Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin
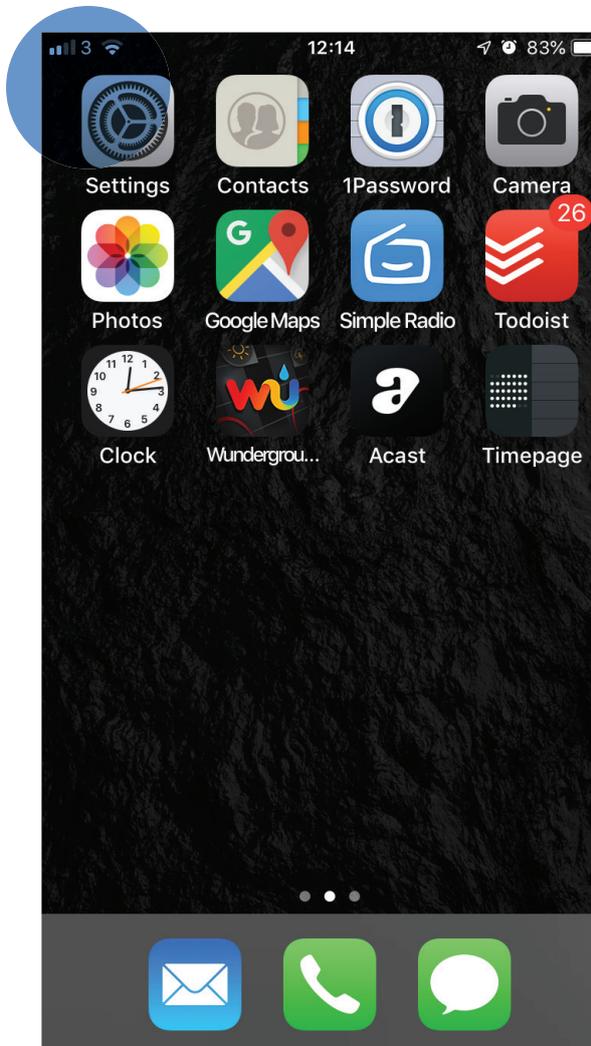
Please note that the following guidelines refer to both of the preferred signature options.

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iPhone Email Signature Tutorial

Apple iOS12   Mail

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.
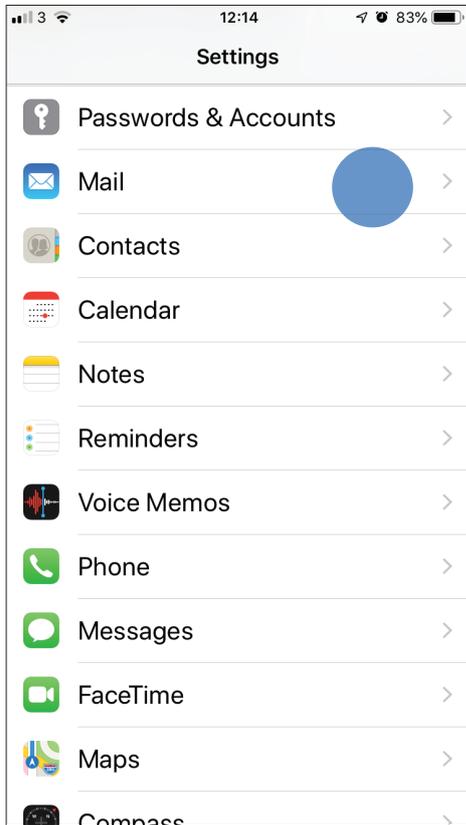
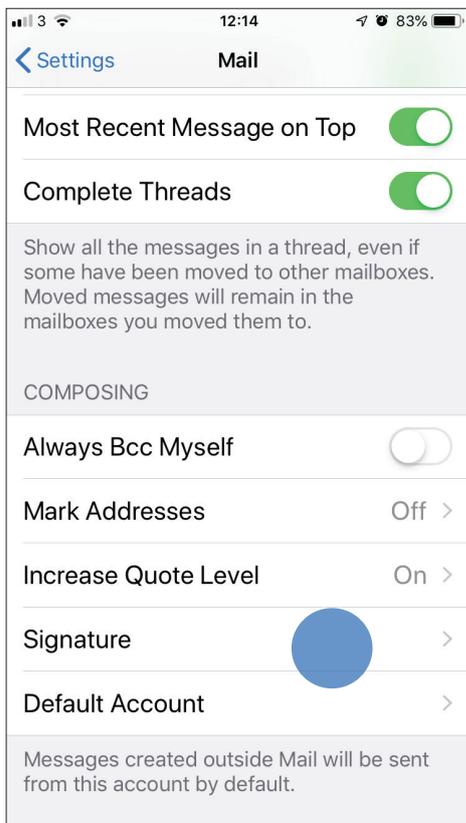<u>**NOTE:**</u> This signature only applies to emails that are sent from your iPhone.

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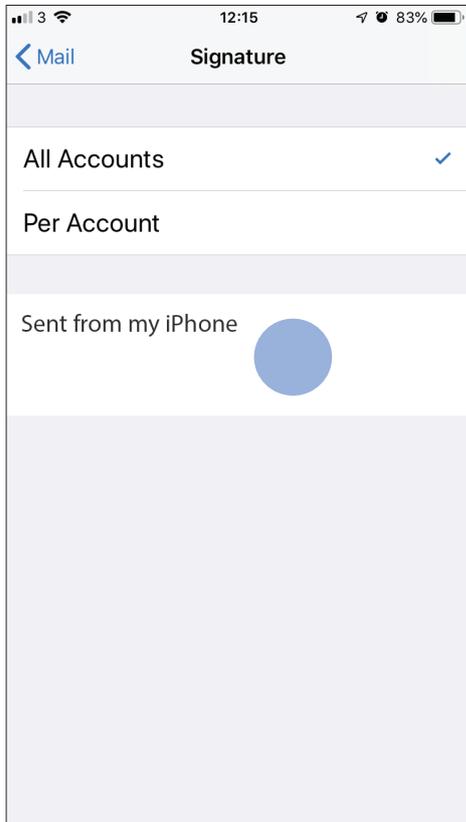
Step 2. Select '**Mail**' from the Settings Sub-menu.

Step 3. Select '**Signature**'.

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

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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