



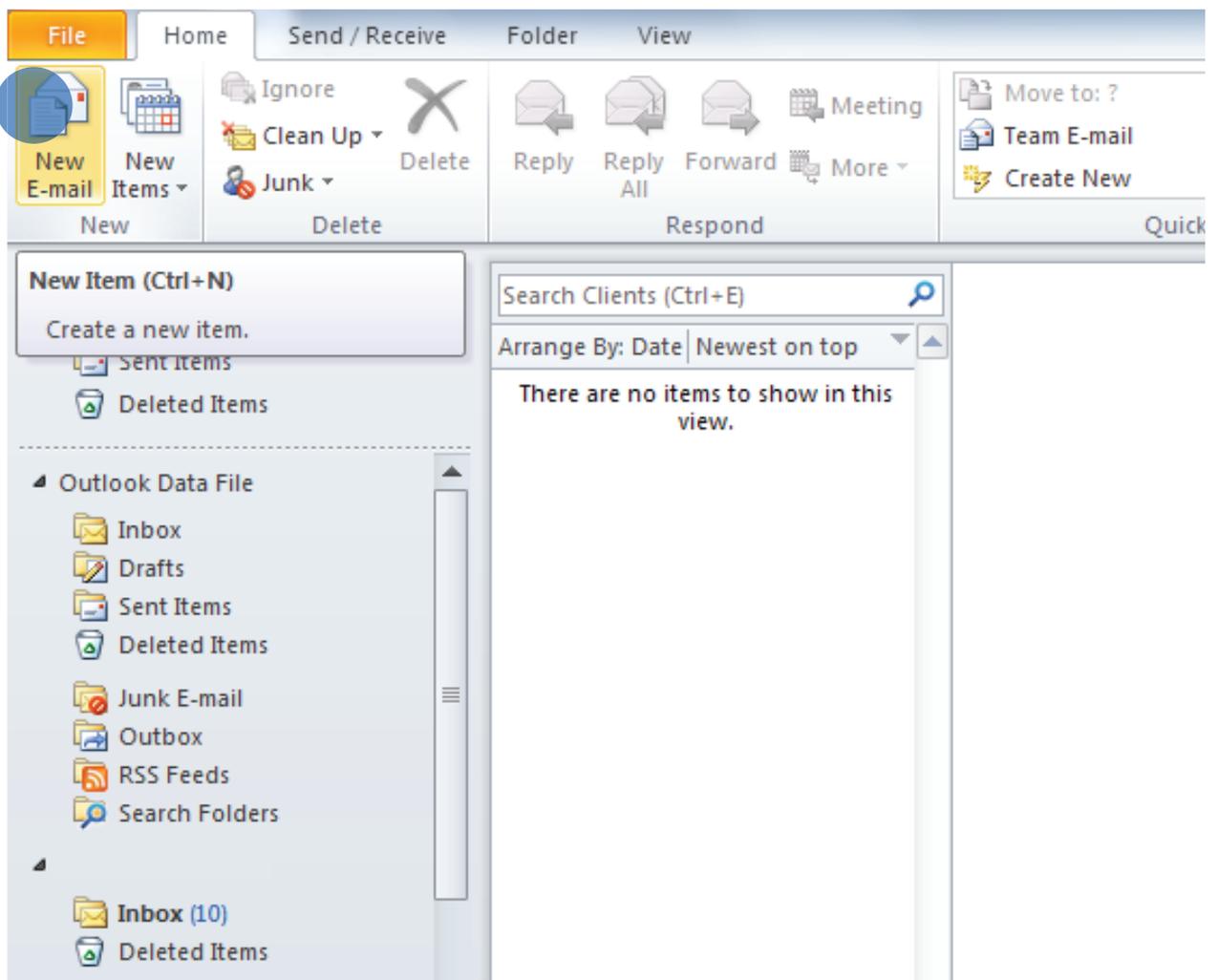
Please note that the following guidelines refer to both of the preferred signature options.

Microsoft Outlook 2010 Email Signature Tutorial



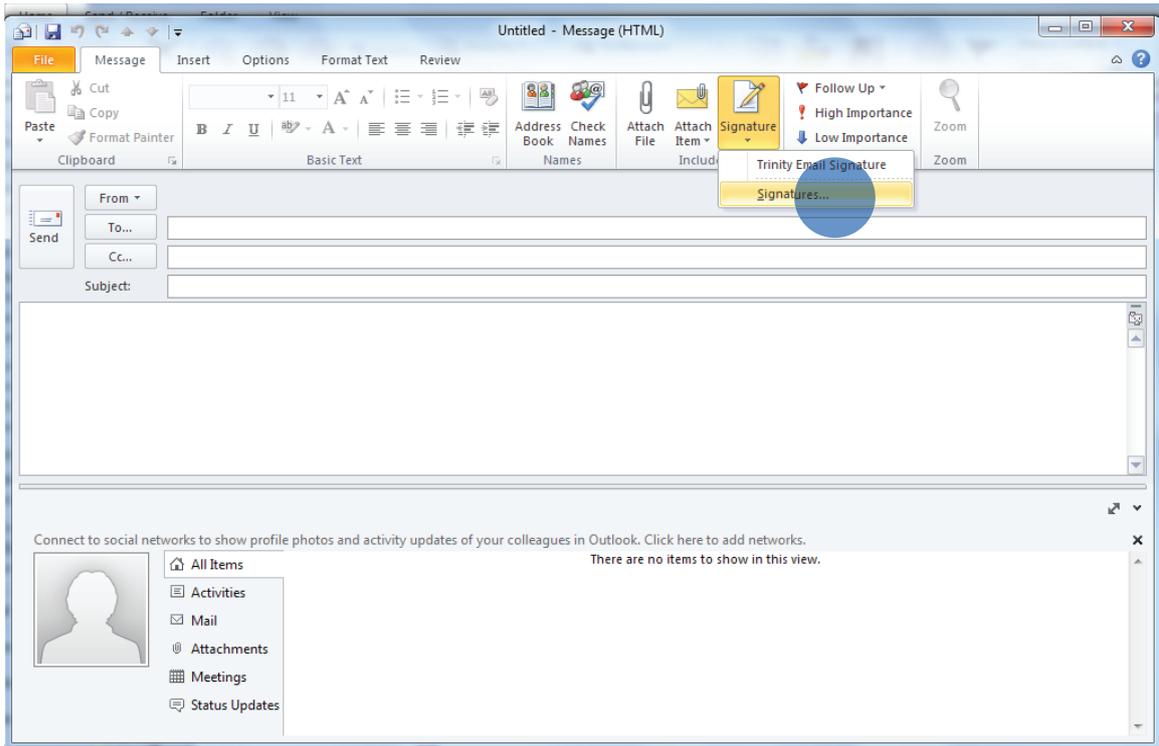
This is a short tutorial on how to update your signature in **Microsoft Outlook 2010** for **Windows 7** to align with the identity guidelines for Trinity College Dublin, the University of Dublin.

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

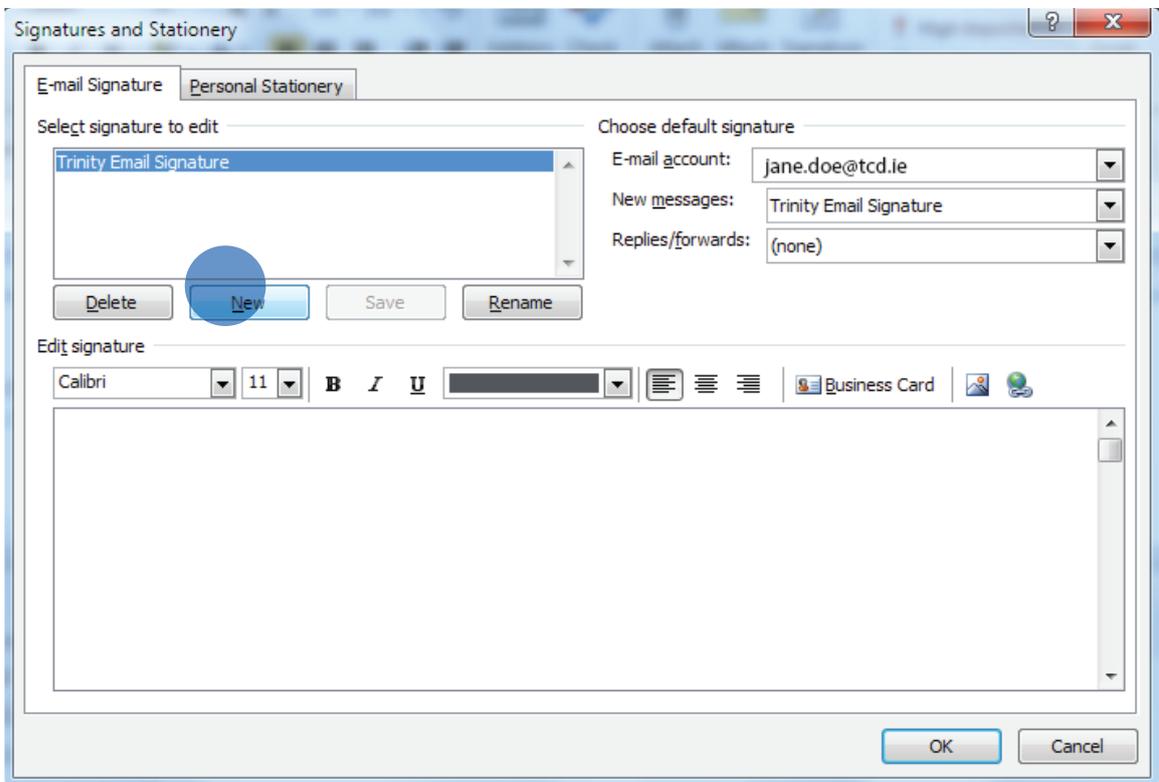


If you are having any issues implementing your Trinity email signature, please contact identity@tcd.ie

Step 2. In the new mail window, click on the signature tab and select the menu item ‘**Signatures...**’

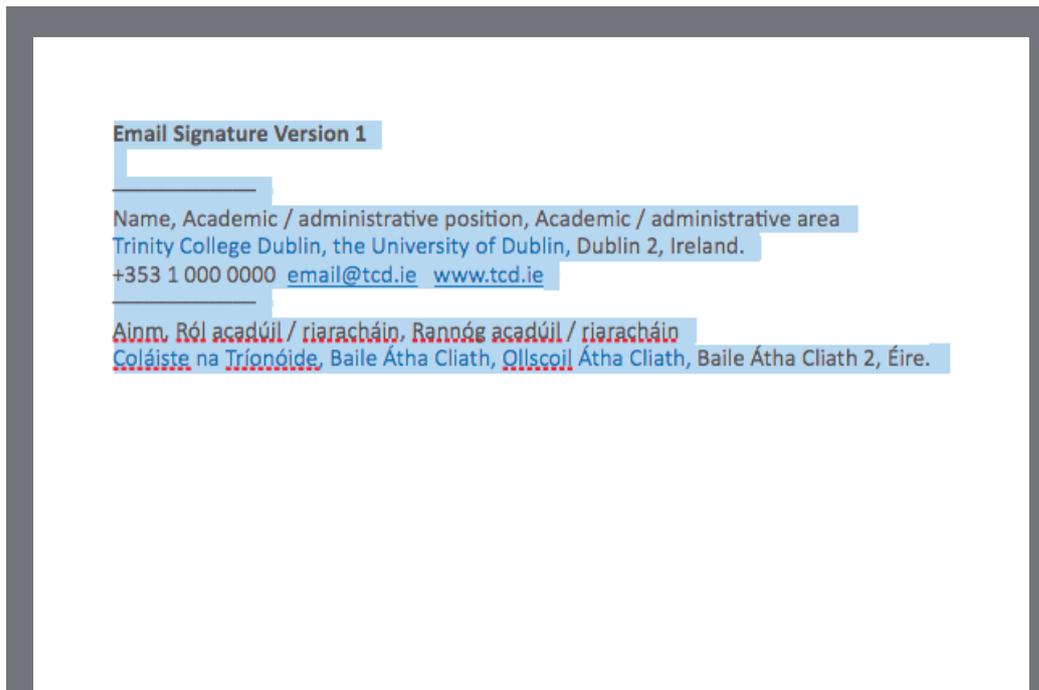


Step 3. In the Signatures window, make sure your Trinity email address is displayed in the ‘**Choose default signature**’ section and then select ‘**New**’ from the select signature to edit menu.

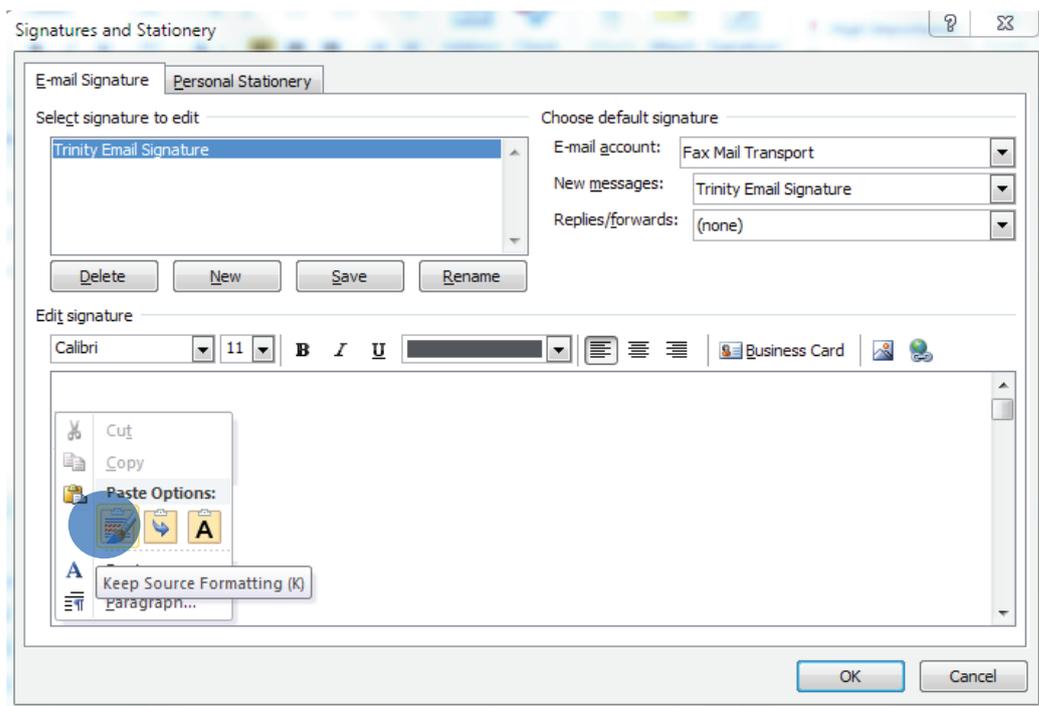


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Step 4. Open your preferred Microsoft Word .doc file that contains the new Trinity email signature template and copy the text.

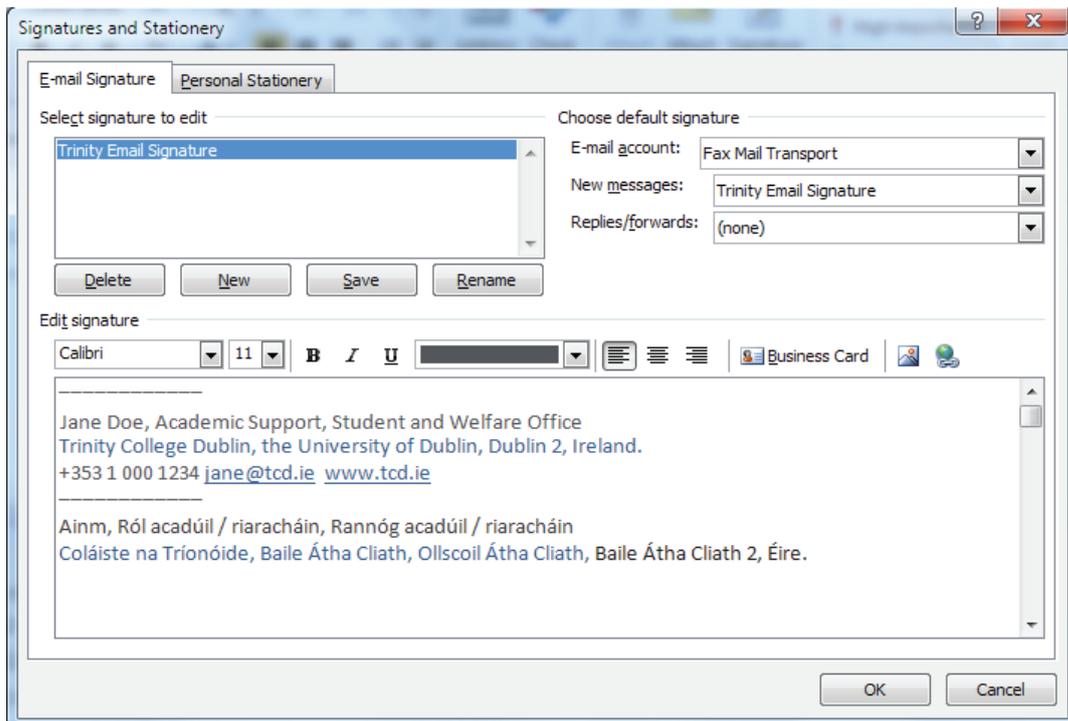


Step 5. Return to the Signature window in Microsoft Outlook 2010 and paste the signature into the edit signature box. If there are multiple options for pasting, choose '**Keep Source Formatting**'. The pasted text will retain the styles from the attached Microsoft Word .doc file.

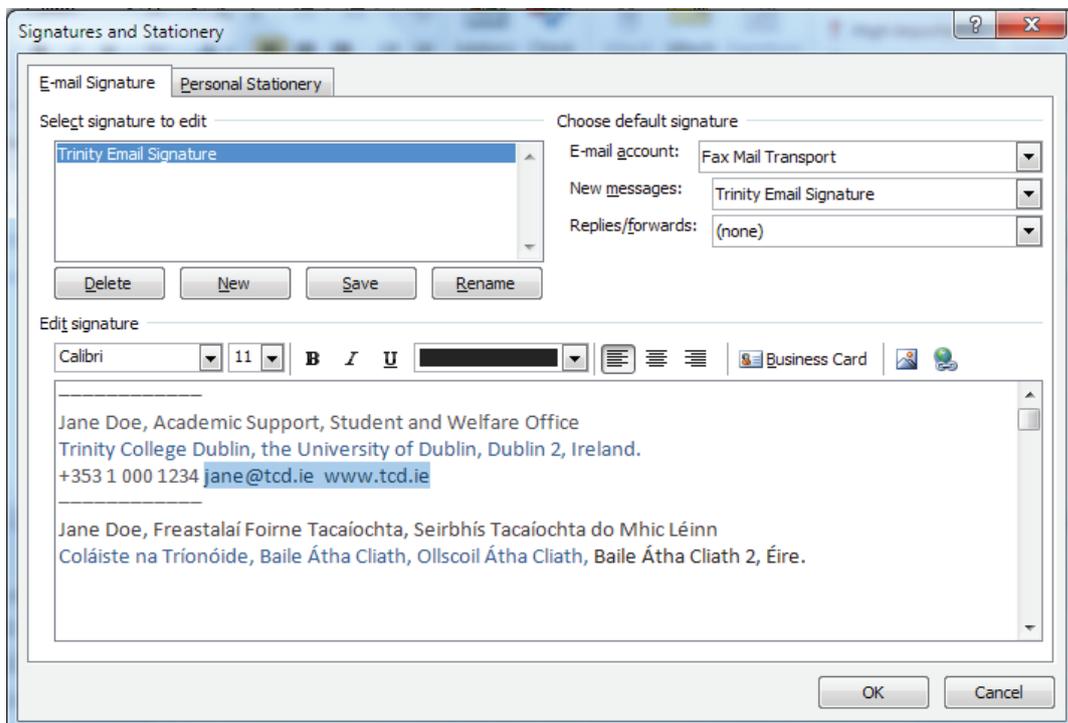


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Step 6. Once you have pasted your preferred signature template, change the first lines in English and in Irish to reflect your details at Trinity College Dublin, the University of Dublin.

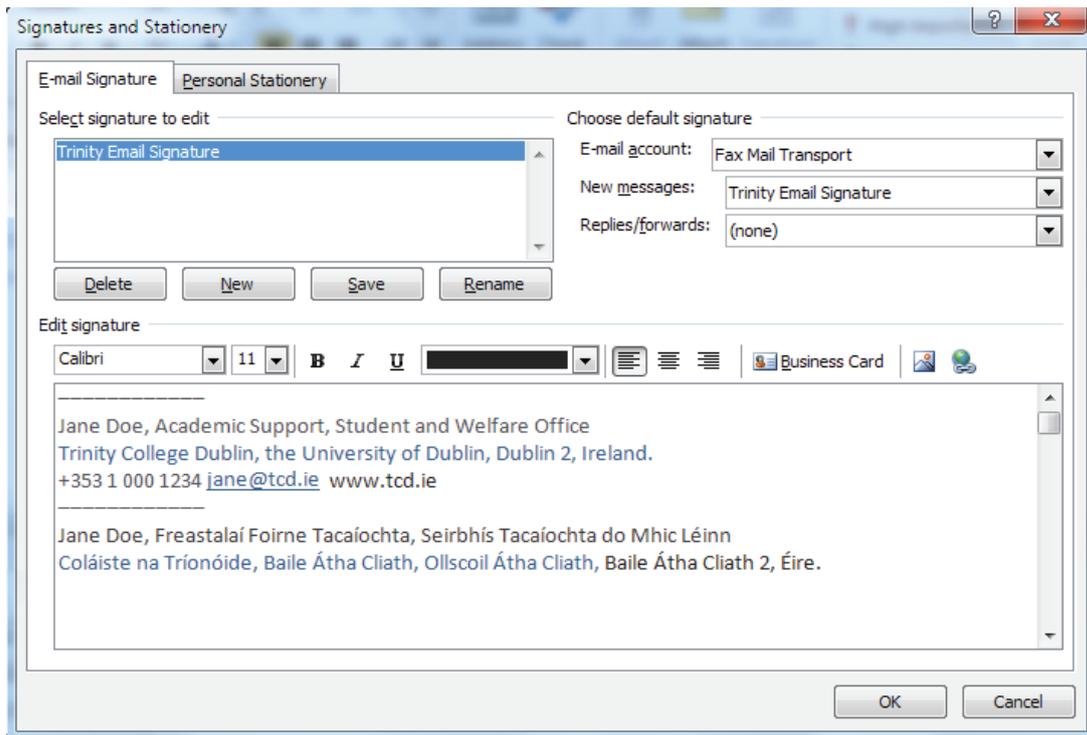


Step 7. Afterwards, replace the phone number and email with your own.

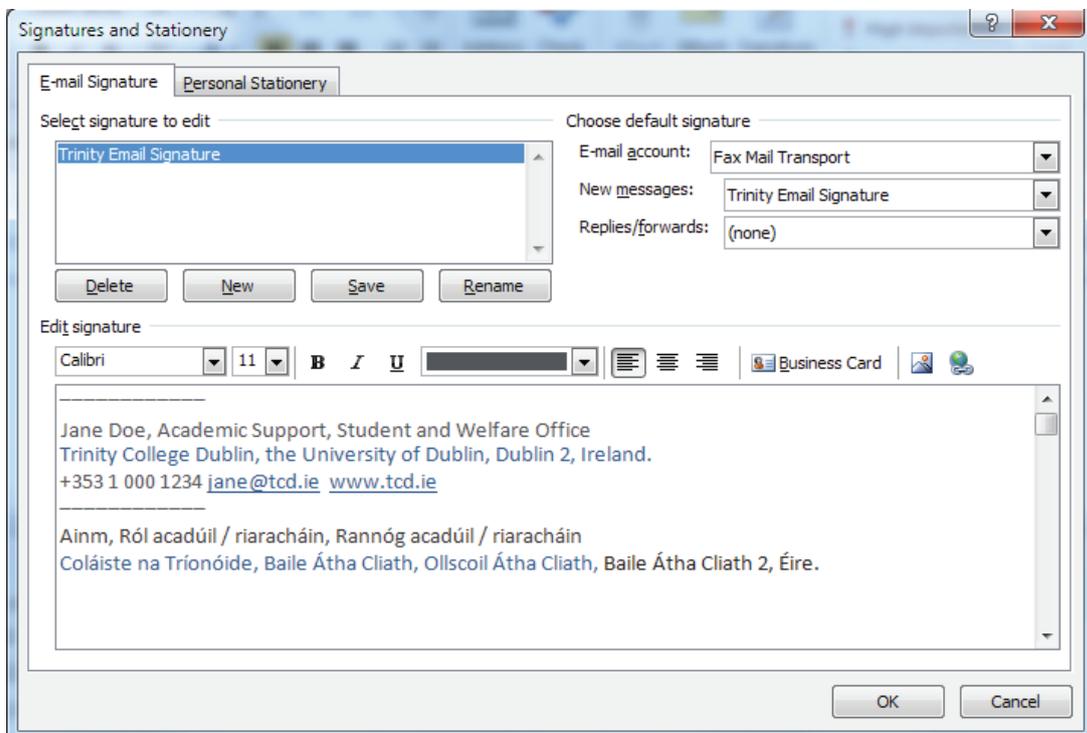


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Step 8. When entering your email address, make sure it is all in lower-case. When finished, press the space bar to create a hyperlink.

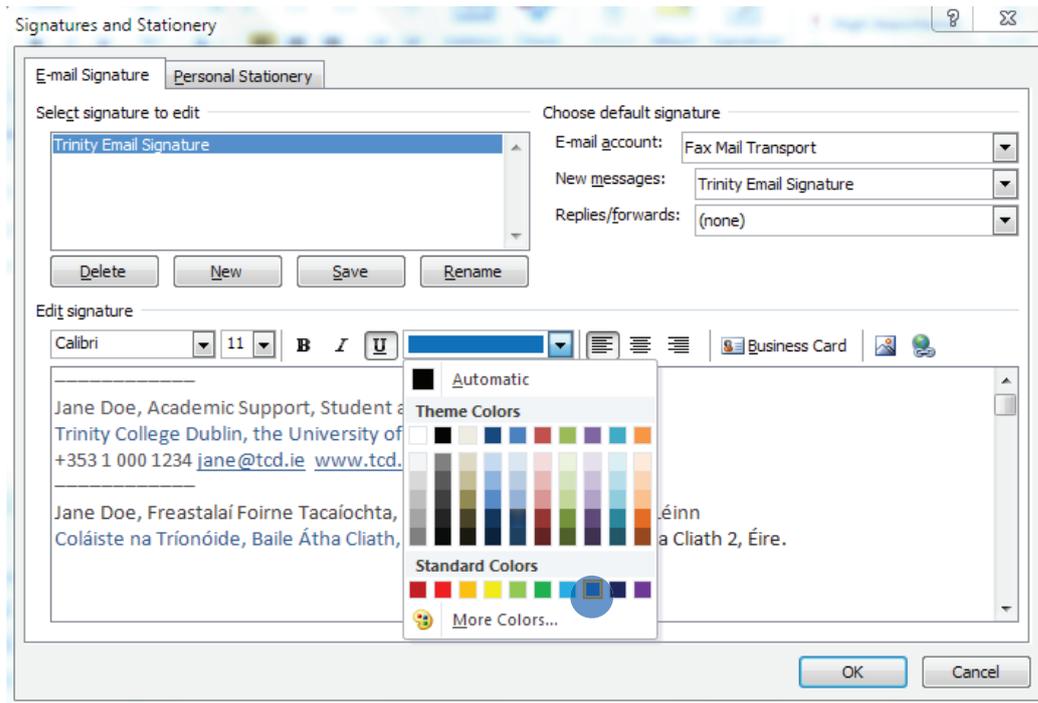


Step 9. Make sure that the website address is made into a hyperlink by placing the cursor at the end of the address and pressing the space bar.

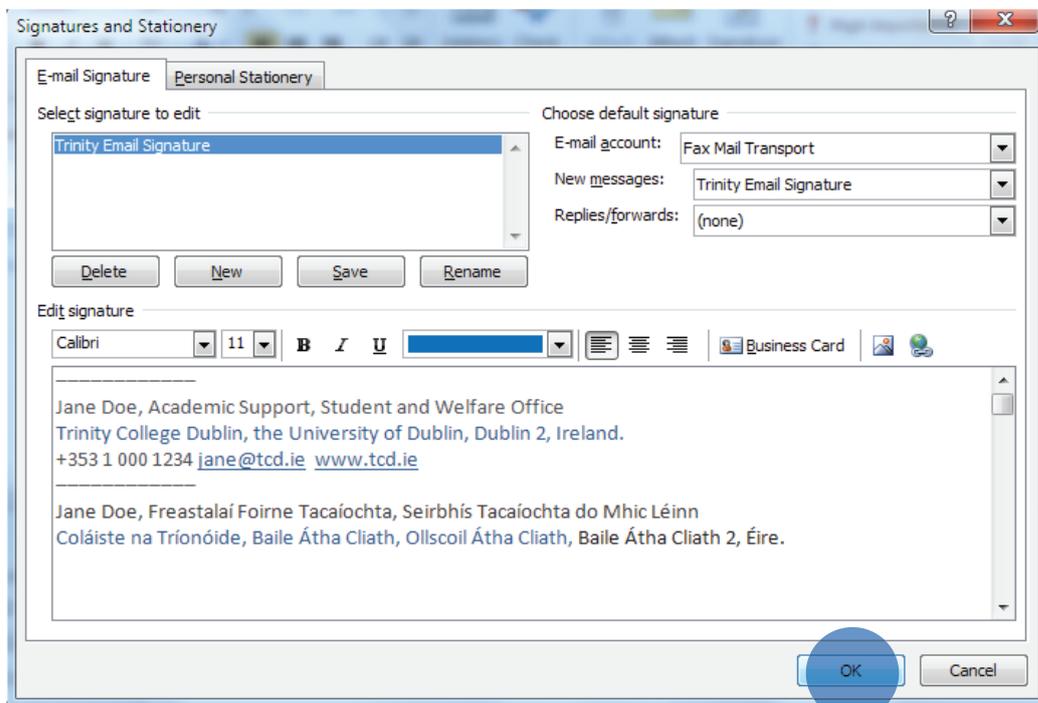


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Step 10. Select both hyperlinks in the Signature and click on the colour band in the edit menu to dropdown the colour selection palette. Under ‘**Standard Colours**’, select ‘**Blue**’. (as below)



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.



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