UC SANTA CRUZ ✓ DocuSign®

TIPS TO MINIMIZE YOUR DOCUSIGN EMAIL NOTIFICATIONS

CREATE LABELS IN YOUR GMAIL.

You can create labels that store your emails. Add as many labels as you want to an email. Labels are different from folders, although the functionality is similar.

See the next page for instructions on how to create and edit labels.

ADJUST YOUR NOTIFICATION PREFERENCES IN DOCUSIGN.

Adjusting your notification preferences can give you control over the communications you receive. Go to My Preferences > Signing and Sending > Notifications to update your settings.

LOGIN TO DOCUSIGN TO CHECK THE STATUS OF YOUR DOCUMENTS.

Logging in to DocuSign to check the status of your documents can be a more streamlined way to manage your incoming and outgoing documents.
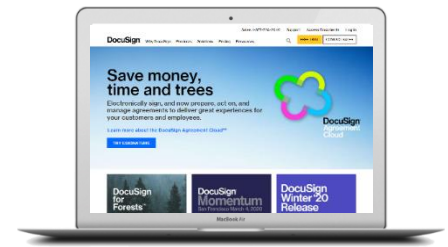
Creating Labels

Computers

Create a label

1. On your computer, go to Gmail.
2. On the left, scroll down, then click More.
3. Click Create new label.
4. Name your label.
5. Click Create.

Edit a label

1. On your computer, go to Gmail.
2. On the left side of the page, move to the label's name.
3. Click More ⋮ .
4. Edit your label.

Delete a label

1. On your computer, go to Gmail.
2. On the left side of the page, hover over the label's name.
3. Click More ⋮ ❯ Remove label.