

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.



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General	Accounts	Junk Mail	Fonts & Colors	Viewing	Composing	Signatures	Rules	
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			Place	e signatu	re above qu	uoted text		?

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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General	Accounts	Junk Mail	Fonts & Colors	Viewing	Composing	Signatures	Rules	
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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.

• • •	Signatures	3		
General Accounts Junk Mail Fonts &	Colors Viewing	Composing	Signatures	Rules
All Signatures 1 signature	#1 Action of the second	ame, Academic ademic / admin inity College Du ublin 2, Ireland. 153 1 000 0000 mm, Ról acadúil aracháin oláiste na Tríono tha Cliath, Baile ways match elvetica 12)	/ administratin nistrative area Jblin, the Univ email@tcd.ie i / riaracháin, F óide, Baile Áth Átha Cliath 2, my defaul	ve position, ersity of Dublin, www.tcd.ie Rannóg acadúil / a Cliath, Ollscoil Éire. t message font
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Step 5. Replace the first lines in the English and Irish sections with your details.

	Si	gnatures
General Accounts J	wink Mail Fonts & Colors	Viewing Composing Signatures Rules
All Signature	Signature #1	Jane Doe, Student Support Servicer, Student Support Services Trinity College Dublin, the University of Dublin, Dublin 2, Ireland. +353 1 000 0000 email@tcd.ie Www.tcd.ie Ainm, Ról acadúil / riaracháin, Rannóg acadúil / riaracháin Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath, Baile Átha Cliath 2, Éire. Always match my default message font (Helvetica 12)
Choo	se Signature: None	 signature above quoted text

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.

