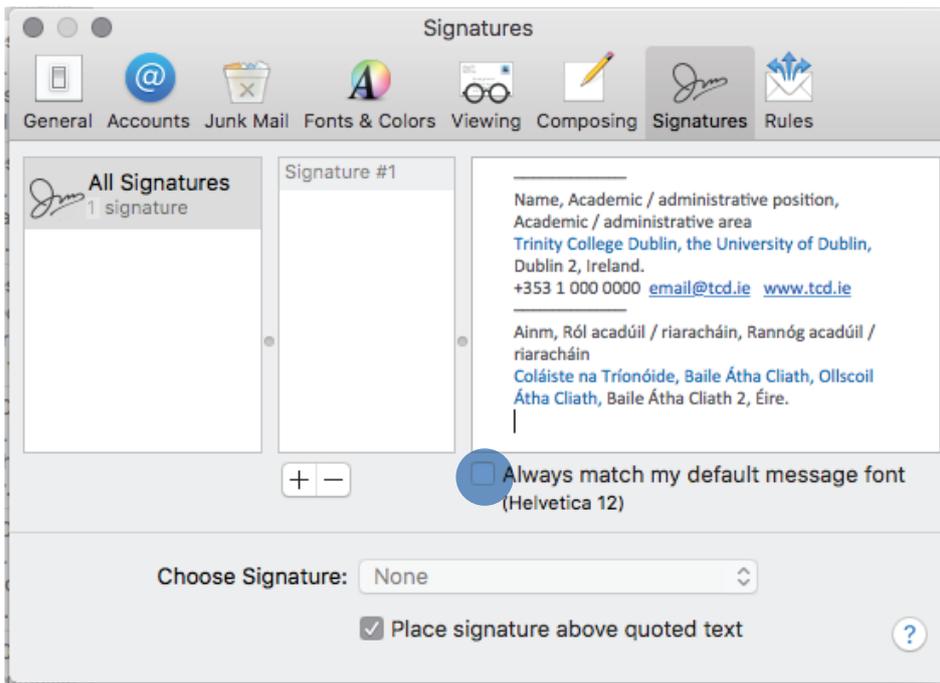


Step 3. Click on the '+' underneath the second column to create a new signature.

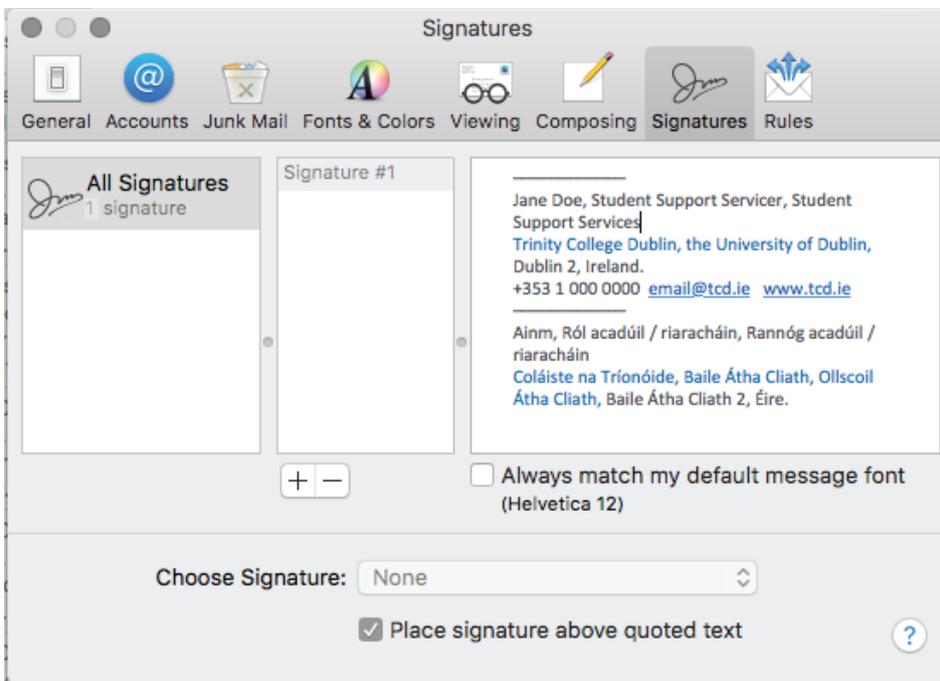


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Step 4. Make sure that the ‘**Always match my default message font**’ option is un-ticked and paste your chosen signature from either Microsoft Word document.

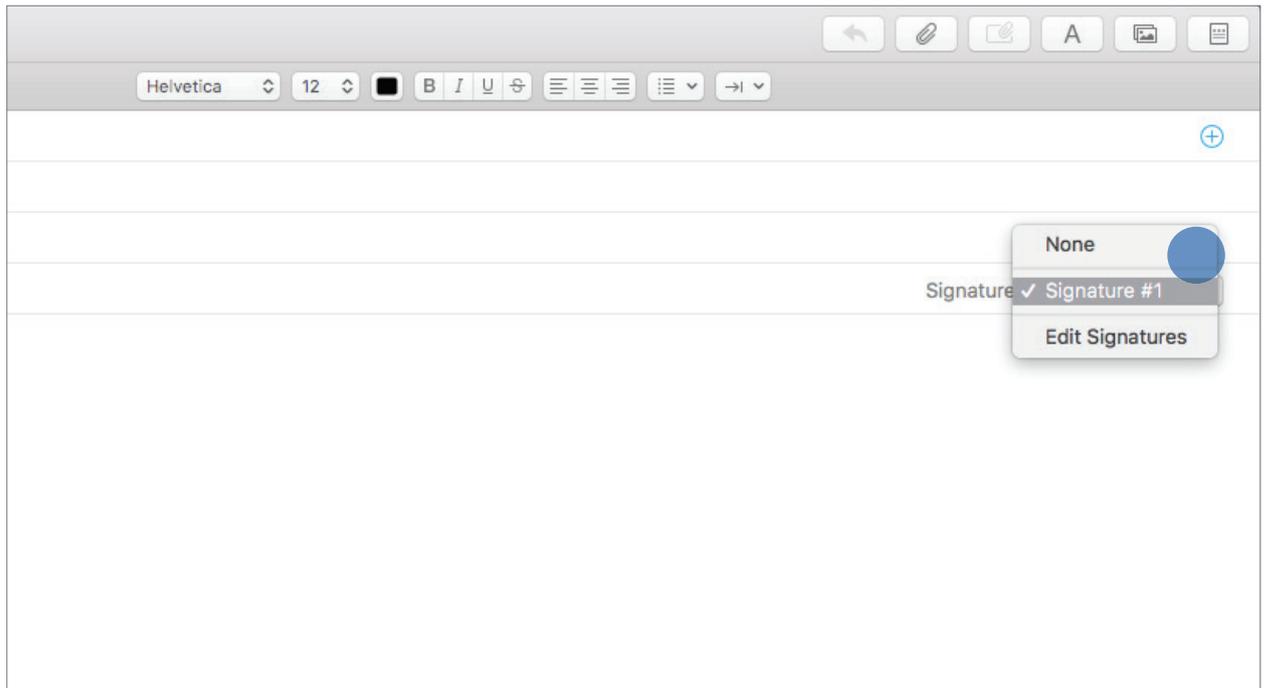


Step 5. Replace the first lines in the English and Irish sections with your details.



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Step 6. You can now select this Signature next time you're sending a mail in the dropdown menu to the right in the New Mail window.



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