Please follow the instructions below for recording your name using <https://name-coach.com/events/sds-faculty-and-staff/recordings/new?entity_id=urn:mace:incommon:virginia.edu>.

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Description automatically generated

Insert your preferred pronouns (optional) and select an option for recording.A screenshot of a computer

Description automatically generatedOnce the recording is submitted, you will be redirected to the Dashboard. Scroll past Your Recordings to get to Your NameBadge.

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Use the “Add Namebadge to your Email Signature” subtab to copy your preferred option and add to your email signature in Outlook.

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Description automatically generated

Open Outlook

Click on “File”

Select “Options” from the menu on the left

Select “Mail” from the menu on the left

Click on “Signatures”

Paste