Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

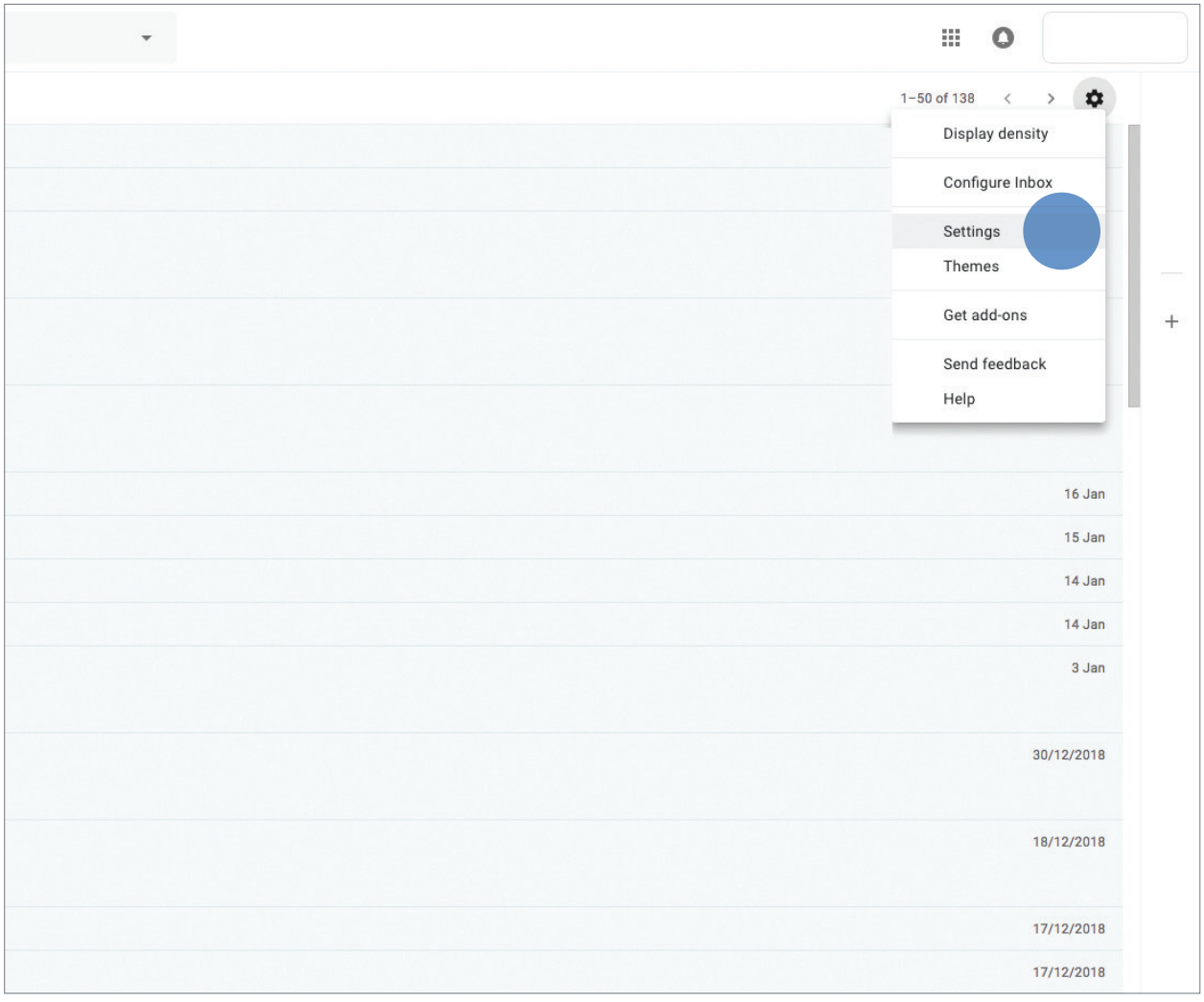
Please note that the following guidelines refer to both of the preferred signature options.

Gmail Email Signature Tutorial

Gmail

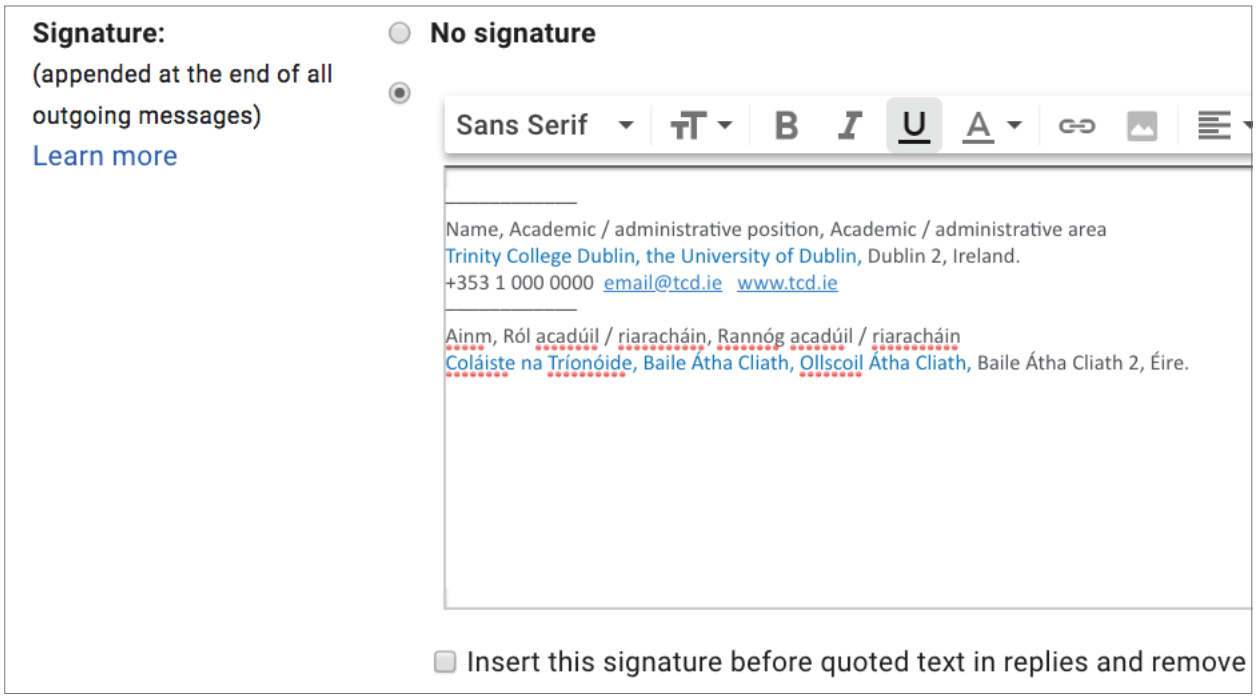
This is a short tutorial on how to update your signature in **Gmail** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

Step 1. Sign into your Gmail account and select '**Settings**' from the dropdown menu on the right hand side.

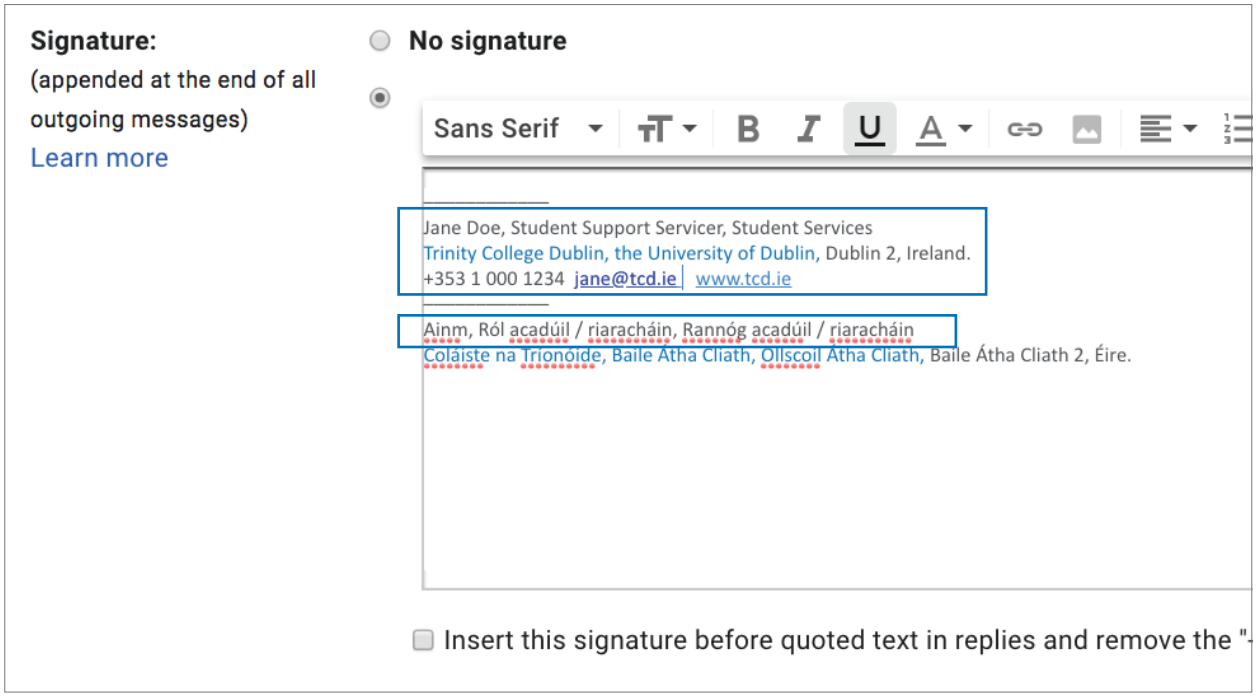


If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie

Step 2. Scroll down to the 'Signature' section and paste in your preferred template from either .doc file.



Step 3. Enter in your details (**Name, Academic / Administrative area, phone number, email**). When entering in your email, press the space bar at the end to create a hyperlink.



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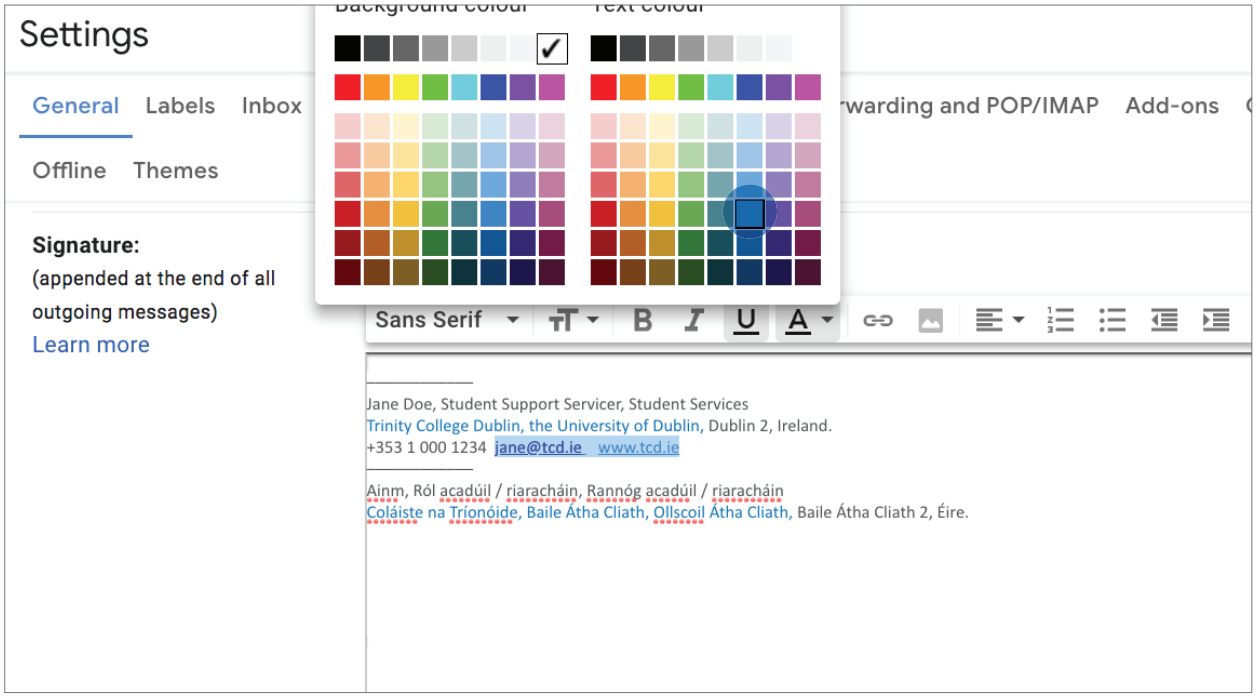
Step 4. Select your email address and the website address and set their Text colour to Blue (6th column, 4th row). If the colour doesn't appear to have changed, select 'Save' at the very bottom of the page and reopen your settings to double-check.



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