December 2023

UCD School of Medicine staff

Guide to creating your UCD School of Medicine signature in GMAIL or MICROSOFT OUTLOOK

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**INSTRUCTIONS**

**EMAIL SIGNATURE IN GMAIL**

**STEP 1** Go to ‘settings’ by clicking the cog icon at the top right of your Gmail screen.

**STEP 2**  Click 'See all settings'. Under the 'General' tab, scroll down to the 'Signature' section.

**STEP 3**  Select ‘Create new’ or amend your existing signature in the text box.

**STEP 4** Add or amend your signature (as per below) by typing or pasting into the text box.

**Name Surname  
Job Title**   
**UCD School of Medicine**   
**Room No UCD Health Sciences Centre**   
**University College Dublin, Belfield, Dublin 4**   
T: +353 (0)1 716 XXXX | M: 08X XXX XXXX  
E: [name.surname@ucd.ie](mailto:name.surname@ucd.ie) | [www.ucd.ie/medicine/](http://www.ucd.ie/medicine/)

***Please note, you have the option to add a ‘My pronouns’ line as per the following example:***

**Name Surname  
My pronouns: She/her/hers**  
**Job Title**   
**UCD School of Medicine**   
**Room No UCD Health Sciences Centre**   
**University College Dublin, Belfield, Dublin 4**   
T: +353 (0)1 716 XXXX | M: 08X XXX XXXX  
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**(STEP 4 continued)** For the below logos image, you will need to right click on the logos image and select ‘Save as Picture…’. Save this to your desktop. Then, back in the Gmail settings signature section, you will see an image icon. Ensure your curser is under the email signature text, then click on the image icon, then select ‘Upload’ and drag your logo image from your desktop into the field.



For multiple signature options/different signature versions for new and reply emails, go to the ‘Learn more’ section under ‘Signatures’ in the Gmail settings for instructions.

**STEP 5** **Click ‘Save changes’ at the bottom of the page**

**EMAIL SIGNATURE IN MICROSOFT OUTLOOK**

**STEP 1** Open a new message in MICROSOFT OUTLOOK

**STEP 2** Click on Insert in the top menu, then on Signature that appears just below Insert.   
 Click on ‘Signatures**…**’ in the Signature dropdown. This will open the Signatures and Stationery window.

**STEP 3** Select the ‘New’ button, top right of the Signatures and Stationery window and give your signature a name, then click OK.

**STEP 4** Next, copy all content for the new signature format below (Use your mouse to select and highlight the template signature below, and select ‘Copy’).

**\*\*Please do not make any changes to Calibri font, font size on each line or logos\*\***

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**Pronouns options can be:**

**She/her/hers**

**He/him/his**

**They/them/their**

**STEP 5** Paste the content, including the UCD School of Medicine logo into the ‘EDIT SIGNATURE’ box. To paste, right click and select, ‘Paste’. It is important to select the ‘Keep Source Format’ option, this is the clipboard icon with the paintbrush).

**STEP 6** Then edit your name, title, direct telephone number and email address in the template provided (please only insert a work mobile number if you have one and wish to include it on your email signature)

**STEP 7** Please also ensure you have selected your new signature for both ‘New messages’ and ‘Replies/forwards’.

**STEP 8** When you are finished simply click ‘OK’ at the bottom of the screen.