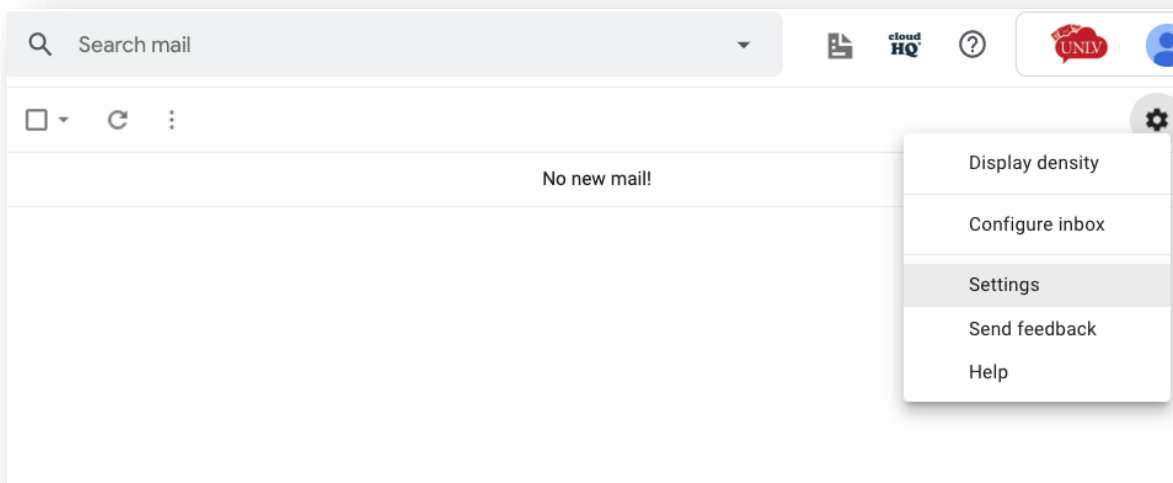


# How to create Gmail a signature with the Public Records disclosure statement

## Step one:

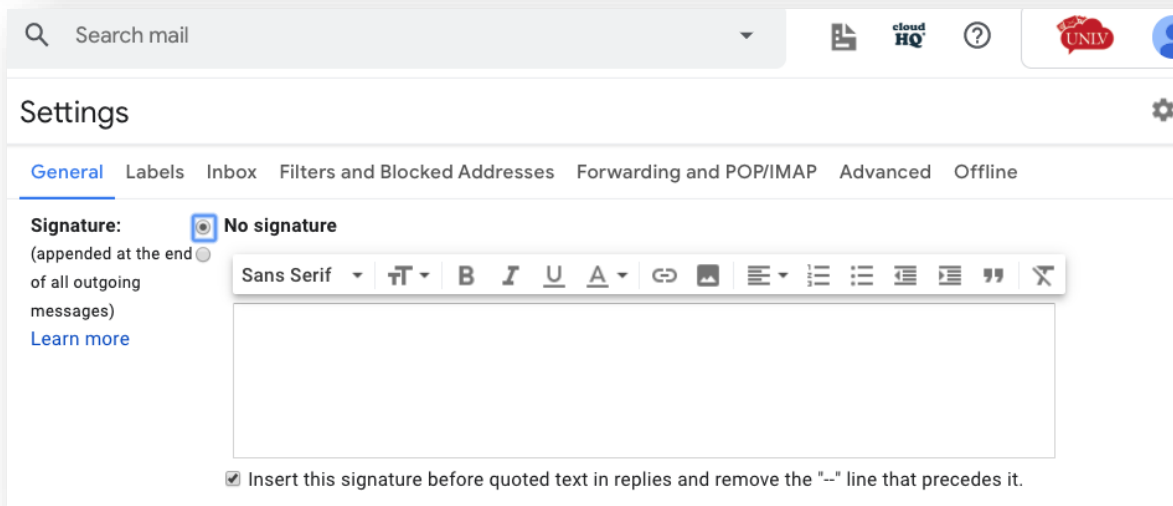
Open Gmail and click on the settings “gear” on the right side of the pane.

Choose Settings from the drop down menu.



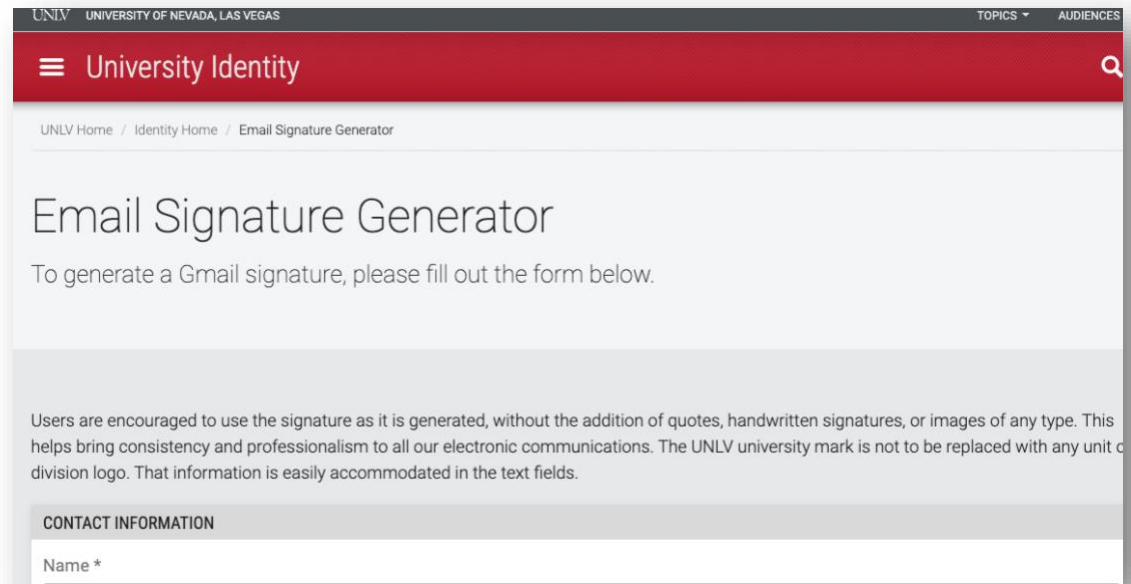
## Step two:

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



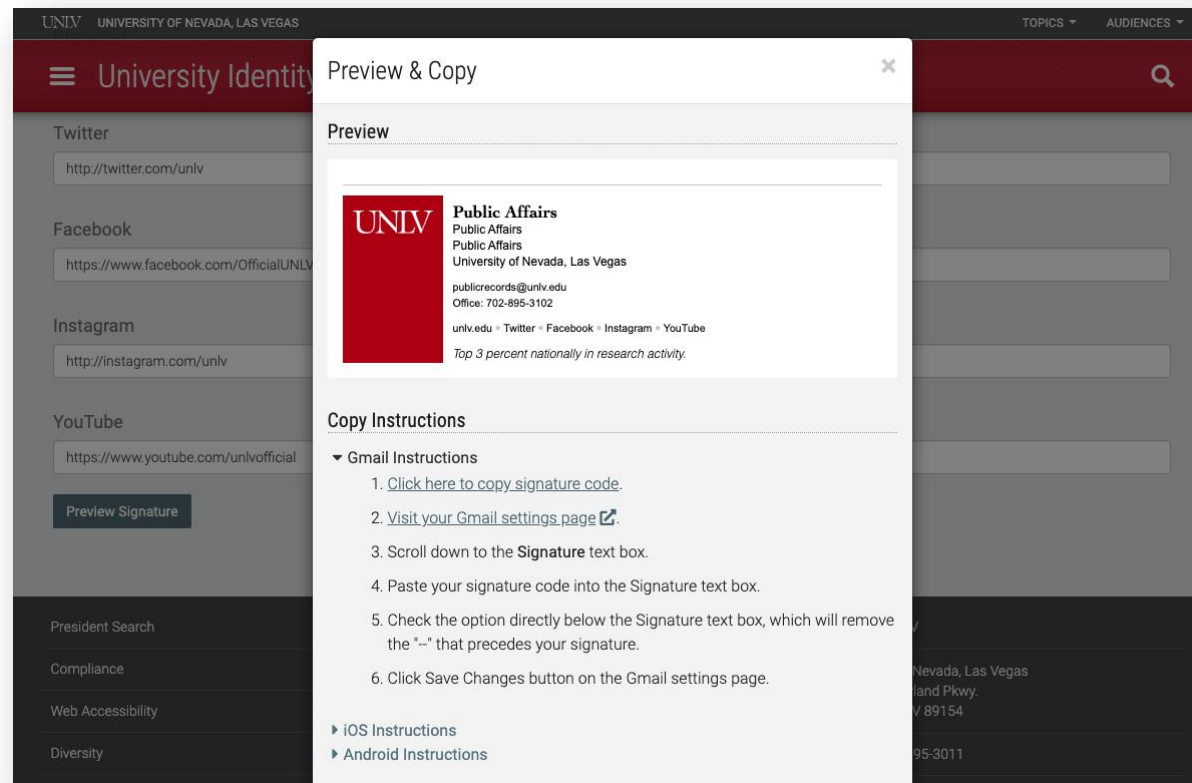
### Step three:

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



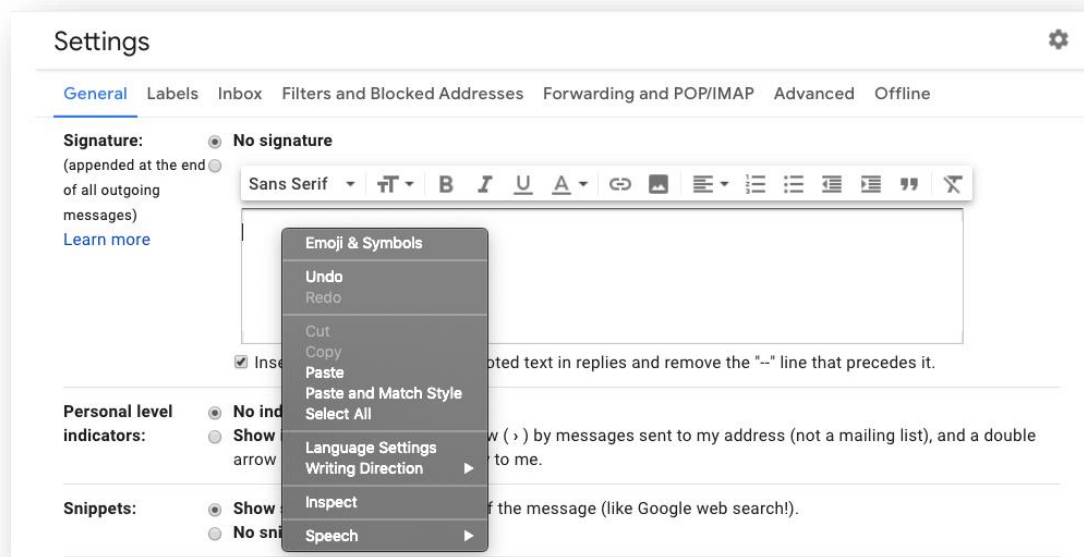
### Step four:

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:

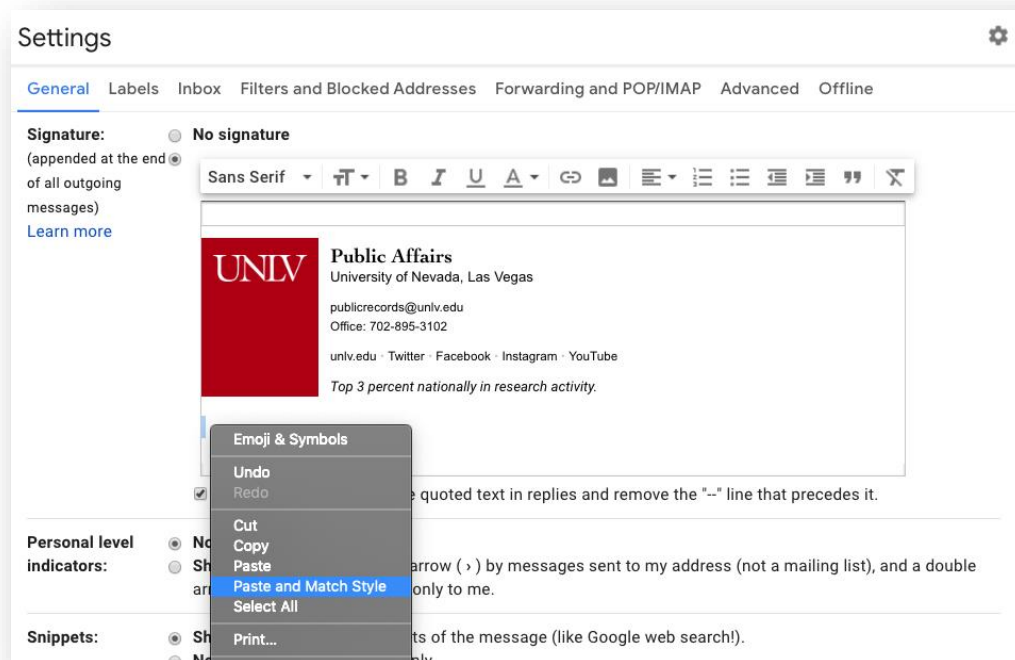
Return to Gmail, right click and “Paste” your email signature block into the “Signature” section.




### 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:

Settings 

[General](#) Labels Inbox Filters and Blocked Addresses Forwarding and POP/IMAP Advanced Offline


Signature:  No signature  
(appended at the end of all outgoing messages)  
[Learn more](#)

Sans Serif              

 **Public Affairs**  
University of Nevada, Las Vegas  
[publicrecords@unlv.edu](mailto:publicrecords@unlv.edu)  
[Office: 702-895-3102](tel:702-895-3102)  
[unlv.edu](http://unlv.edu) · [Twitter](#) · [Facebook](#) · [Instagram](#) · [YouTube](#)  
*Top 3 percent nationally in research activity.*















*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.*


Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Settings 

[General](#) Labels Inbox Filters and Blocked Addresses Forwarding and POP/IMAP Advanced Offline

Signature:  No signature  
(appended at the end of all outgoing messages)  
[Learn more](#)

Sans Serif              

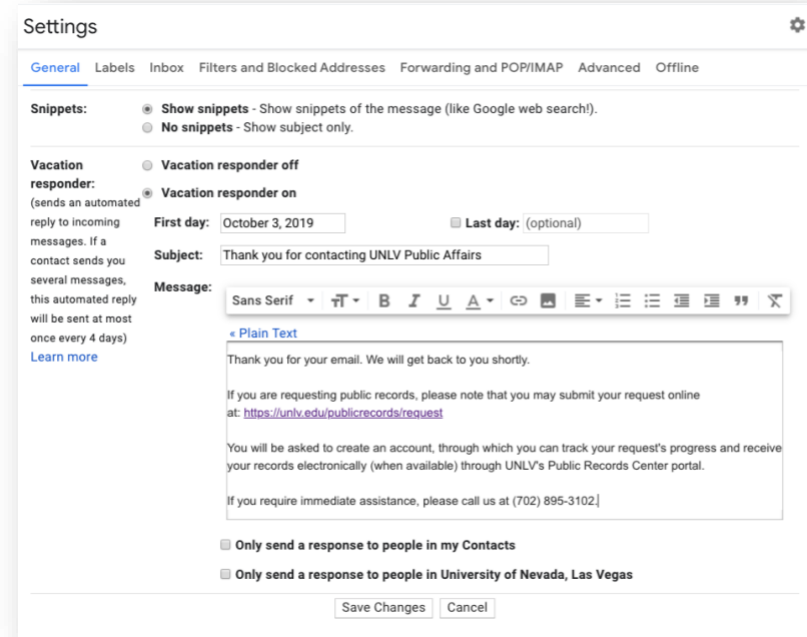
 **Public Affairs**  
University of Nevada, Las Vegas  
[publicrecords@unlv.edu](mailto:publicrecords@unlv.edu)  
[Office: 702-895-3102](tel:702-895-3102)  
[unlv.edu](http://unlv.edu) · [Twitter](#) · [Facebook](#) · [Instagram](#) · [YouTube](#)  
*Top 3 percent nationally in research activity.*

*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.*

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

## Step seven:

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



The screenshot shows the 'Settings' page for an email account, specifically the 'Vacation responder' section. The 'Vacation responder' is currently set to 'on'. The 'First day' is set to 'October 3, 2019' and the 'Last day' is set to '(optional)'. The 'Subject' is 'Thank you for contacting UNLV Public Affairs'. The 'Message' field contains the following text:

Thank you for your email. We will get back to you shortly.

If you are requesting public records, please note that you may submit your request online at: <https://unlv.edu/publicrecords/request>

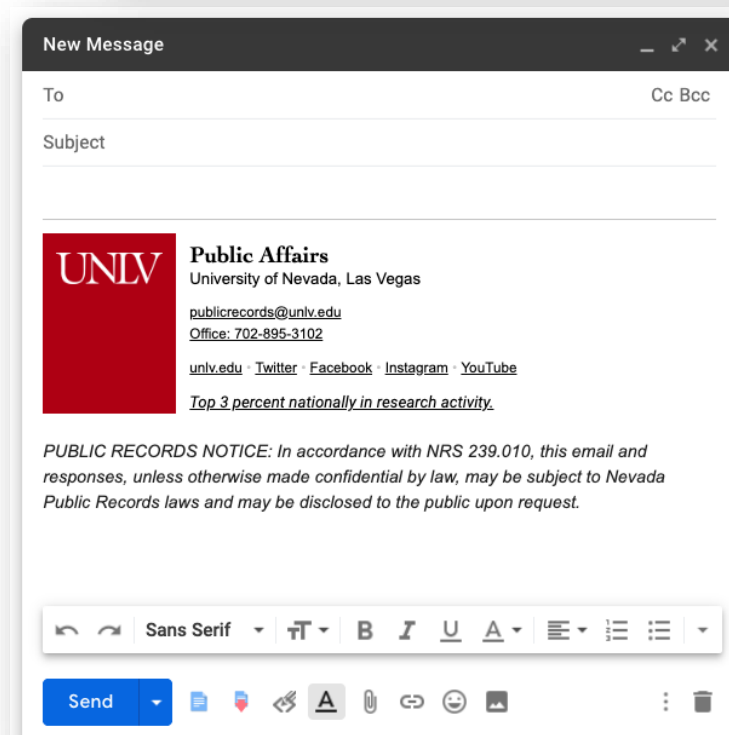
You will be asked to create an account, through which you can track your request's progress and receive your records electronically (when available) through UNLV's Public Records Center portal.

If you require immediate assistance, please call us at (702) 895-3102.

At the bottom of the settings page, there are two checkboxes: 'Only send a response to people in my Contacts' and 'Only send a response to people in University of Nevada, Las Vegas'. Both are currently unchecked. At the very bottom, there are 'Save Changes' and 'Cancel' buttons.

## That's it!

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



The screenshot shows a 'New Message' window in an email client. The 'To' field is empty, and the 'Cc' and 'Bcc' fields are also empty. The 'Subject' field is empty. The signature block is visible and includes the following information:

**UNLV** **Public Affairs**  
University of Nevada, Las Vegas  
[publicrecords@unlv.edu](mailto:publicrecords@unlv.edu)  
Office: 702-895-3102  
[unlv.edu](http://unlv.edu) · [Twitter](#) · [Facebook](#) · [Instagram](#) · [YouTube](#)  
*Top 3 percent nationally in research activity.*

Below the signature block is a 'PUBLIC RECORDS NOTICE' in italics: *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.*

At the bottom of the window, there is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. A 'Send' button is located at the bottom left of the toolbar.