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 pronouns, for example:

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

How to do it in Zoom:

For the most up to date information on how to add pronouns to zoom, please check out their helpful guide:

support.zoom.us/hc/en-us/articles/4402698027533-Adding-and-sharing-your-pronouns

More information:

For those who want to dive deeper.

How to include the (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:

Why Pronouns Matter:
students.duke.edu/belonging/icr/csgd/pronouns/

Pronoun Workshops:
students.duke.edu/belonging/icr/csgd/sexual-and-gender-diversity-education/

Changing pronouns in DukeHub:
students.duke.edu/belonging/icr/csgd/pronouns/dukehub-zoom/