



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

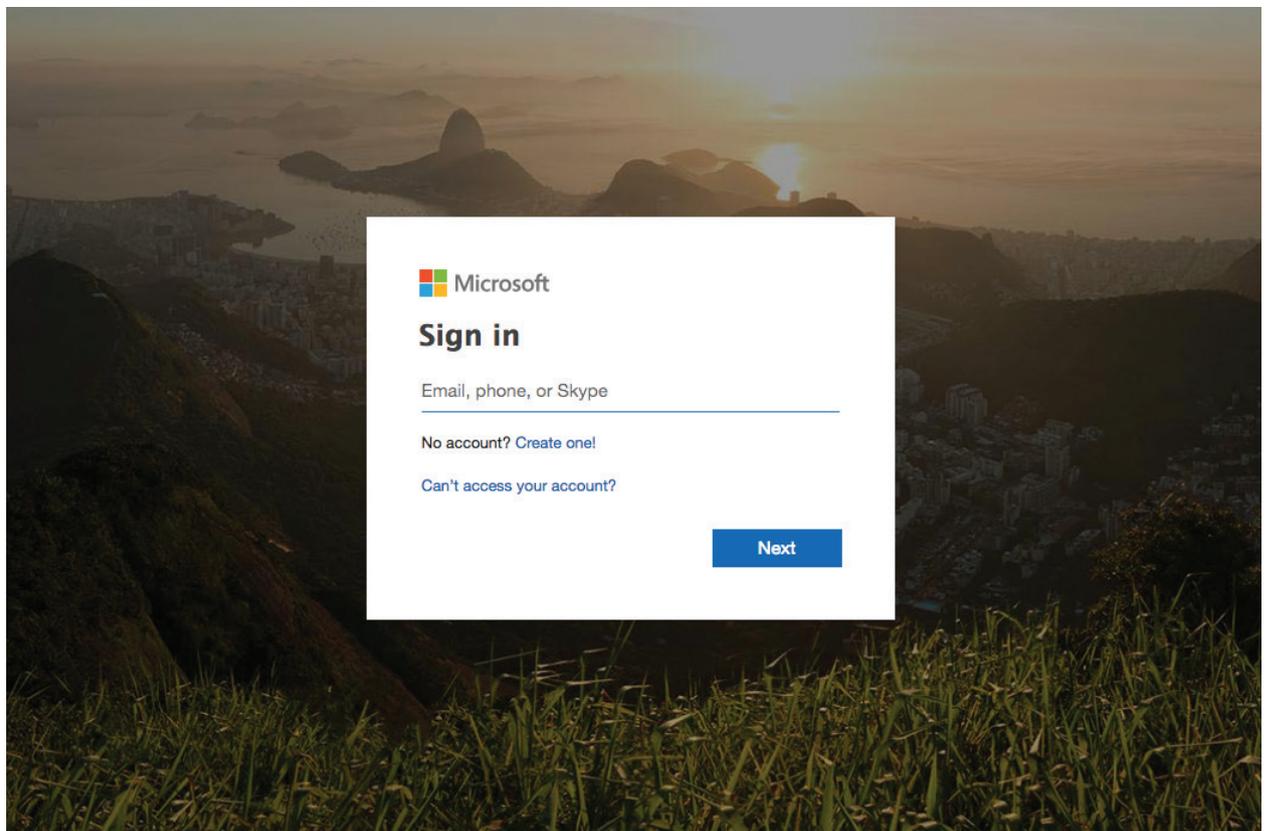
Please note that the following guidelines refer to both of the preferred signature options.

Microsoft Office 365 Email Signature Tutorial



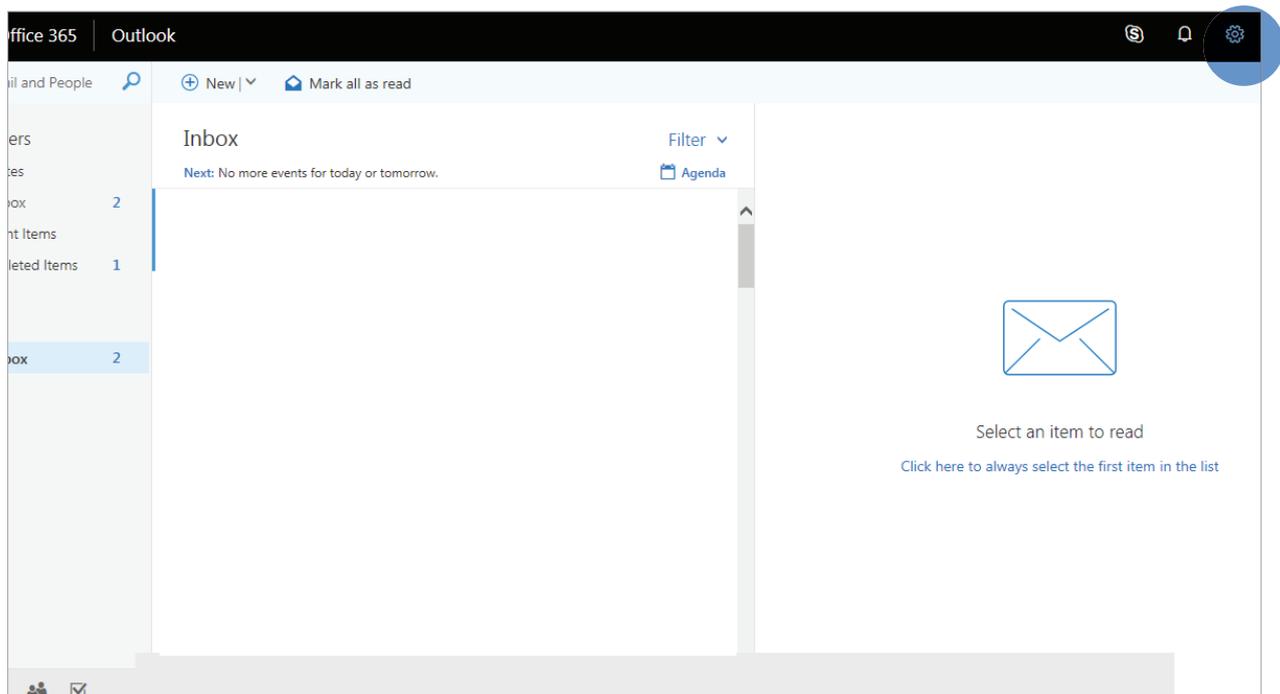
This is a short tutorial on how to update your signature in **Microsoft Office 365** in **Internet Explorer** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

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

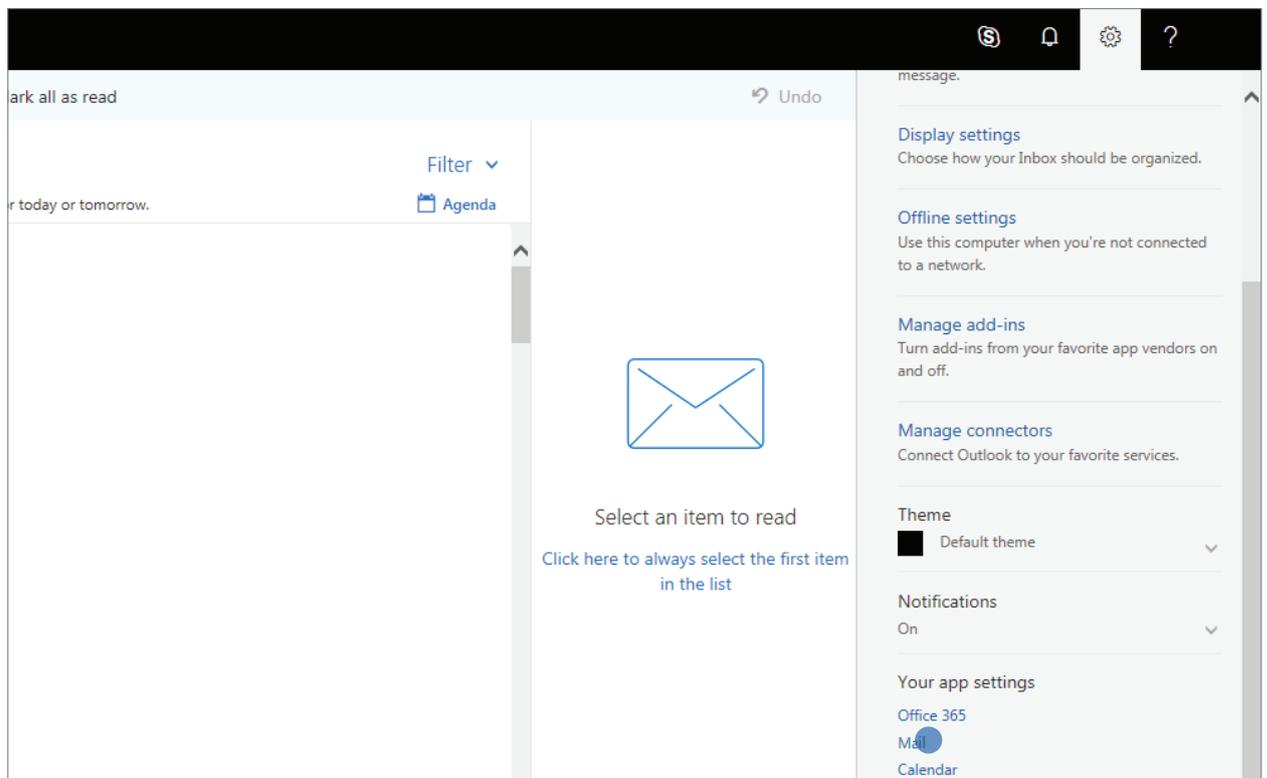


If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie

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

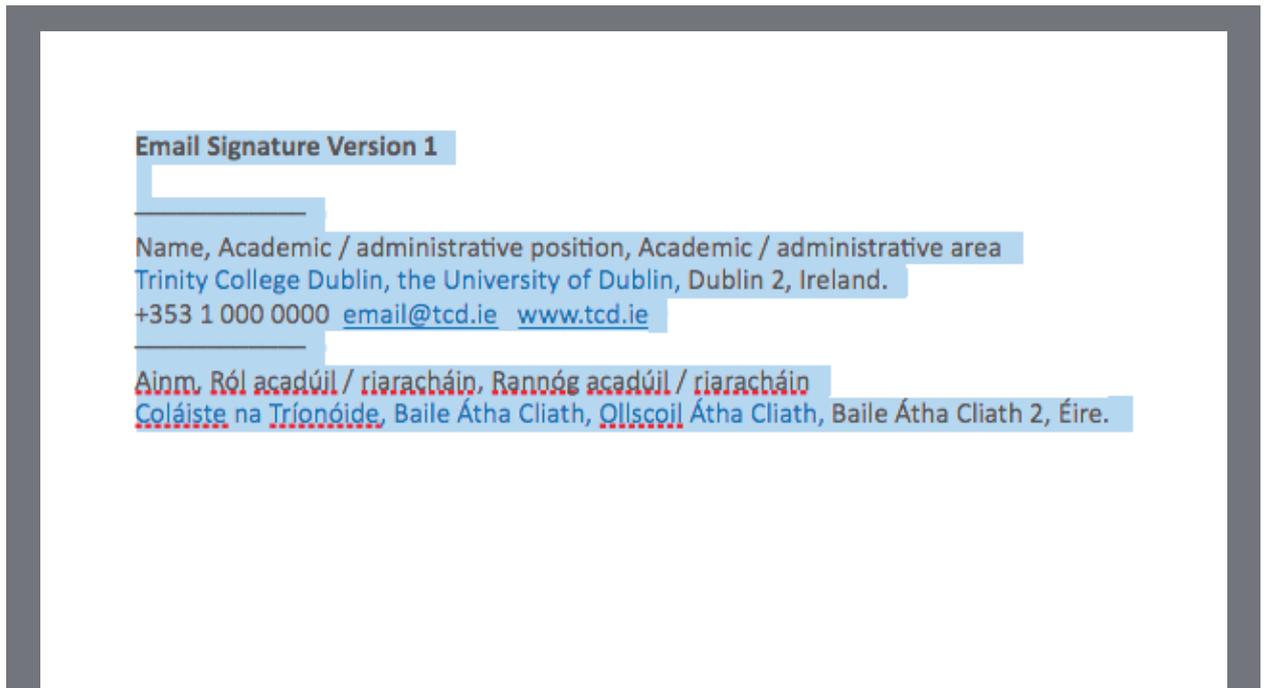


Step 3. Scroll down the drop-down menu underneath the wheel and click on the **'Mail'** button.

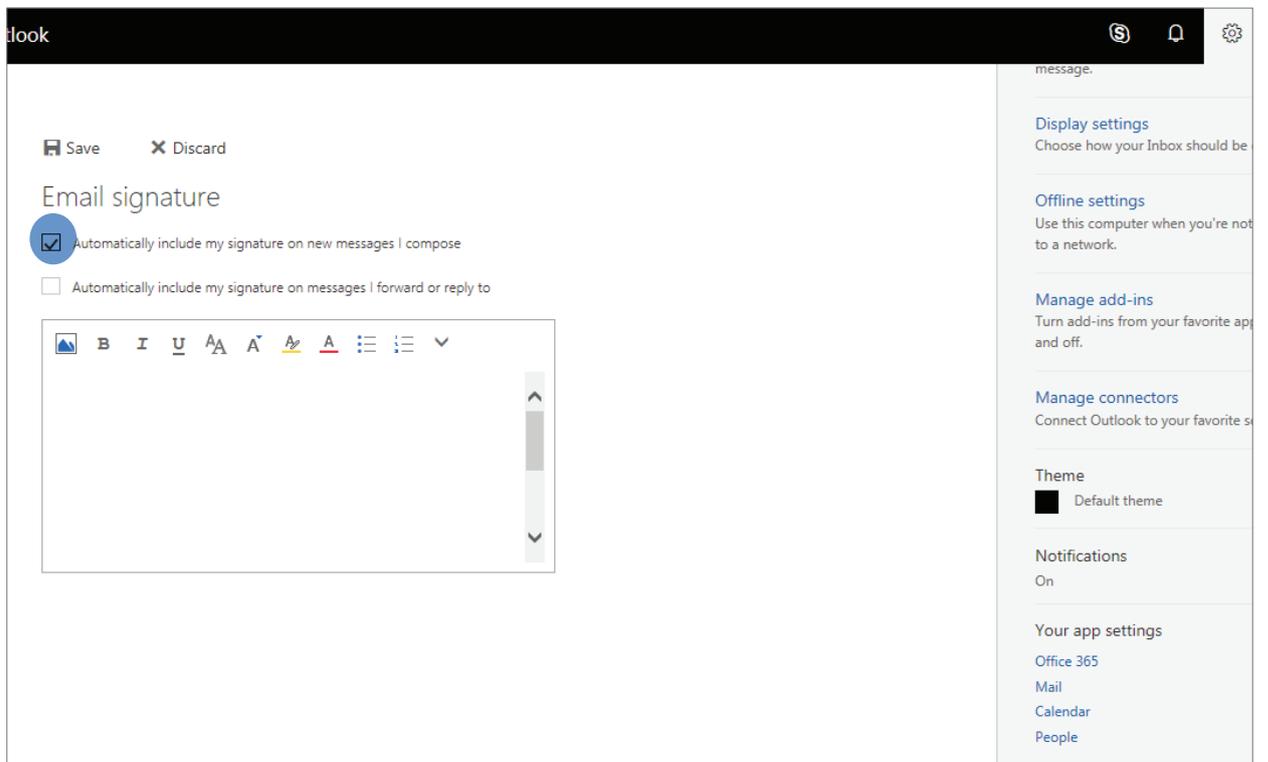


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Step 4. Copy the email signature of your choice from either Microsoft Word .doc file.



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.

Save Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

Jane Doe, Student Support Servicer, Student Services
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.

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.

Save Discard

Email signature

Automatically include my signature on new messages I compose

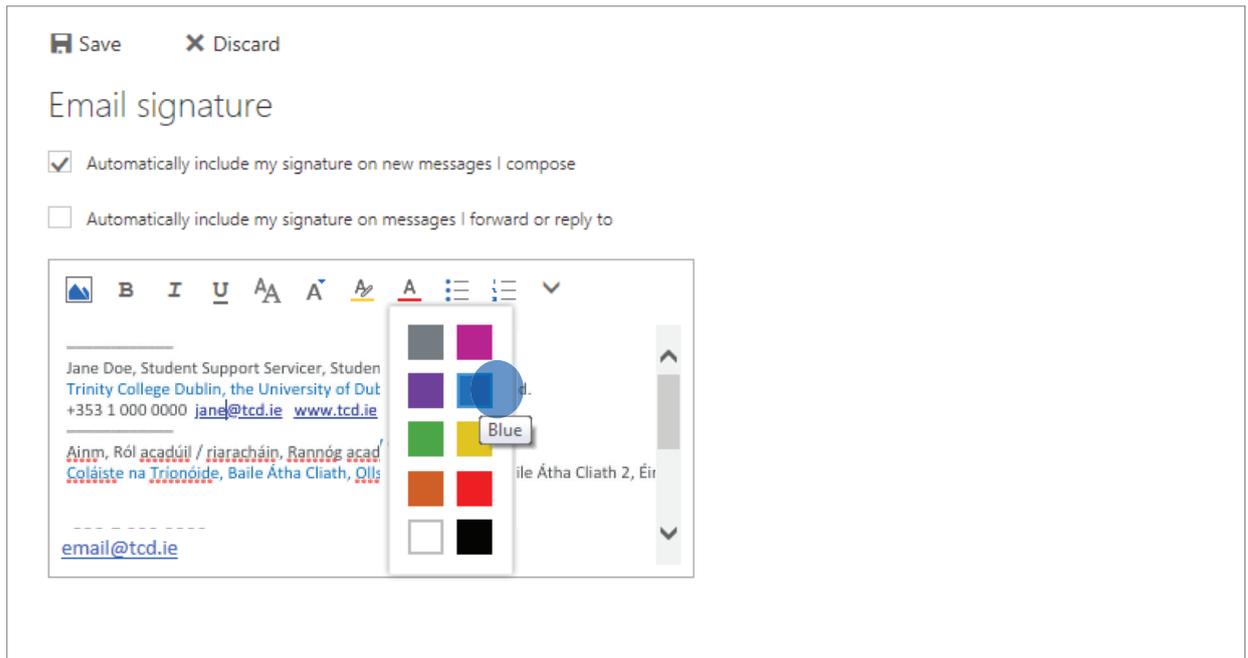
Automatically include my signature on messages I forward or reply to

Jane Doe, Student Support Servicer, Student Services
Trinity College Dublin, the University of Dublin, Dublin 2, Ireland.
+353 1 000 0000 jane@tcd.ie www.tcd.ie

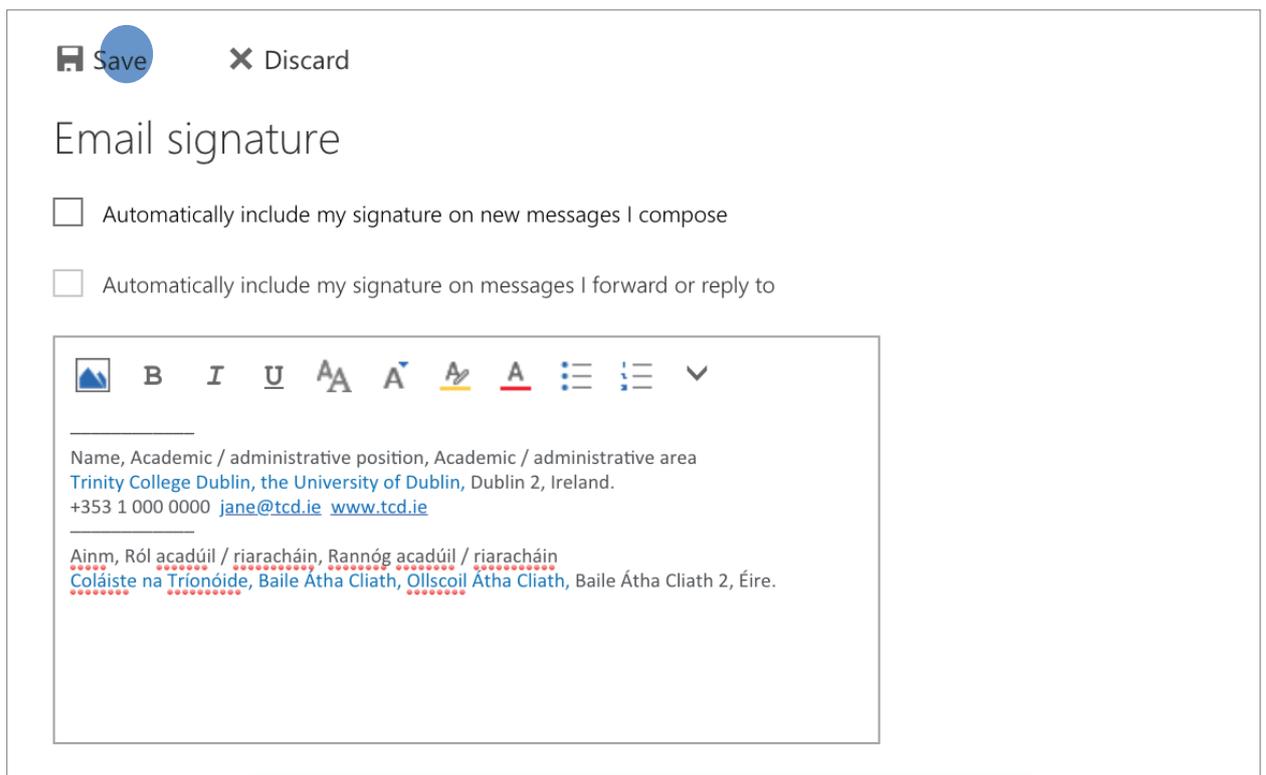
Ainm, Ról acadúil / riaracháin, Rannóg acadúil / riaracháin
Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath, Baile Átha Cliath 2, Éire.

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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.



Step 9. Click 'Save' in the top left corner.



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