

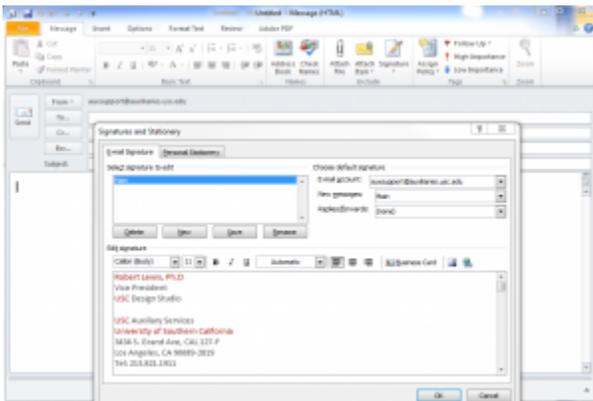
Create A USC-Standard Email Signature

The following steps will guide you on how to properly create a USC-standard email signature:

- In Outlook, *click* New Message. *Click* **Signature**, and then *click* **Signatures**.



- Under **Choose default signature**, in the **E-mail account** list, select an email account with which you want to associate the signature.
- In the **New messages** list, select the signature that you want to include.
- If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, *click* **(none)**



- **Click here to see approved signatures you should use in your email signature line for outgoing messages:**
<https://sc-ctsi.org/about/identity-guidelines>