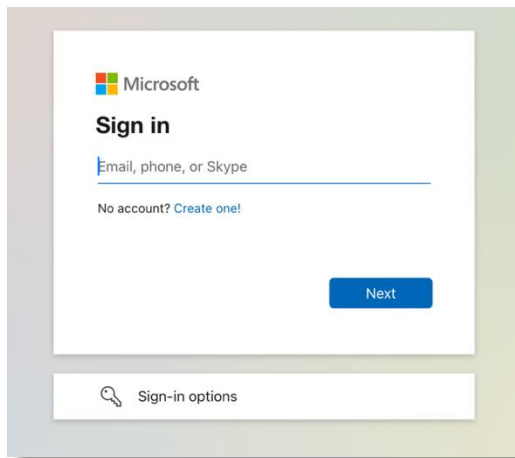


USC School of Medicine Signature Creation

Outlook Web App / Outlook.com

Your email signature will not migrate with the rest of your email account. To create a new email signature, sign into your School of Medicine email account at <https://outlook.com>. This will create an email signature for the webmail. If you need a signature for your Outlook client, please continue to the second page.

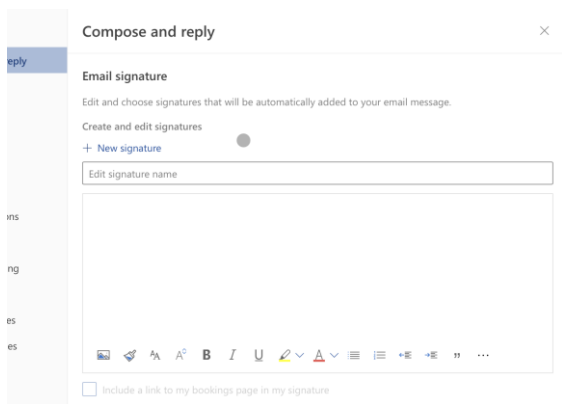
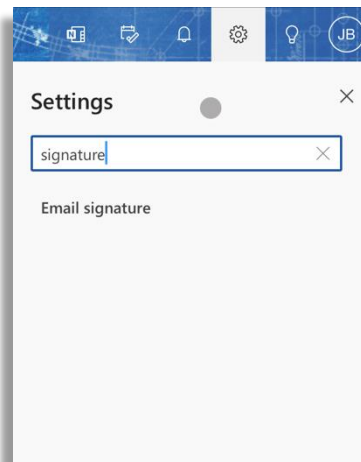


You should see this screen when you login.

When signing in, use ***yourusername@uscmed.sc.edu*** to sign in.

Once you have signed in. Click the gear symbol in the top right corner, and search for "signature".

Choose the option "Email signature"



Here, you can name and create your signature. Be sure to **save** your email signature at the bottom of the page before you close out of settings.

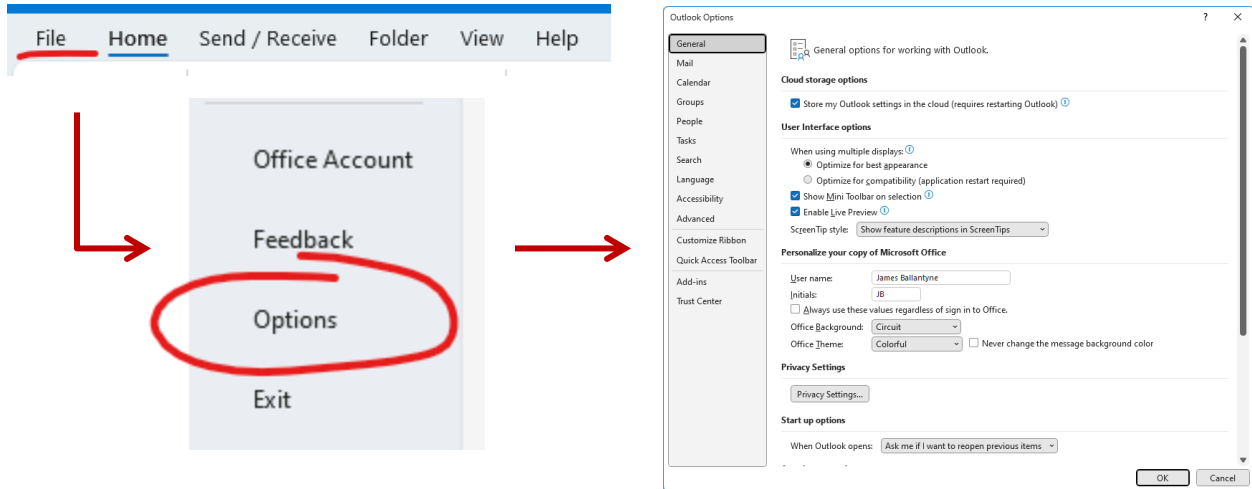
If you would like to generate your email signature you can use this [link](#).

Alternatively, a text link and screenshots will be included below.

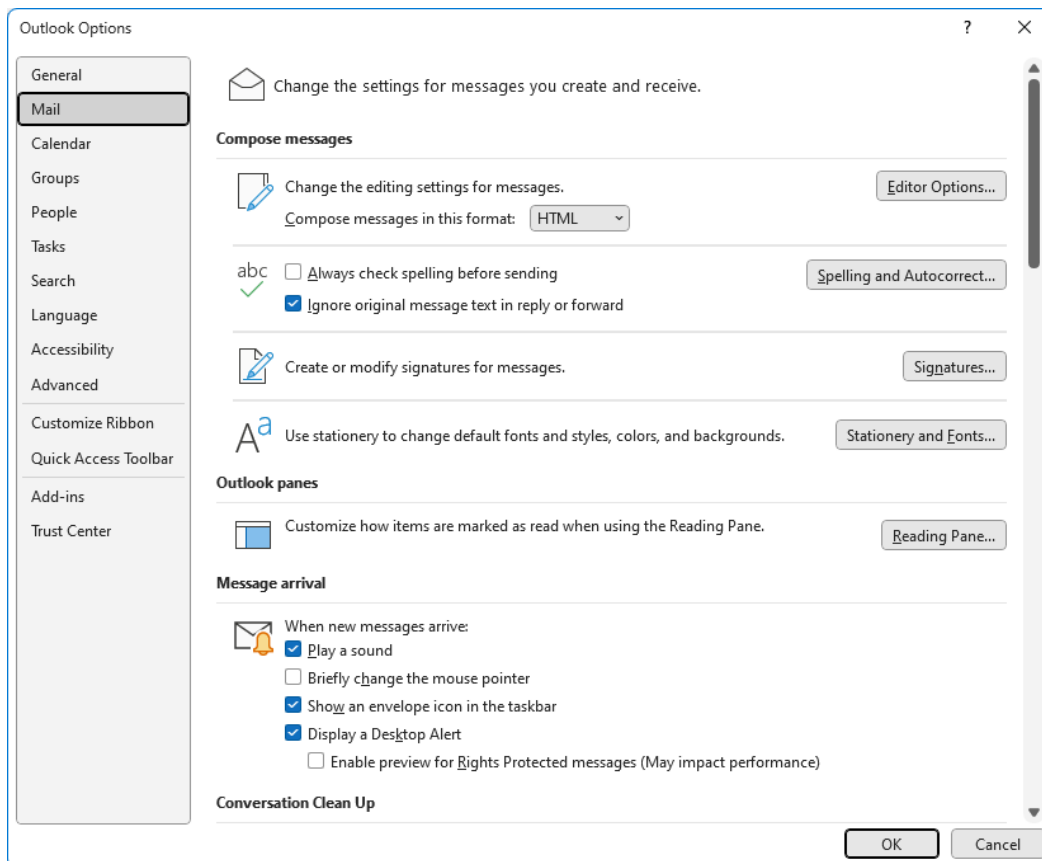
USC School of Medicine Signature Creation

Outlook Desktop Client

Open your Outlook client and choose **“File”** in the top left. Then, choose **“Options”** in the bottom left.



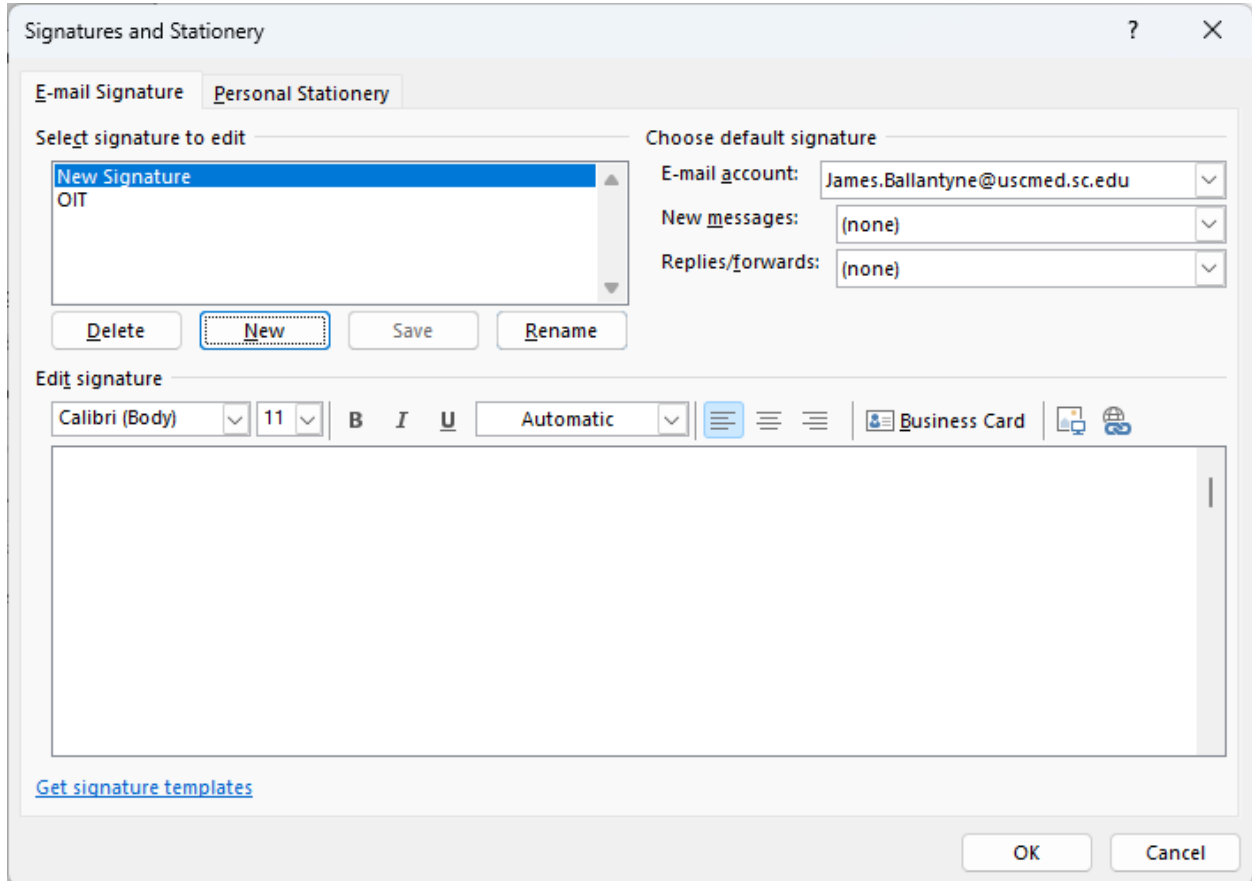
In this pop-up, click on **“Mail”** in the left sidebar, then choose **“Signatures”**:



USC School of Medicine – Microsoft 365 Migration – Signature Creation

Finally, click on "**New**" and name your signature. You can now create/copy your signature into the "Edit signature" field. Remember to save your signature and click "**OK**".

You can also choose whether or not your signature shows on New messages, Replies/forwards, or both by default.



Generating an Email Signature

To generate an email signature, you can go to:

https://sc.edu/about/offices_and_divisions/communications/toolbox/resources/email_signature_generator/index.php.

You can generate and copy/paste this email signature into your outlook.

The screenshot shows a web browser window with the URL sc.edu. The page title is "Email Signature Generator". The left sidebar contains a navigation menu with the following items: Communications and Marketing, About Us, Our Services, Brand Toolbox, Resources (expanded), Stationery and Supplies, Templates, Email Signature Generator (highlighted), Social Media, Website, Communicating on Campus, Event Resource Guide, Paid Advertising, Digital Swag, Downloadable Resources, Media Resources, and Communicators Network. The main content area has the following text:

Email Signature Generator

This easy-to-use form helps faculty, staff and students create a standard email signature including contact details and the appropriate academic or university logo.


Complete the form to build a custom email signature. There are two types of signatures to choose from, a simple signature and a more detailed signature. Choose your preference and fill in as much information as you want, leaving blank what you don't want to include.

When your signature is ready, copy it to your clipboard and paste it into the email signature window of your email application, adjusting as necessary. Microsoft Outlook provides additional guidance for working with email signatures on both [desktop](#) or [web](#) applications.

Types of Email Signatures

Simple Signature

John Doe
Professor of History
803-777-7777
john.doe@sc.edu
Department of History
College of Arts and Sciences
University of South Carolina



Detailed Signature

John Doe
Professor of History
he/him/his
803-777-7777
john.doe@sc.edu | [faculty.sc.edu/johndoe](mailto:john.doe@sc.edu) | [@johndoe](#)
Department of History
College of Arts and Sciences
University of South Carolina
1234 Main Street
Columbia, SC 29208

