

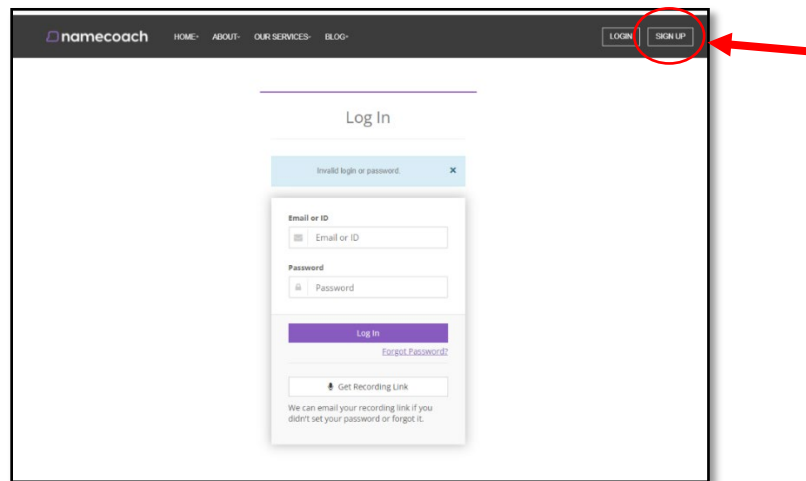
NameCoach Tip Sheet

Yale University has a license with NameCoach, a service that allows you to record yourself pronouncing your own name. There are two ways that recording can be used:

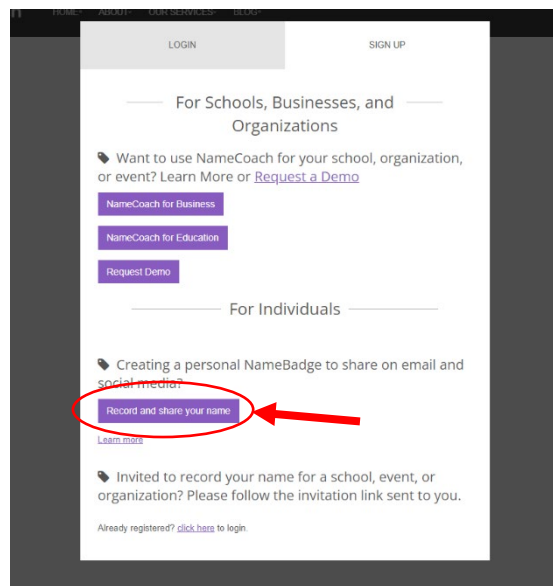
1. If someone looks your name up in <https://directory.yale.edu/>, and then that person clicks FULL DETAILS, under your profile, a button with the volume icon will appear next to your name. Clicking that will play the recording you've made.
2. That recording can also be attached to your email signature.

This tip sheet will walk you through the steps you need to take to implement this feature.

- First, go to their site: <https://www.name-coach.com/login>
- In the top right of the screen, click the [SIGN UP] button



- A pop-up window will appear and, it might be counter-intuitive, but you want to click the [Record and share your name] button under "For Individuals" (not NameCoach for Education!).



- The new screen that appears is an all-inclusive sign-up page as well the fields for information about how your name is pronounced. The only one required is your email. Please use your Yale email address.

The screenshot shows the 'Create Your NameBadge' form on the NameCoach website. The form contains the following fields and options:

- Email:** shivhan.allen@yale.edu
- First name:** Shivhan
- Last name:** Allen
- Full name or your name as you would like it said/announced:** Shivhan Allen
- Phonetic spelling of your name:** Shiv ahn
- Link to #SpeakingMyName video:** (with a placeholder link: https://www.youtube.com/watch?v=video-id)
- If you want to clarify the pronouns that should be used when referring to you, enter them here:** she/her
- Recording options:**
 - Phone
 - Web Recorder
 - Uploader

You'll see at the bottom of this page, three radio button options for recording your name: 'Phone', 'Web Recorder', or 'Uploader'.

A - If you click 'Web Recorder', a [Record] button will appear. This option will probably work for most people as we all have gotten used to using our computer microphone for Zoom.

This close-up screenshot highlights the recording interface with three key elements labeled A, B, and C:

- A:** The 'Web Recorder' radio button is selected and circled in red.
- B:** The 'Record' button, which includes a microphone icon and a timer showing '0,0/25,0', is circled in red.
- C:** The 'Submit and Finish' button is circled in red.

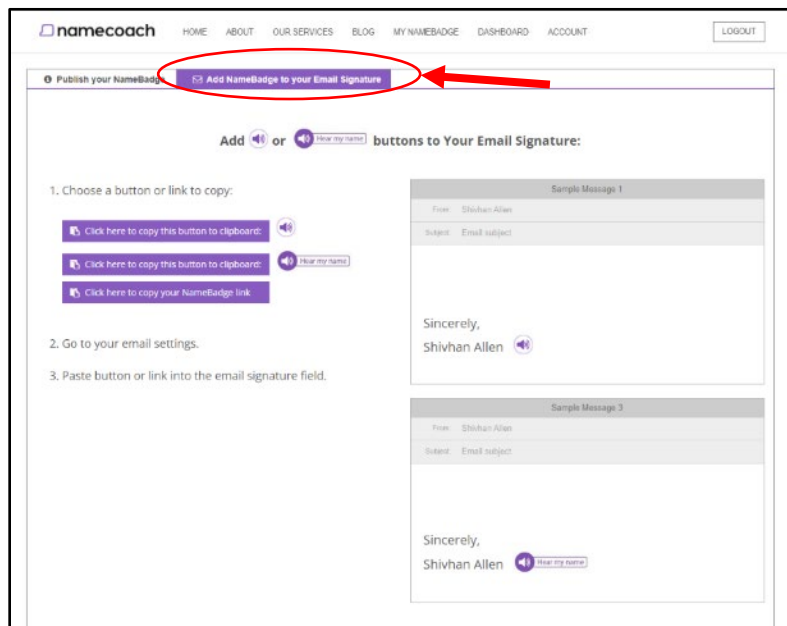
B - When you click the [Record] button, it **does not** immediately start. There will be a brief flash from 'Ready', to 'Set', and **THEN** 'Record'.

Say your name and then click the square 'Stop' button to stop the recording. You can play it back and re-record as many times as you like!

C - Once you're happy, click the [Submit and Finish] button in the bottom left of the screen.

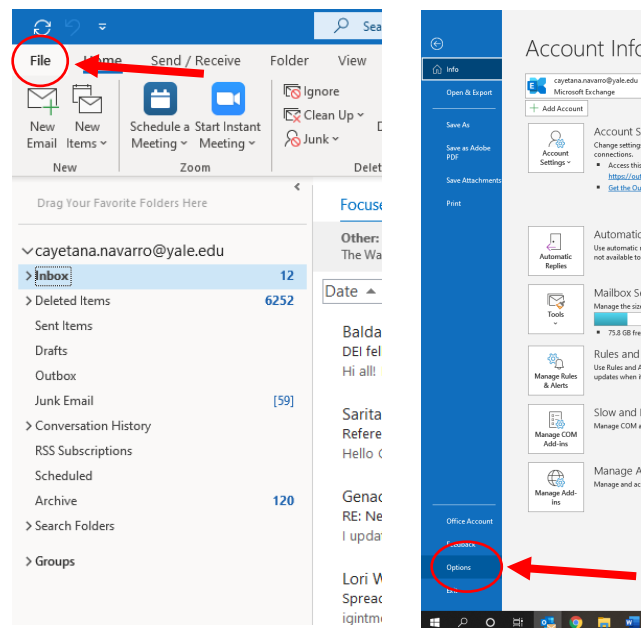
- You will now be ready for the next step which is attaching the button to your email signature. To get the bit of 'code' that you'll need for that, make a note of this step as the instructions on how to update your email signature is below.

On the "Your Recordings" screen, in the lower half of the screen, you'll need to click the "Add NameBadge to your Email Signature" text that is to the right of "Publish your NameBadge" text. Select which option you prefer (many use the second option with the sound icon with "Hear my name" next to it).

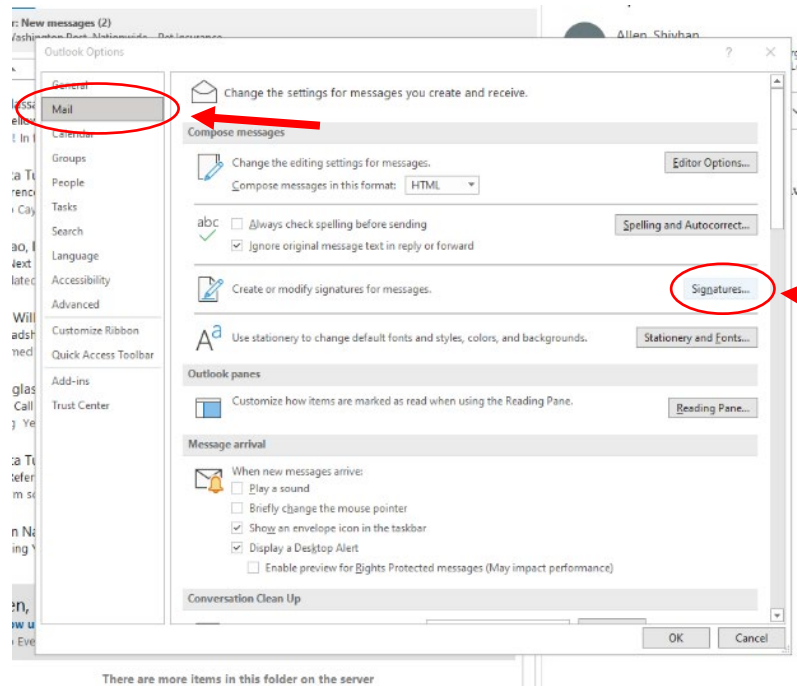


Updating Your Email Signature (for PC only, Mac may be different)

- First click 'File' in the upper left corner and then 'Options' in the lower left corner of the screen that appears.

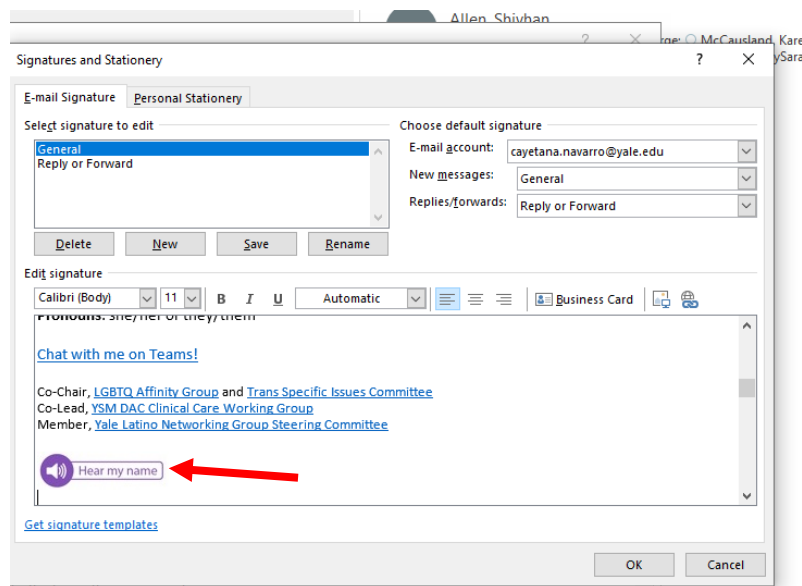


- In the pop-up window that appears, first click Mail in the upper left corner and then the [Signatures] on the right side of the window.



- Finally, you'll add the icon in your existing signature if you have one. (If not, you'll need to create one which can be done simply by clicking the [New] button and filling one out and saving it.)

Put your cursor where you want to include your 'Hear my name' icon. Click 'Ctrl' + 'v' and it should appear.



Congratulations - you're done!