Getting Started:
To set up your USC Columbia email you will need the following:

- Your VIP ID
- Access to the Internet

**VIP ID:** You should receive your VIP ID with your acceptance packet. If you did not, or you misplaced it, you may contact the Office of Undergraduate Admissions to receive it.

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**Step 1: Get your Network Username and set your Network password**

1. Go to [my.sc.edu](http://my.sc.edu)
2. Choose **View my IDs and manage my passwords.**
3. Sign in using your VIP ID and password.
4. In the Network Username section, choose **Manage Password.**
5. Enter and confirm a new password. Follow the password restrictions that appear in the blue box:
   - One or more lowercase alphabetic characters (a-z)
   - One or more uppercase alphabetic characters (A-Z)
   - One or more numeric characters (0-9)
   - One or more special characters (!@#$%^&*-+= etc)
6. Press **Set Password.**
7. Wait two minutes.
8. Your new password can be used to log in to email, Blackboard, the university network, and other systems that use the Network Username.

Your email address is **[Your Network Username]@email.sc.edu**

**Example:**

- **Network Username:** Johnsmith47
- **Email Address:** Johnsmith47@email.sc.edu
Step 2: Log in to your USC Email

1. Make certain you are logged out of any other webmail accounts you may have
2. If you have not closed your browser since resetting your network password, please do so now
3. Navigate to outlook.com/email.sc.edu
4. Use your Network Username and Network Password to log in

If you experience problems with webmail, please visit: uts.sc.edu.

If you need additional assistance, contact UTS at 803-777-1800 (or from a campus phone 7-1800).