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