

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

## Microsoft Outlook 2010 Email Signature Tutorial



This is a short tutorial on how to update your signature in **Microsoft Outlook 2010** for **Windows 7** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

Step 1. Open Microsoft Outlook 2010 and click on the 'New E-mail' button.

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New E-mail New	Ignore Ignore Clean Up ▼ Delete Delete	Reply	Reply Forward All Respond	🕮 Meeting	Move to: ? Team E-mail Create New	Quick
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Clipboard is Basic lext is Names Includ Trinity Epsil Signature 200m	
From •	
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Subject:	
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	2 <sup>4</sup> v
Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.	×
All Items There are no items to show in this view.	*
E Activities	
Mail	
0 Attachments	
III Meetings	
🔍 Status Updates	
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Step 2. In the new mail window, click on the signature tab and select the menu item 'Signatures...'

Step 3. In the Signatures window, make sure your Trinity email address is displayed in the 'Choose default signature' section and then select 'New' from the select signature to edit menu.

Signatures and Sta	tionery				- 1 mp - mp	? ×
E-mail Signature	Personal Stationery					
Sele <u>c</u> t signature to	o edit			Choose default signa	ature	
Trinity Email Sig	nature		~	E-mail <u>a</u> ccount:	jane.doe@tcd.ie	-
				New messages:	Trinity Email Signature	•
			-	Replies/ <u>f</u> orwards:	(none)	•
Delete	New	Save	Rename			
Edit signature			<u>rename</u>			
Calibri	▼ 11 ▼ B	I U			Sel Business Card	8
						-
					OK	Cancel

**Step 4.** Open your preferred Microsoft Word .doc file that contains the new Trinity email signature template and copy the text.



Step 5. Return to the Signature window in Microsoft Outlook 2010 and paste the signature into the edit signature box. If there are multiple options for pasting, choose 'Keep Source Formatting'. The pasted text will retain the styles from the attached Microsoft Word .doc file.

natures and Stationery	2 X
-mail Signature Personal Stationery	
Gelect signature to edit	Choose default signature
Trinity Email Signature	E-mail account: Fax Mail Transport
	New messages: Trinity Email Signature
	Replies/forwards: (none)
	T (ione)
Delete New Save	Rename
di <u>t</u> signature	
Calibri 💌 11 💌 <b>B</b> I U	📰 📰 🗐 🗐 🗐 🗐 Business Card 🛛 📓 🧟
K Cut	
Ца ⊆ору	
Paste Options:	
A Keen Source Formatting (K)	
En Paragraph	-
	OK Cancel

**Step 6.** Once you have pasted your preferred signature template, change the first lines in English and in Irish to reflect your details at Trinity College Dublin, the University of Dublin.

Signatures and Stationery	? ×
Sele <u>c</u> t signature to edit           Trinity Email Signature           Delete         New         Save         Re	Choose default signature  E-mail account: Fax Mail Transport  New messages: Trinity Email Signature  Replies/forwards: (none)  ename
Edit signature Calibri II B <i>I</i> <u>U</u> Jane Doe, Academic Support, Student and We Trinity College Dublin, the University of Dublin +3531 000 1234 jane@tcd.ie www.tcd.ie  Ainm, Ról acadúil / riaracháin, Rannóg acadúil / Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil	elfare Office , Dublin 2, Ireland. / riaracháin il Átha Cliath, Baile Átha Cliath 2, Éire.
	OK Cancel

**Step 7.** Afterwards, replace the phone number and email with your own.

Signatures and Sta	ationery	2	×
E-mail Signature	Personal Stationery		
Sele <u>c</u> t signature	o edit	Choose default signature	-
Trinity Email Si	jnature	E-mail account: Fax Mail Transport New messages: Trinity Email Signature Replies/forwards: (none)	
Edit signature Calibri Jane Doe, A	<u>New</u> <u>Save</u> <u>Rename</u> ■ <u>11</u> <b>B</b> <i>I</i> <u>U</u> ————————————————————————————————————	ne	•
+353 1 000 1 Jane Doe, F Coláiste na	224 jane@tcd.ie www.tcd.ie  reastalaí Foirne Tacaíochta, Seirbhís Ta Tríonóide, Baile Átha Cliath, Ollscoil Áth	acaíochta do Mhic Léinn tha Cliath, Baile Átha Cliath 2, Éire.	
		OK Cancel	-

**Step 8.** When entering your email address, make sure it is all in lower-case. When finished, press the space bar to create a hyperlink.

Signatures and Sta	tionery		8	x
E-mail Signature	Personal Stationery			
Sele <u>c</u> t signature t	o edit	Choose default signa	ature	
Trinity Email Sig	inature	E-mail <u>a</u> ccount: <sub>F</sub>	Fax Mail Transport	•
		New messages:	Trinity Email Signature	•
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Delete Edit signature Calibri Jane Doe, A Trinity Colle +353 1 000 1 Jane Doe, F Coláiste na	New       Save       Rename         ▼       11       ■       I       I         ■       ■       I       I       I       I         ■       ■       I       I       I       I         ■       ■       I       I       I       I       I         ■       ■       I       I       I       I       I       I         ■       ■       I<	ffice 12, Ireland. Dechta do Mhic Léin Cliath, Baile Átha Cl	n liath 2, Éire.	*
			OK Canc	el

**Step 9.** Make sure that the website address is made into a hyperlink by placing the cursor at the end of the address and pressing the space bar.

Signatures and Stationer	ry	2	? ×		
E-mail Signature Pers	onal Stationery				
Select signature to edit Choose default signature					
Trinity Email Signature	2	E-mail <u>a</u> ccount:	Fax Mail Transport		
		New messages:	Trinity Email Signature		
		Replies/ <u>f</u> orwards:	(none)		
Delete	<u>N</u> ew <u>S</u> ave <u>R</u> ename	2			
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	· · · · · · · · · · · · · · · · · · ·				
Jane Doe, Acade	mic Support, Student and Welfare	e Office blip 2. Ireland			
+353 1 000 1234 j	ane@tcd.ie_www.tcd.ie	Sim 2, melana.			
Ainm, Ról acadúi	l / riaracháin, Rannóg acadúil / riar áida, Baila Átha Cliath, Ollsaail Áth	acháin Na Cliath, Baile Átha (	Cliath 2 Éire		
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			<b>•</b>		
			OK Cancel		

**Step 10.** Select both hyperlinks in the Signature and click on the colour band in the edit menu to dropdown the colour selection palette. Under '**Standard Colours**', select '**Blue**'. (as below)

E-mail Signature Pers	onal Stationery				
Select signature to edit Trinity Email Signatur Delete	e <u>N</u> ew <u>S</u> ave	 	Choose default signa E-mail <u>a</u> ccount: New <u>m</u> essages: Replies/ <u>f</u> orwards:	ature Fax Mail Transport Trinity Email Signature (none)	•
Edit signature Calibri Jane Doe, Acade Trinity College D +353 1 000 1234 j  Jane Doe, Freast Coláiste na Tríon	11 B I U mic Support, Student a ublin, the University of ane@tcd.ie www.tcd. alaí Foirne Tacaíochta, óide, Baile Átha Cliath,	Automatic Theme Colors	.ein	in Niath 2, Éire.	•

**Step 11.** Click 'OK' once you have finished creating your new Trinity email signature. Close the new mail window and reopen it to see your new signature on all new outgoing emails.

Signatures and Stationery	2 ×			
E-mail Signature Personal Stationery				
Sele <u>c</u> t signature to edit	Choose default signature			
Trinity Email Signature	E-mail account: Fax Mail Transport			
	New messages: Trinity Email Signature			
	Replies/ <u>f</u> orwards: (none)			
Delete New Save Rename				
Edit signature				
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Jane Doe, Academic Support, Student and Welfare Office				
Trinity College Dublin, the University of Dublin, Dubl	in 2, Ireland.			
Jane Doe, Freastalaí Foirne Tacaíochta, Seirbhís Taca	íochta do Mhic Léinn			
Colaiste na Trionoide, Balle Atha Cliath, Oliscoli Atha	Cliath, Balle Atha Cliath 2, Eire.			
	-			
	OK Cancel			