How to create Gmail a signature with the Public Records disclosure statement

Step one:
Open Gmail and click on the settings “gear” on the right side of the pane.
Choose Settings from the drop down menu.

Step two:
In the “General” tab on the top menu, scroll down to “Signature.” If you already have an email signature block, skip steps 3-5.
Step three:

In a new browser window, create a signature block at https://www.unlv.edu/identity/email-signature

Step four:

Once you have filled in all required form fields, scroll to the bottom of the page and click “Preview Signature.” The following screen will pop up, from which you will select to copy your information based on your device and operating system.
Step five:

Return to Gmail, right click and “Paste” your email signature block into the “Signature” section.

Step six:

Under your signature block, right click to “Paste and Match Style” or “Paste as plain text” and include the following public records notice:

PUBLIC RECORDS NOTICE: In accordance with NRS 239.010, this email and responses, unless otherwise made confidential by law, may be subject to Nevada Public Records laws and may be disclosed to the public upon request.
Your signature should look like one of the following:
Step seven:

If you are satisfied with the signature, scroll to the bottom of the page and click “Save Changes.”

That’s it!

Open a new message in your inbox and check out your new signature block!