

Create a sense of belonging and help others learn how to pronounce your name ... Share your NameBadge!

## How to:

### Step 1: Navigate to the Name Coach / Personal NameBadge site.

<https://cloud.name-coach.com/namebadge/>

The screenshot shows the NameCoach website landing page. At the top, there is a navigation bar with the NameCoach logo and links for Home, About, Our Services, and Blog. The main heading reads "Create your Personal NameBadge". Below this, there are three columns of content: "Record", "Publish", and "Share". Each column has a brief description and a "Get your NameBadge" button. The "Record" section explains that users can create a NameBadge by voice-recording their name and adding details. The "Publish" section describes sharing the NameBadge on LinkedIn, email, or with a custom button. The "Share" section mentions sharing on social media like Facebook, Twitter, and Pinterest.

### Step 2: Create your personal NameBadge by clicking “Get your NameBadge”

- Complete and submit the form

### Step 3: Review your “My NameBadge” page

The screenshot shows the "My NameBadge" page for Sean Greenlee. The page includes a profile picture placeholder, the name "Sean Greenlee" with an "Update" button, and fields for "Pronunciation Notes" and "Gender pronouns". Below these are three blue boxes for optional notes: "Where does your name come from?", "What does your name mean?", and "Funny or interesting story about your name". Each box has an "Edit note" button. At the bottom, there are two buttons: "Publish your NameBadge" and "Add NameBadge to your Email Signature".

Publish your NameBadge in your email signature, LinkedIn profile, and social media to help others say your name with confidence!

🔗 Link to your NameBadge:

The screenshot shows a link sharing interface. It displays a long URL: <https://www.name-coach.com/sean-greenlee-cd767d98-16d7-46f0-afc6-2c54bbe947e3>. Below the URL are two buttons: "Copy Link" and "Customize Link".

## Step 4: Add NamBadge to your Email Signature

### 🔊 Your NameBadge:

[🔊 Publish your NameBadge](#) | [✉️ Add NameBadge to your Email Signature](#)

**Add** 🔊 or 🔊 Hear my name **buttons to Your Email Signature:**

1. Choose a button or link to copy:

- [📄 Copy button without text](#) 🔊
- [📄 Copy button with text](#) 🔊 Hear my name
- [📄 Click here to copy your NameBadge link](#)

2. Go to your email settings.

3. Paste button or link into the email signature field.

**Sample Message 1**

From: Sean Greenlee

Subject: Email subject

Sincerely,  
Sean Greenlee 🔊

**Sample Message 3**

From: Sean Greenlee

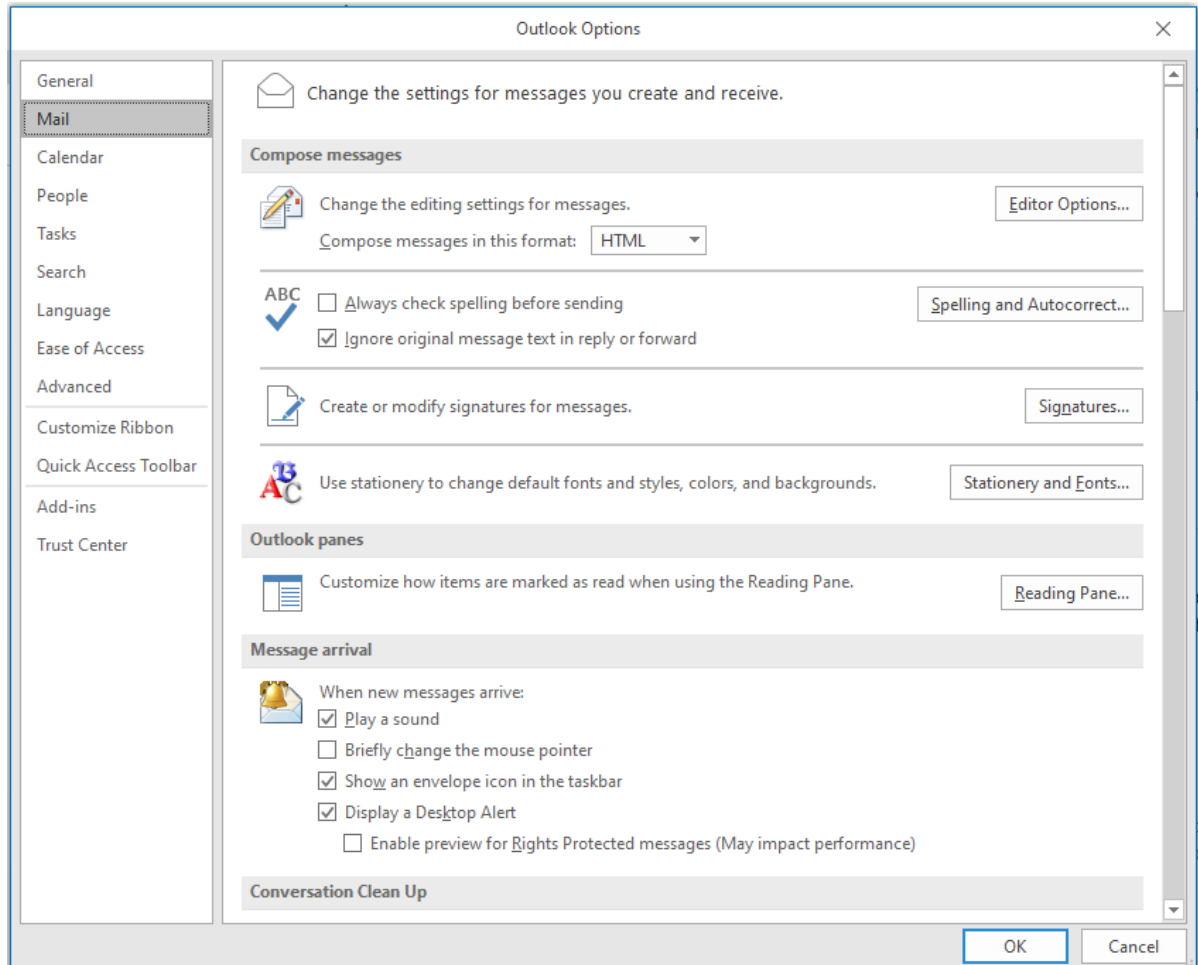
Subject: Email subject

Sincerely,  
Sean Greenlee 🔊 Hear my name

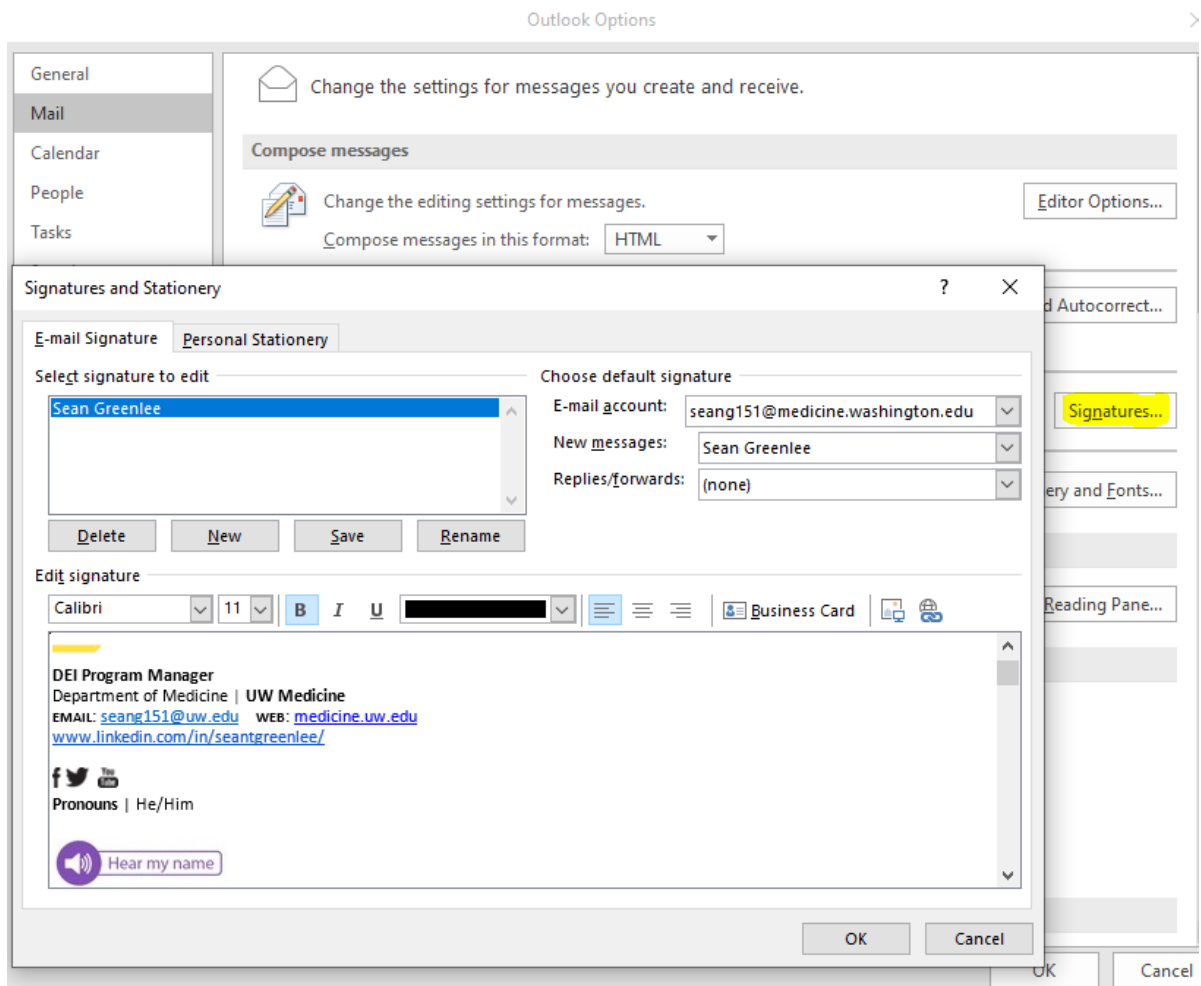
- Copy the version you choose to use

## Step 5: Open Outlook

- Click “File” to view “Account Information”
- Click “Options” → “Mail” → “Signatures” (Create or modify signatures for message)



**Step 6: Insert the previously copied NameBadge link (or return to your site and copy it again)**



**Step 7: Your email signature has been updated with your NameBadge and is ready to use!**