Maynooth University
National University of Ireland Maynooth

Communications and Marketing Office |
Changing an Email Signature on Desktop and Mobile

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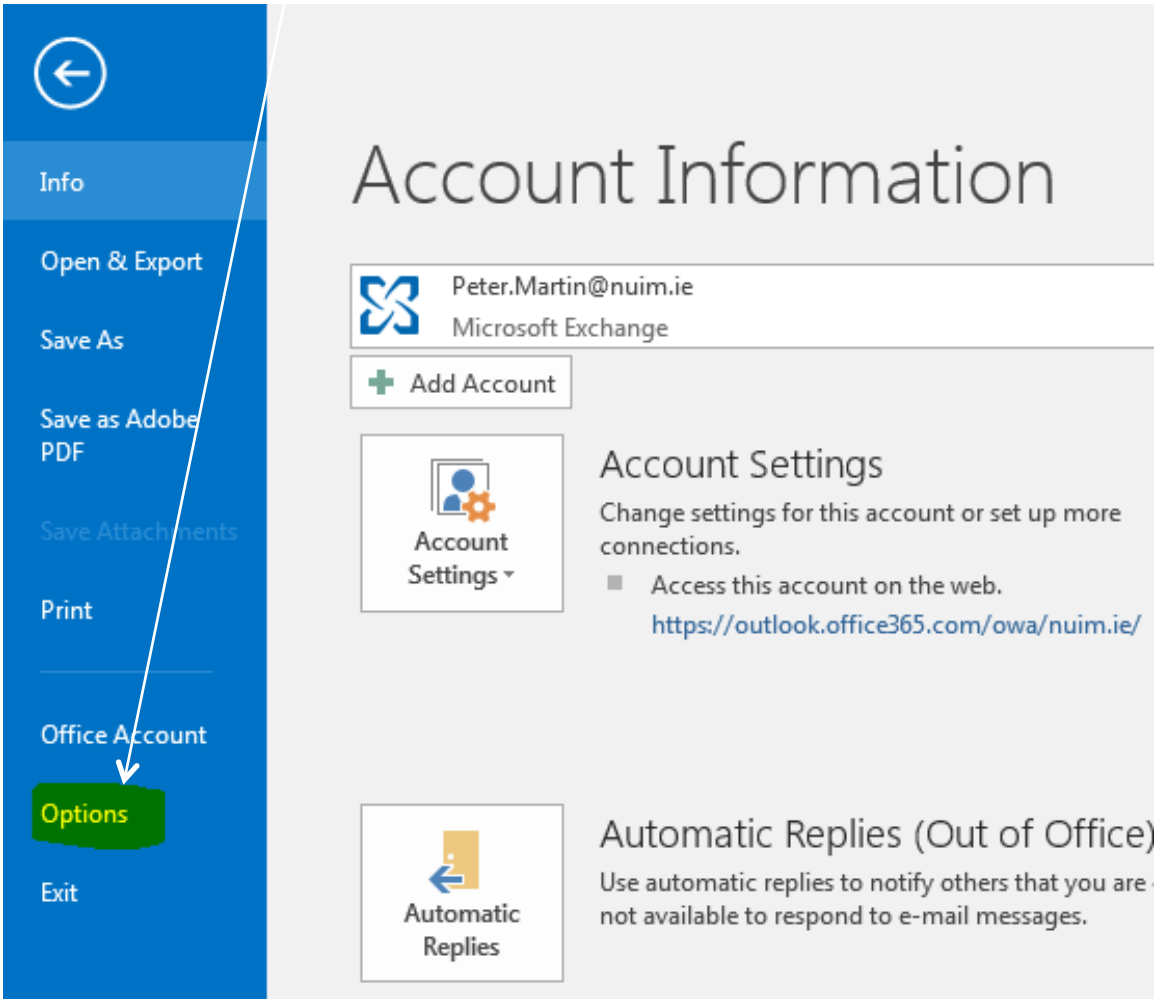
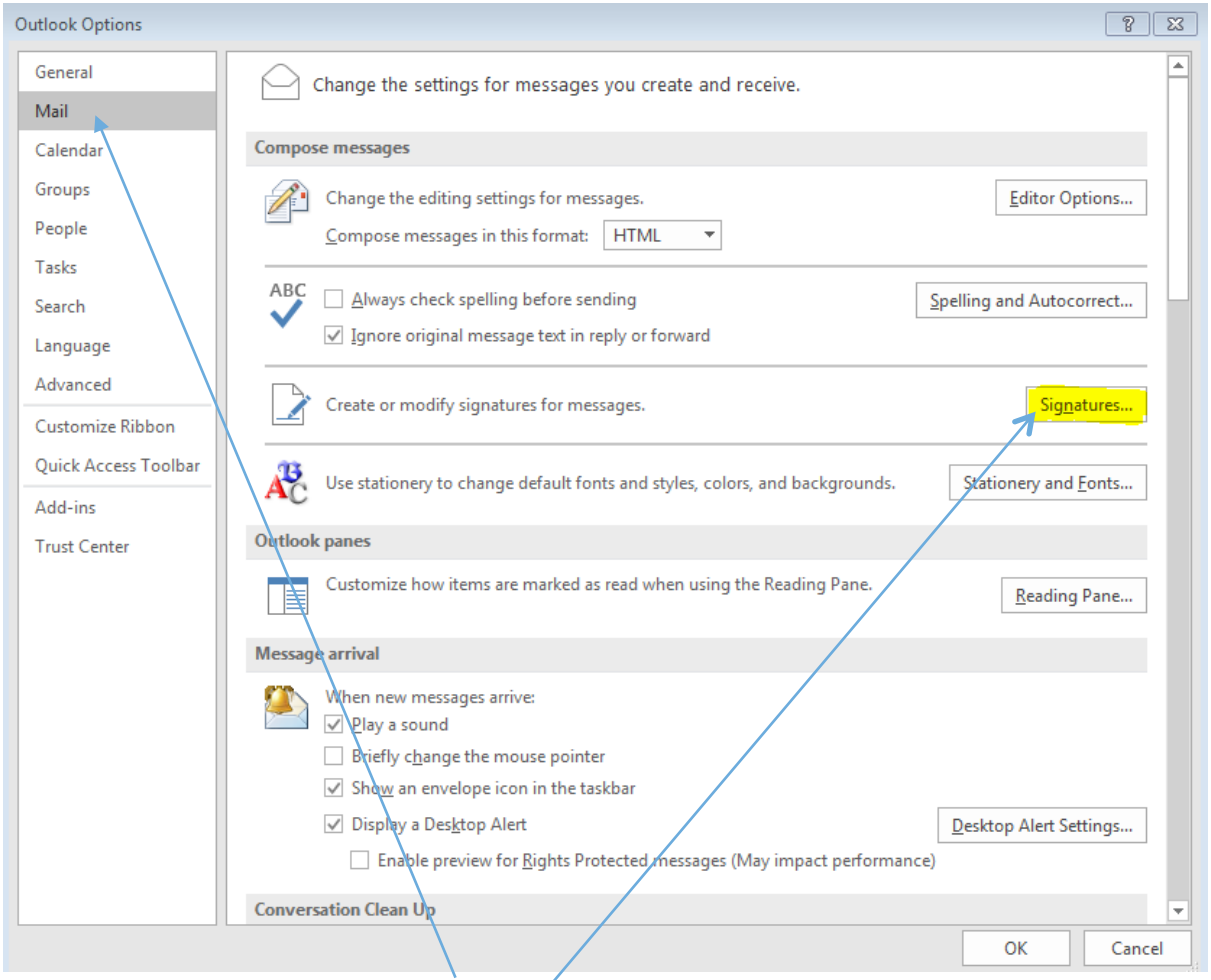
How to change my Email Signature to mu.ie

1. Change in Outlook

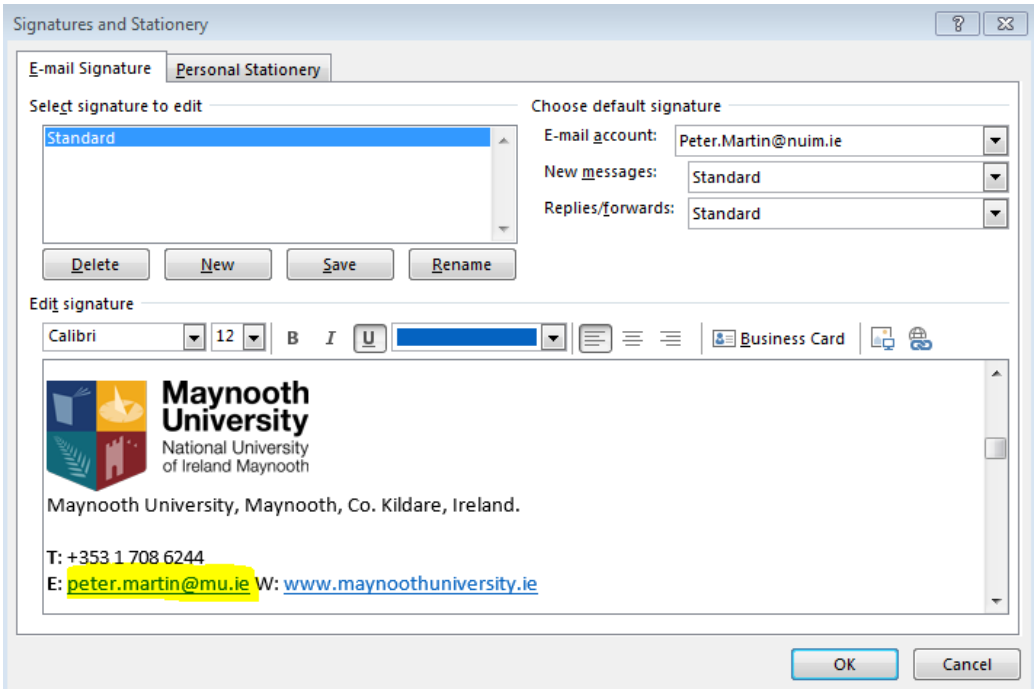
From your Outlook, click to Account Information from the “file” tab

Then click on the “Options” tab from the left hand column





From the Outlook Options, click on “Mail”, which is the second option from the left column and find “Signature”, located third from the bottom



Make sure that your default email account has been selected, i.e. your work nuim.ie address

Once you have clicked on signature, you will be presented with your current email signature. Scroll to find the email address in your signature and manually type in **mu.ie**, to replace the former nuim.ie

Note: If you do not already have an email signature saved in this box, you can simply copy the below Email template or consult our Maynooth University Identity Applications document for the exact logo and text dimensions (outlined on page 29 of the below PDF hyperlinked document):

https://www.maynoothuniversity.ie/sites/default/files/assets/document/Maynooth%20University%20Identity%20Applications_1.pdf:

Your Name Here

Your Position Here (e.g. Executive Assistant or Senior Lecturer)

Maynooth University Department/Office Name Here

Maynooth University
National University of Ireland Maynooth

Maynooth University, Maynooth, Co. Kildare, Ireland

T: +353 1 000 0000 **M:** +353 00 000 0000

E: YourEmailHere@mu.ie **W:** www.maynoothuniversity.ie

D'ainm

An ról atá agat (m.sh. Cúntóir Feidhmiúcháin nó Léachtóir Sinsearach)

Ainm na Roinne/ Ainm na hOifige

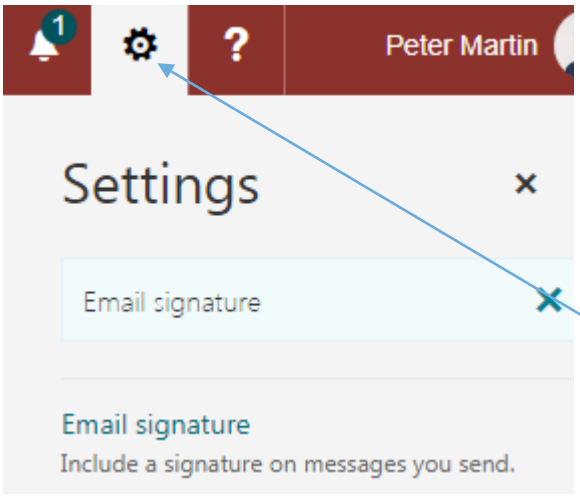
Ollscoil Mhá Nuad
Ollscoil na hÉireann Má Nuad

Ollscoil Mhá Nuad, Maigh Nuad, Co. Chill Dara, Éire.

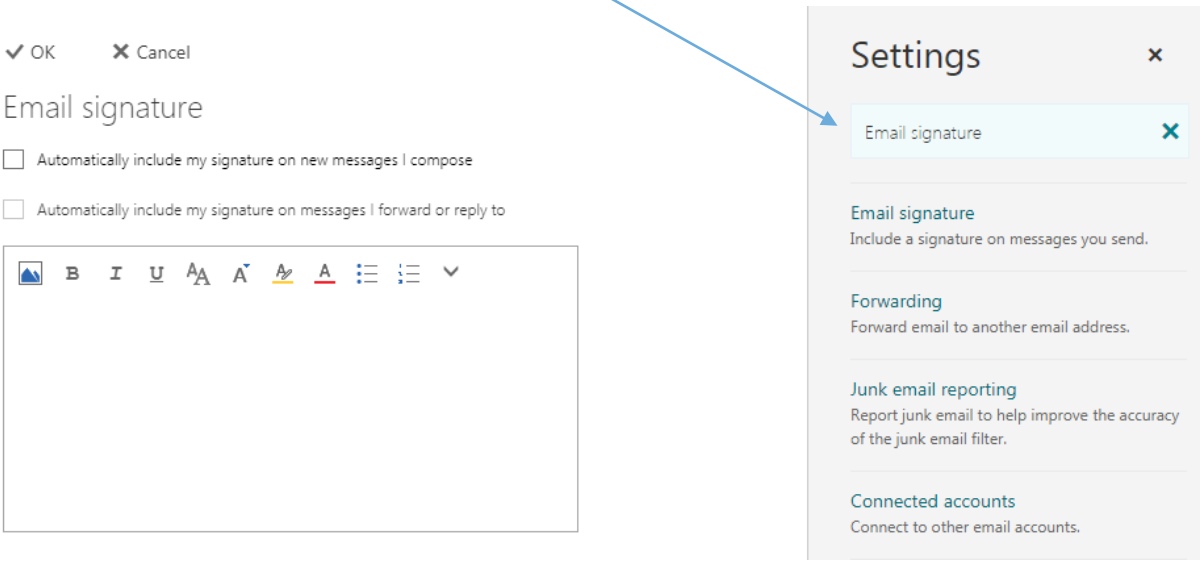
T: +353 1 000 0000 **FP:** +353 00 000 0000

R: dosheoladhríomhphoist@mu.ie **S:** www.maynoothuniversity.ie

2. Change Email Signature in Office 365

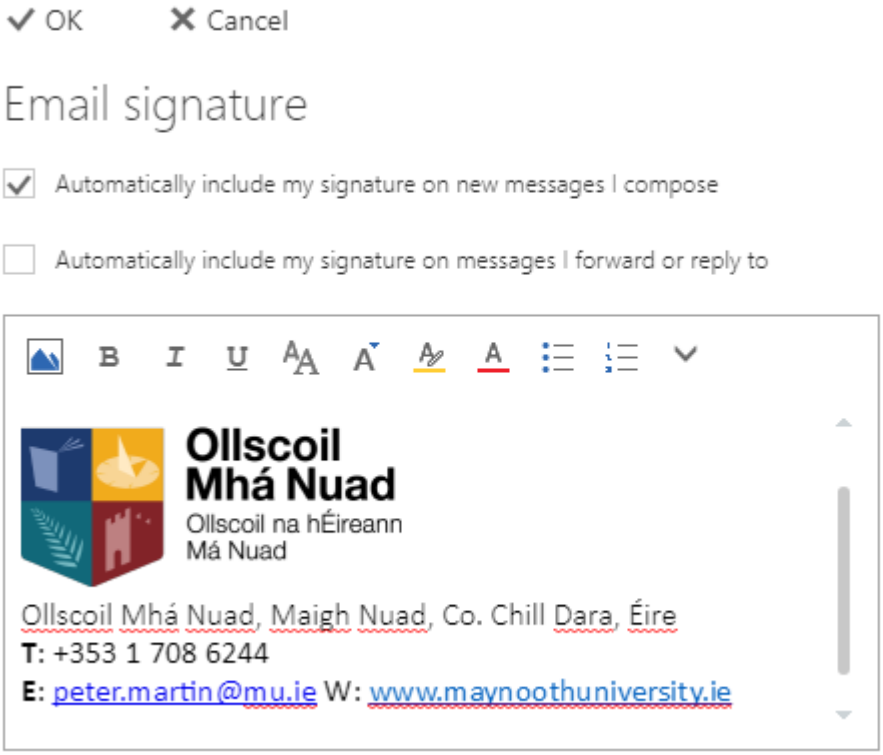


Once logged into your Office 365 Mail account, simply click on the setting's wheel located at the top right hand corner and type "Email signature" in the search box



You will be presented with the above email signature text area for you to fill in with your new email signature

Note: you can paste the text title and contact details into this text area, however all images you want to include on your signature such as logos (MU logo, THE rank logo, Athena SWAN logo or social media icons) must be imported from your PC by clicking on the image icon

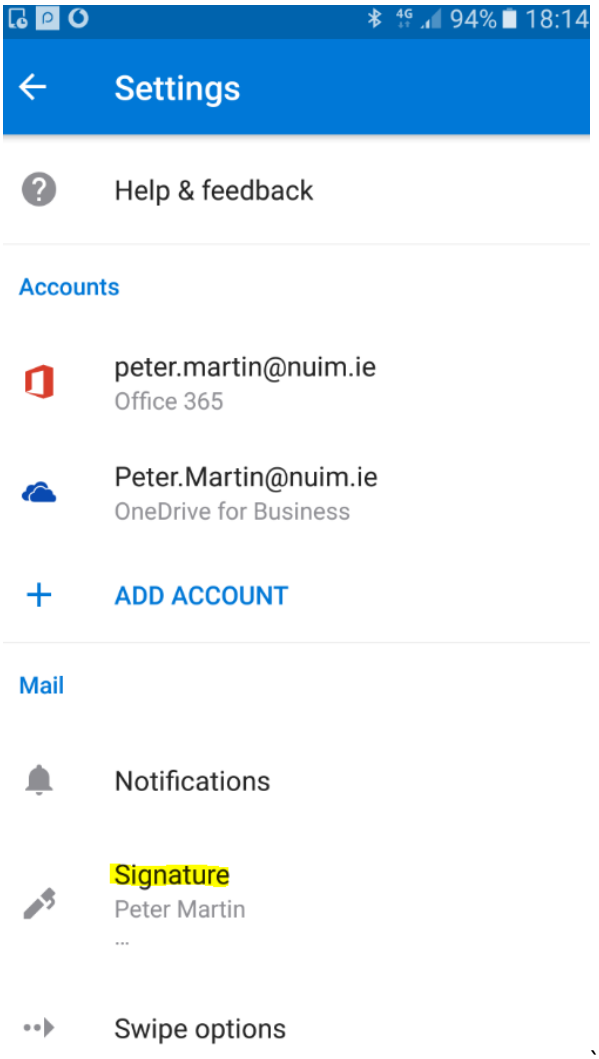


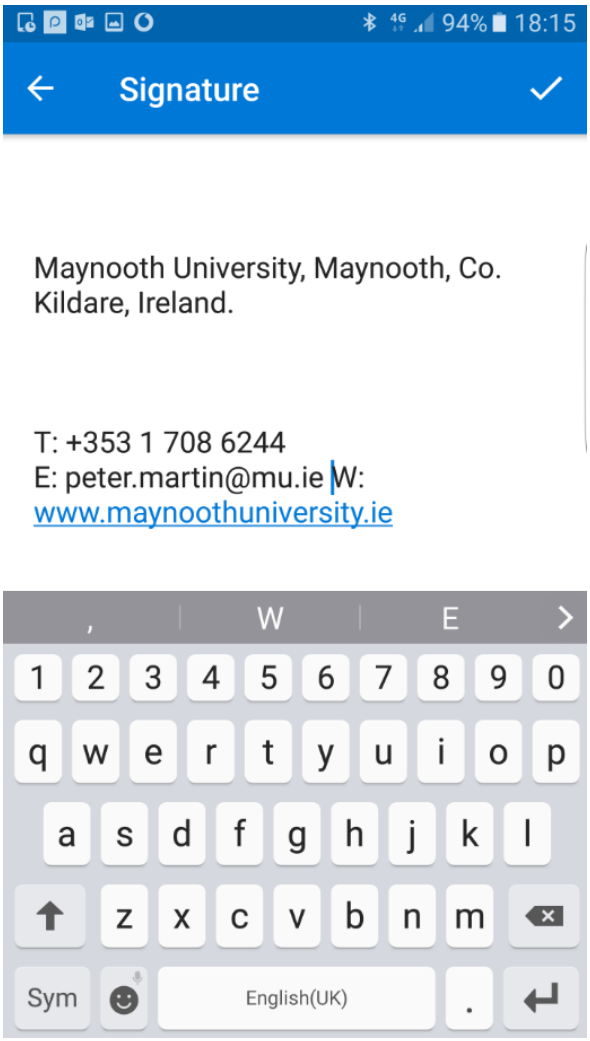
You can then decide whether you want to automatically include your signature on all new messages and/or for forwarded or replied messages by checking the respective boxes above.

Once completed, click ok to save your new or updated email signature.

3. Mobile

To change your signature on your mobile, click on your Outlook mail and then on the “Settings” tab and scroll to “Signature” (highlighted in yellow below).





You can modify the email address from this tab, the process is similar to desktop whereby you are replacing the old “nuim.ie” to the new **mu.ie** email address.

Note: Some Android mobiles will have restrictions on uploading images such as logos.

If you are using other Operating System smartphones, such as Apple or Windows, the above steps will be the same from the Outlook app if you have downoaded it or simply from your smartphone settings menu.