**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

\*\*\*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**TitleDivision  |
| Logo  Description automatically generated | Building Name and SuiteAddressOrangeburg, South CarolinaOffice (803) 533-xxxx I Fax (803) 516-xxxxXXXX@scsu.edu I  [www.scsu.edu](http://www.scsu.edu) |

Signature 2

|  |  |  |
| --- | --- | --- |
| Logo  Description automatically generated | **Name**TitleDivision  | Building Name and SuiteAddressOrangeburg, South CarolinaOffice (803) 533-xxxx I Fax (803) 516-xxxxXXXX@scsu.edu I  [www.scsu.edu](http://www.scsu.edu) |

Signature 3

|  |
| --- |
| **Name**TitleDivision XXXX@scsu.edu |
| A close up of a logo  Description automatically generated | Building Name and Suite300 College Street, PO Box XXXXOrangeburg, South CarolinaOffice (803) 533-xxxx I Fax (803) 516-xxxx |
| [www.scsu.edu](http://www.scsu.edu) |  |