



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

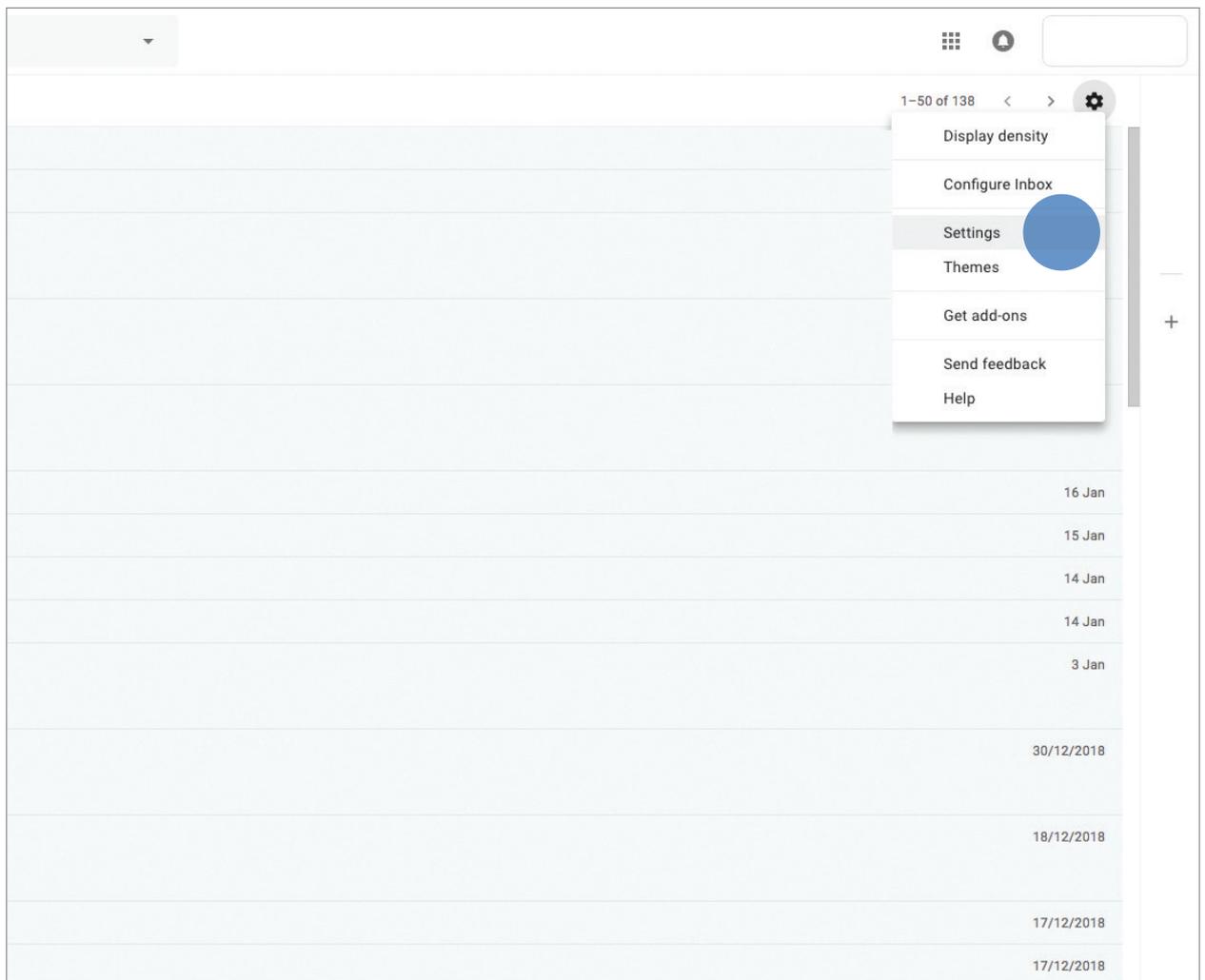
Please note that the following guidelines refer to both of the preferred signature options.

Gmail Email Signature Tutorial



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.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Sans Serif  **B** *I* U A   

Name, Academic / administrative position, Academic / administrative area
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.

Insert this signature before quoted text in replies and remove

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.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

Sans Serif  **B** *I* U A    

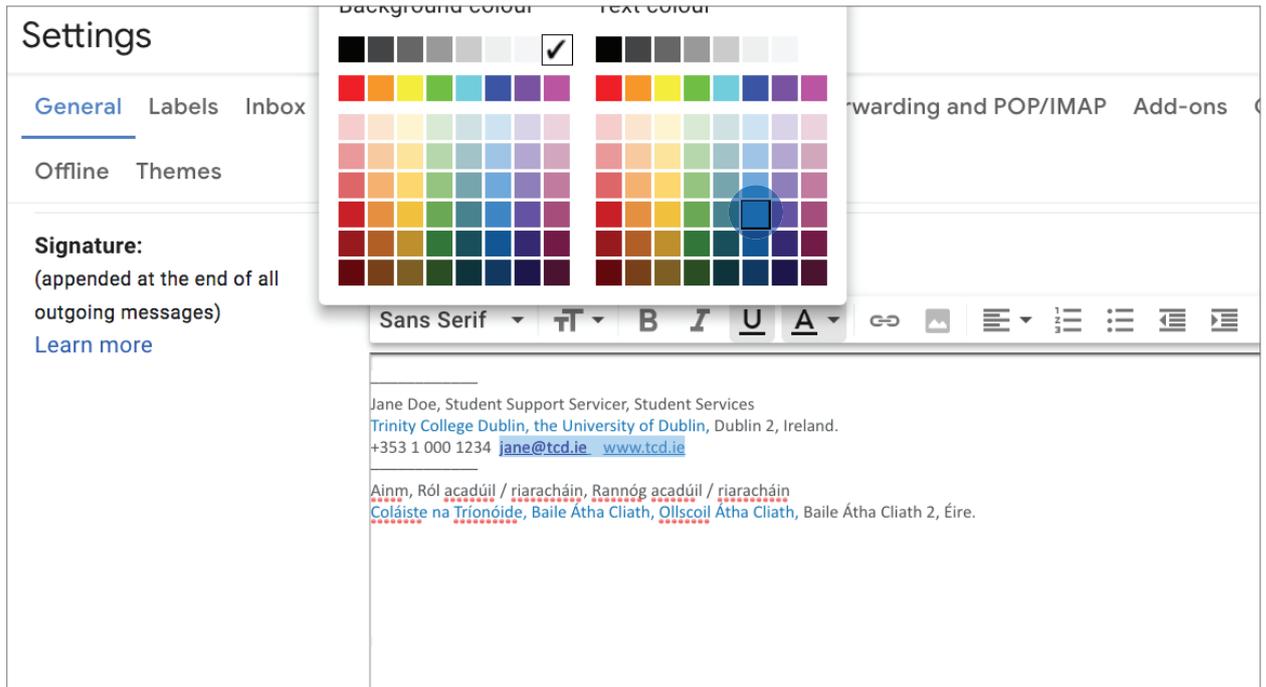
Jane Doe, Student Support Servicer, Student Services
Trinity College Dublin, the University of Dublin, Dublin 2, Ireland.
+353 1 000 1234 jane@tcd.ie www.tcd.ie

Ainm, Ról acadúil / riaracháin, Rannóg acadúil / riaracháin
Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath, Baile Átha Cliath 2, Éire.

Insert this signature before quoted text in replies and remove the "

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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.



The screenshot shows an email signature editor interface. On the left, there is a 'Settings' sidebar with tabs for 'General', 'Labels', 'Inbox', 'Offline', and 'Themes'. The 'Signature' section is active, showing a preview of the signature text. A color selection palette is overlaid on the signature text, with a blue square selected in the 6th column and 4th row. The palette has two columns: 'Background colour' and 'Text colour'. The 'Text colour' column has a blue square selected. The signature text in the preview is as follows:

Jane Doe, Student Support Servicer, Student Services
Trinity College Dublin, the University of Dublin, Dublin 2, Ireland.
+353 1 000 1234 jane@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.

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