

Adding Your Namecoach Badge to your Email Signature

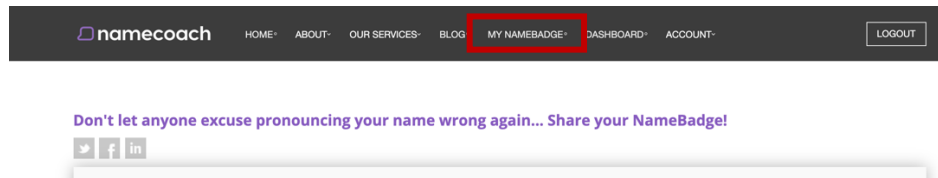


Namecoach is a web-based software designed to share the correct pronunciation of your name. Currently, Namecoach is embedded into Canvas, but you can also add a Namebadge to your email signature.

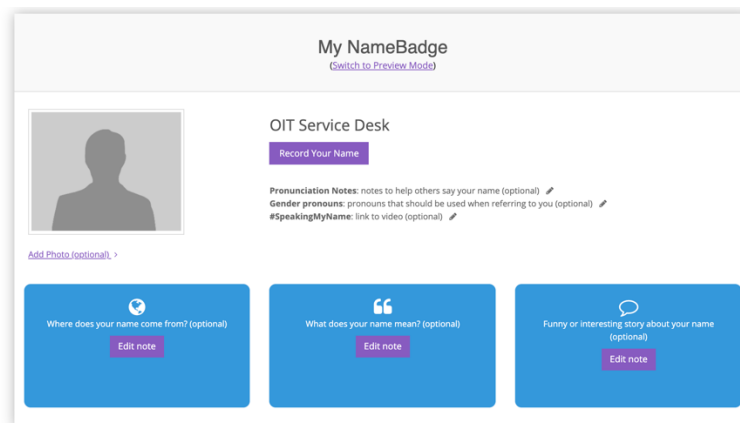
1. Click the embedded [link](#) and log in with your UCD username and password.

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.

- 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.
- Click “My Namebadge” at the top of the page.



- 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.

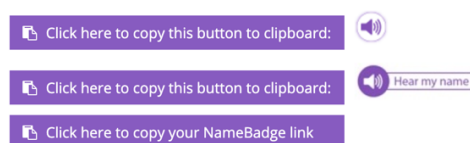


- Once you are satisfied with your Namebadge webpage, scroll down to see the sharing options. Choose, “Add Namebadge to your Email Signature.”

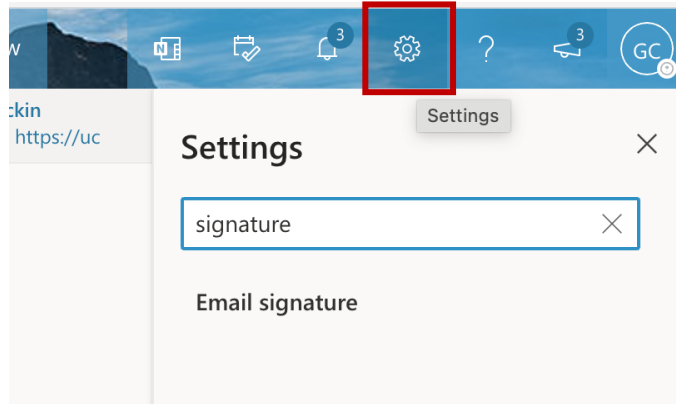


- Choose a button and click on the purple link to copy the information to your clipboard.

1. Choose a button or link to copy:



8. Log into myemail.ucdenver.edu (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.



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