Setting up Pronouns in Gmail and Zoom

Gmail Signature:

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

😑 衬 Gmail	Q Search all conversations	표 • Active - (이 (아) / ** ***
Compose	Settings	
	General Labels Inbox Accounts Filters and Block	Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes
Pause Inbox	Main menu: O New vi o Origina	r-Use mail, Chat, Spaces, and Meet in their own streamlined view view - Use mail, Chat, Spaces, and Meet all in one view
▼ Mail	Language: co.larimer	o.us Mail display language: English (US)

2. Scroll down to the signature section.

Create contacts for auto-complete:	When I send a message to a r I'll add contacts myself	new person, add them to Oth	ner Contacts so	that I can auto-comp	lete to them next t	ime
Signature: (appended at the end of all outgoing messages) Learn more	My signature 🥒	LARMER	Katie Lewis Business O Larimer Cour p: (970) 498- a: blawis@lar	perations Coordinator ty Human Resources 593	:	
		Sans Serif 👻 🕇 🗸	BIU			
	+ Create new Signature defaults					
	EMAIL ADDRESS					
	FOR NEW EMAILS USE	ON REPLY/FORWARD USE]			
	My signature 👻	My signature 🗸]			
	Insert signature before quoted	d text in replies and remove t	he "" line that	precedes it.		
Personal level indicators:	No indicators Show indicators - Display an a	arrow (›) by messages sent	to my address	(not a mailing list), an	d a double arrow (») by messages sent (
Snippets:	 Show snippets - Show snippets of the message (like Google web search!). No snippets - Show subject only. 					

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".

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Katie Lewis lew***@co.l	arimer.co.us 👾	LICENSED			
😧 Set a Personal Note					
Settings					
Available					
Away					
• Do not d	listurb	>			
My Profile					
Try Top Fea	tures				
Help	>				
Check for Updates					
Switch to Portrait View					
Switch Acco	unt				
Sign Out					

2. Click the "Edit" button next to your name.



Katie Lewis

Katie Lewis
Department HRD Services



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

First Name	Last Name				
Katie	Lewis				
Display Name					
Katie Lewis					
Enter a name (e.g. your fi that will be shown to oth Pronouns ⑦	rst name, full name, or nickname) ers on Zoom				
she/her					
How would you like to sh	hare your pronouns?				
Select an option	~				
Always share in meetin	ngs and webinars				
Ask me every time after joining meetings and webinars					
Do not share in meetings and webinars					

4. Click "Save".