

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

iPhone Email Signature Tutorial



This is a short tutorial on how to update your signature in **iOS12** using the built-in **Mail app** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

NOTE: This signature only applies to emails that are sent from your iPhone.



Step 1. Select the '**Settings**' Icon from your iPhone's App List.

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



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Settings	Mail		
Most Recent Message on Top			
Complete Threads			
Show all the messages in a thread, even if some have been moved to other mailboxes. Moved messages will remain in the mailboxes you moved them to. COMPOSING			
Always Bcc Myself		\bigcirc	
Mark Addresses		Off >	
Increase Quote Level		On >	
Signature			
Default Account			
Messages created outside Mail will be sent from this account by default.			

Step 2. Select 'Mail' from the Settings Sub-menu.

Step 3. Select 'Signature'.

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All Account	s	~
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Step 4. Tap on the '**Sent from my iPhone**' field to load the signature modal window. Paste in your required signature into the field.

If you have multiple email accounts on your iPhone please select your Trinity account from the '**Per Account**' selection.

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