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 <u>https://outlook.com</u>. This will create an email signature for the webmail. If you need a signature for your Outlook client, please continue to the second page.



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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":

Outlook Options		?	×
General Mail	Change the settings for messages you create and receive.		Î
Calendar	Compose messages		
Groups	Change the editing settings for messages.	Editor Options	
People	<u>Compose messages in this format:</u>		1
Tasks			
Search	abc Always check spelling before sending	lling and Autocorrect	
Language	Ignore original message text in reply or forward		_
Accessibility	Create or modify signatures for messages.	Signatures	h
Advanced		ol <u>gi</u> ataresii	_
Customize Ribbon	Δ^{a} Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Fonts	
Quick Access Toolbar			
Add-ins	Outlook panes		
Trust Center	Customize how items are marked as read when using the Reading Pane.	Reading Pane	
	Message arrival		
	When new messages arrive:		
	Briefly change the mouse pointer		
	Show an envelope icon in the taskbar		
	✓ Display a Desktop Alert		
	Enable preview for <u>Rights</u> Protected messages (May impact performance)		
	Conversation Clean Up		-
		OK Car	icel

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.

Signatures and Sta	tionery					?	×
<u>E</u> -mail Signature	Personal Stationer	У					
Sele <u>c</u> t signature to edit Choose default signature							
New Signature				E-mail <u>a</u> ccount:	James.Ballantyne@uscmec	d.sc.edu	\sim
				New <u>m</u> essages:	(none)		\sim
			-	Replies/ <u>f</u> orwards:	(none)		~
Delete	New	Save	Rename				
Edi <u>t</u> signature							
Calibri (Body)	∨ 11 ∨ B	Ι	Automatic		Business Card		
							I
<u>Get signature tem</u>	<u>plates</u>				ОК	Ca	incel

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_gener_ator/index.php.

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

:08 AM Mon Mar 20	eee ≌ sc.edu	হ গদে 🖪 66% 🔳				
Communications and	Email Signature Generator					
Marketing	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.					
About Us						
Our Services						
Brand Toolbox	Complete the form to build a custom email signature. Th	nere are two types of signatures to choose from, a simple				
↓ Resources	signature and a more detailed signature. Choose your pr	eference and fill in as much information as you want,				
Stationery and Supplies	leaveing blank what you don't want to include.					
Templates	When your signature is ready, copy it to your clipboard a	nd paste it into the email signature window of your email				
Email Signature Generator	application, adjusting as necessary. Microsoft Outlook provides additional guidance for working with email					
Social Media	signatures on both <u>desktop</u> 2 or <u>web</u> 2 applications.					
Website						
Communicating on Campus	Types of Email Signatures					
Event Resource Guide	_	_				
Paid Advertising	John Doe	John Doe				
Digital Swag	Professor of History	Professor of History he/him/his				
Downloadable Resources	johndoe@sc.edu Denatment of History	803-777-7777				
Media Resources	College of Arts and Sciences University of South Carolina	Department of History				
Communicators Network	South Carolina	College of Arts and Sciences University of South Carolina 1234 Main Street Columbia, SC 29208				

Simple Signature

Detailed Signature