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.

![](image1)

**Step 3.** Click on the ‘+’ underneath the second column to create a new signature.

![](image2)

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

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

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