

Namecoach is a web-based software designed to share the correct pronunciation of your name. Currently, Namecoach is embedded into Canvas, but you can also add a Namebadge to your email signature.

1. Click the embedded link and log in with your UCD username and password.



2. Once you login, complete the required steps for creating a NameBadge. If you have already recorded your name, skip to step 4. Add any information, such as a phonetic spelling and be sure to record your name.

oit-servicedesk	@ucdenver.edu					
First name *						
OIT						
Middle name						
Middle Name						
Last name *						
Service Desk						
Full name or your name as you would like it said/announced						
Henry Indiana Jones, Jr.						
Henry Indiana J	ones, Jr.					
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- 3. Once you have reviewed your information and are satisfied with your recording, click "Submit." On the following page, you will receive a verification that you have finished your basic profile setup.
- 4. Click "My Namebadge" at the top of the page.



5. You can customize your Namebadge webpage that will be linked in your email signature by uploading a photo or sharing the origin or meaning of your name.

	My NameBadge (Switch to Preview Mode)	
	OIT Service Desk Record Your Name Pronunciation Notes: notes to help others say your name ( Gender pronouns: that should be used when refe #SpeakingMyName: link to video (optional)	nptional) 🖋 rring to you (optional) 🖋
dd Photo (potional). > Where does your name come from? (optional) Edit note	<b>66</b> What does your name mean? (optional) Edit note	Funny or interesting story about your name (optional) Edit note

6. Once you are satisfied with your Namebadge webpage, scroll down to see the sharing options. Choose, "Add Namebadge to your Email Signature."



7. Choose a button and click on the purple link to copy the information to your clipboard.





- 8. Log into <u>myemail.ucdenver.edu</u> (or go to your mail application on your computer).
- 9. Choose the cogwheel in the upper right hand corner and type in "signature" in the search.

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	signature			×
	Email signature			

10. Paste the link you copied in step 7 into your email signature. Make sure to click "save" before exiting.

