

## **Pronoun display: instructions & resources**

### **How to do it in Outlook:**

find the “Edit Signatures” button. On the Mac this is in the menu Outlook/Preferences/Email/Signatures. Type in your preferred pronouns, for example:

Edward Miao, MD, PhD  
(he/him/his)  
Professor  
Department of Immunology

### **How to do it in Zoom:**

Login to your Zoom profile at: <https://duke.zoom.us/profile>

Click the “Edit” button to the right of your name in the Profile tab.

In the **Pronouns** field, enter your pronouns (Ex. She/her; he/him/his; they/them)

In the **How would you like to share your pronouns?** Drop-down field, choose how you would like your pronouns to be displayed. **Always share in meetings and webinars** means that your pronouns will be added to your display name automatically whenever you join a meeting.

Click “Save”

### **More information**

For those who want to dive deeper.

How to include ([Why Pronouns Matter](#)) hyperlink to your own signature:

1. Copy the [Why Pronouns Matter](#) website URL (you can right click on “Why Pronouns Matter”--> Hyperlink--> copy hyperlink)
2. Go to “Edit Signature”--> I use the Outlook desktop app, so I go to Preferences--> Signatures
3. Either add new or edit existing signature--> for me in the app this pops up as if I were writing an email.
4. Type in your pronouns on the appropriate line, then write out (Why Pronouns Matter)
5. Highlight “Why Pronouns Matter”, right click--> Hyperlink
6. Paste the copied URL in the “address” bar.
7. You’re done!

Additional Resources:

Adding your pronouns to Zoom name: <https://studentaffairs.duke.edu/csgd/pronouns/changing-pronouns-zoom>

Full list of CSGD resources on pronouns: <https://studentaffairs.duke.edu/csgd/pronouns>

Why Pronouns Matter: <https://studentaffairs.duke.edu/csgd/training-resources/gender-pronouns>

Pronoun Workshops: <https://studentaffairs.duke.edu/csgd/pronouns/training-opportunities>

Changing pronouns in DukeHub : <https://studentaffairs.duke.edu/csgd/pronouns/dukehub-20-pronouns-tutorial>