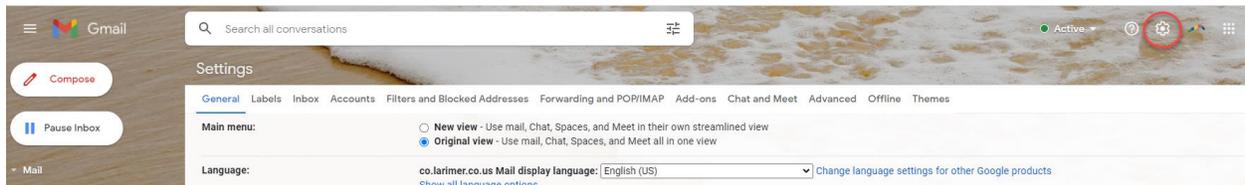


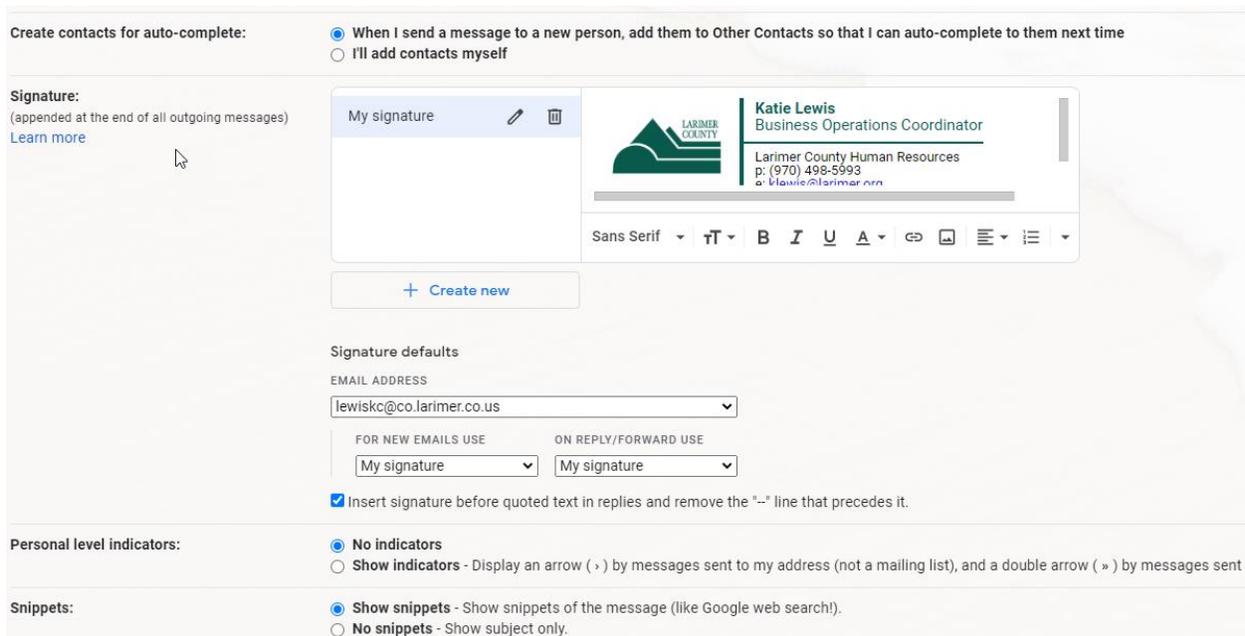
Setting up Pronouns in Gmail and Zoom

Gmail Signature:

1. Go to your Gmail settings by clicking the gear button in the top right.



2. Scroll down to the signature section.



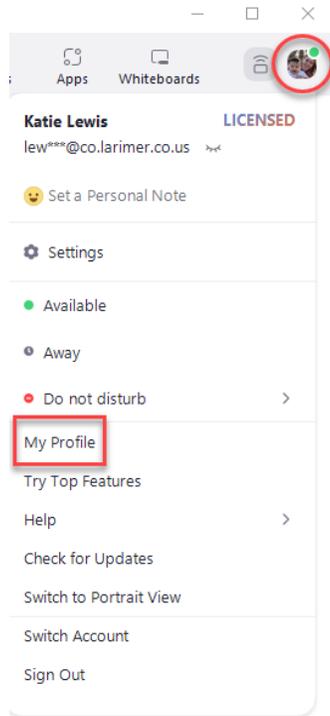
3. Add your pronouns.



4. Click "Save Changes" at the bottom of the page.

Zoom:

1. Open your Zoom Portal and click your profile picture in the top right corner, then select “My Profile”.



2. Click the “Edit” button next to your name.



Katie Lewis

Katie Lewis

Department HRD Services

Edit

3. Add your pronouns and elect how you would like to share them.

First Name Last Name

Display Name

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Pronouns [?](#)

How would you like to share your pronouns?

Select an option

- Always share in meetings and webinars
- Ask me every time after joining meetings and webinars
- Do not share in meetings and webinars

4. Click "Save".