Using USC Web Mail
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Step 1: Go to USC Web site
Step 2: Log on to USC Web Mail
Step 3: Click Options
**Step 4: Click Settings**

![Image of Web Mail setup page with options for Account Summary, Personal Information, Password, Settings, Appearance, Vacation Message, and Mail Filters. The page shows the user's email address and a list of folders, including Inbox, Sent, Trash, Drafts, Addresses, and Options.](image-url)
Step 5: Create Settings