

# Four steps to an inclusive email signature and profile

It only takes a few moments to embed tools within your profile and email signature to signal the importance of names and pronouns, and to help others get them right. This QR code takes you through all the steps or visit [warwick.ac.uk/saymyname](http://warwick.ac.uk/saymyname).



1

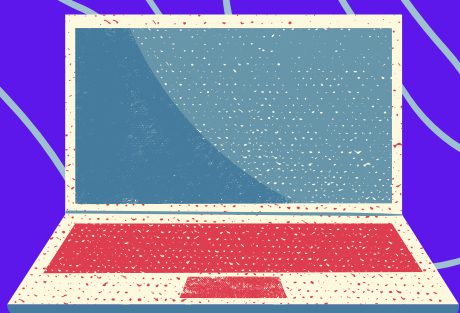
## Create an audio name badge

This practical tool allows others to hear you say your name and to practice in private.

## Create a phonetic guide to your name

This helps others understand how to say your name and can be used on name badges, email signatures and profiles. See [Nameshouts.com](http://Nameshouts.com) for help.

2



3

## My pronouns are ...

Help others by giving your pronouns when introducing yourself and in your profiles and email signatures.

## Change the culture

Normalise including pronouns, audio name badges and phonetic name guides in email signatures and profiles even if your name and pronouns are rarely misused.

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**FIND OUT MORE:**  
[warwick.ac.uk/saymyname](http://warwick.ac.uk/saymyname)