

# NameCoach: Add name recording to email and social media

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This article shows you how to invite others to listen to how your name is pronounced by recording a **Personal Name Badge in NameCoach and add it your email signature and social media profiles** . This is a **free service** that NameCoach offers independently of the College's license; individuals can continue to use their Personal Name Badges after they leave the college and recordings you create for it are not automatically added to Moodle courses or Bryn Mawr College events that use NameCoach.

Prefer video? See our [Video demo of creating and using a Name Badge](#)

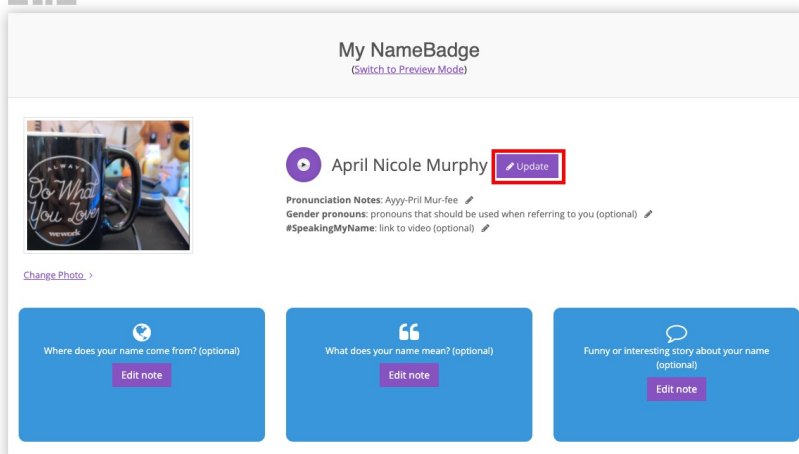
## Create a NameBadge

1. Go to [NameCoach's NameBadge webpage](#) -- it shows some sample Name Badges if you need ideas.
2. Click **Get Your Name Badge**.
3. Enter your **email address** (you can use your college or personal email.)

**Note:** Email is the only required field and it is only used to create your account; it won't be visible on your Name Badge.

4. Add your **First name, Last name** and any other information you want to include on your NameBadge. **These fields are optional and you can edit this information later.** Feel free to skip anything you are not sure about.
5. Choose how you want to record:
  - **Phone.** Enter your phone number, then click **Submit and Call Me**. NameCoach will call that number and prompt you to say your name for the recording (as if you were recording a voicemail message).
  - **Web Recorder.** Record within current window: click **Record**, wait until the countdown ends, then click **Stop**.
  - **Uploader.** Drag a audio file of a recording you've already made to the upload window or click **Browse for file** to select it from your computer, then click **Submit and Finish**. (The max file size is only 150KB and .MP3 files work best.)
6. Click **Submit**.
7. Once your account is created, you will see the **My NameBadge** page, as shown below, where you can preview and edit the various elements of your name badge.

Don't let anyone excuse pronouncing your name wrong again... Share your NameBadge!



## Link your NameBadge to your email signature

NameCoach provides a several options for adding a NameBadge link or button to your email signature and social media profiles. The instructions below walk you the process in Outlook, the college's email program; for other platforms (Apple Mail, Gmail, Facebook, etc.), see that platform's instructions for editing your mail signature or user profile and [NameCoach's NameBadge guide](#).

**Before you start**, you will need:

- To open your **NameBadge** in a web browser (log in to the [NameCoach website](#), then click **My NameBadge**).

### Outlook online

How to a NameBadge link to your College email account signature if you use the online version of Outlook (webmail.brynmawr.edu).

### Outlook desktop app

How to add a NameBadge link to your College email account signature if you use the Outlook desktop app.

**Attention:** If you use **both the desktop and online versions of Outlook**, you will need to **edit your email signature in both places** to add the **NameBadge** link to it. Email signatures do **NOT** sync between the online and desktop apps at this time.

# Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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