

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

Microsoft Office 365 Email Signature Tutorial



This is a short tutorial on how to update your signature in **Microsoft Office 365** in **Internet Explorer** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

Step 1. Go to **office.tcd.ie** and sign in to your mail account.



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Step 2. Click on the **wheel** icon in the top right of your mail page.

Step 3. Scroll down the drop-down menu underneath the wheel and click on the '**Mail**' button.

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Step 4. Copy the email signature of your choice from either Microsoft Word .doc file.



Step 5. Tick the option '**Automatically include my signature on new messages I compose**' and paste the signature template into the editor box. The signature will retain the styles applied to it from the Microsoft Word document.

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Step 6. Put in your details in the name and role sections.



Step 7. Replace the template's phone number and email with your details. Press the space bar after entering in your email address to create a hyperlink.



Step 8. Select both your email and the university link with the cursor and click on the **font colour** option in the editor's menu. Select '**Blue**' from the drop down menu (2nd column, 2nd down) to apply.

Save X Discard
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Step 9. Click '**Save**' in the top left corner.

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