**HOW TO USE THE STANDARD UNIVERSITY SIGNATURES**

(Steps may vary from PC to MAC)

1. Click the top right corner of table you would like to use as your signature
2. Select the cross-arrow icon and copy the table
3. Open your Outlook email account and select Microsoft Outlook and open Settings
4. Select Signatures
5. Paste the table in the Standard Preview
6. Make edits if needed

If you need assistance, please contact [marketing@scsu.edu](mailto:marketing@scsu.edu)

\*\*\*See templates on page 2

-Use the standard Arial font

-Do not use old logos with slogan attached, such as “a new state of mind”.

Signature 1

|  |  |
| --- | --- |
| **Name**  Title Division | |
| Logo  Description automatically generated | Building Name and Suite  Address  Orangeburg, South Carolina Office (803) 533-xxxx I Fax (803) 516-xxxx  [XXXX@scsu.edu](mailto:XXXX@scsu.edu) I  [www.scsu.edu](http://www.scsu.edu) |

Signature 2

|  |  |  |
| --- | --- | --- |
| Logo  Description automatically generated | **Name**  Title Division | Building Name and Suite  Address  Orangeburg, South Carolina Office (803) 533-xxxx I Fax (803) 516-xxxx  [XXXX@scsu.edu](mailto:XXXX@scsu.edu) I  [www.scsu.edu](http://www.scsu.edu) |

Signature 3

|  |  |
| --- | --- |
| **Name**  Title Division  [XXXX@scsu.edu](mailto:XXXX@scsu.edu) | |
| [A close up of a logo  Description automatically generated](http://www.scsu.edu/) | Building Name and Suite  300 College Street, PO Box XXXX  Orangeburg, South Carolina Office (803) 533-xxxx I Fax (803) 516-xxxx |
| [www.scsu.edu](http://www.scsu.edu) |  |