



March 3, 2022

To Students, Faculty and Staff:

Thank you to the more than 800 students and faculty who have recorded their names on Canvas using a service offered through [NameCoach](#). If you haven't already done so, please record your name in Canvas using these instructions for [Students](#) and [Faculty](#).

New Feature! Now students, faculty, and staff can include a recording of their name on Outlook email signatures. Please take two minutes to create an audio clip of your name and then add a NameBadge button to your email signature using the following instructions:

- [Add a NameBadge Button to your Outlook email signature](#)

Names are central to our identity and pronouncing them correctly is a highly impactful way to promote inclusion and belonging. Given the extraordinarily rich diversity of our community, pronouncing someone's name correctly is no easy task! Often we side-step the use of names, mispronounce or joke about our attempt. Even a seemingly simple name can be challenging to pronounce if it is unfamiliar.

Stevens is committed to creating a culture in which all members of the community experience the university as a place where they can thrive. This initiative resulted from recommendations of the [President's Task Force on Equity and Inclusive Excellence](#).

Please send any comments or questions to Zulejha Osmani (zosmani@stevens.edu). For technical assistance, contact *Client Support Services* at support@stevens.edu and visit the [project page](#) for additional information.

Sincerely,

Susan Metz
Executive Director of Diversity, Equity and Inclusion