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