How To Make An Audio NameBadge

Why have an Audio NameBadge?

Audio recordings help people to say names correctly, aiding inclusion & equality.

8 STEPS TO MAKE AN AUDIO NAMEBADGE

STEP 01

Go to name-coach.com

Click on Our Services, then Personal NameBadge, then Get Your NameBadge.
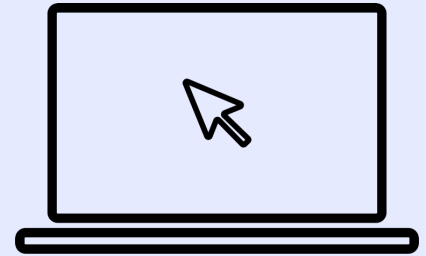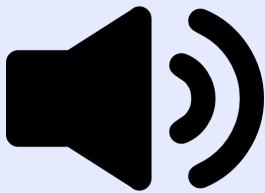
STEP 02

Add your details

Complete the relevant fields on the form. You can include even phonetic spelling & pronouns if you want!

STEP 03

Record your name

The easiest way to record your name is to use the Web Recorder option. When you are happy with your recording, select submit.
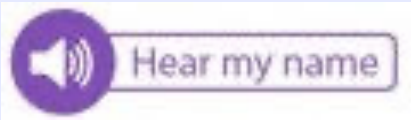
STEP 04

Add NameBadge

Skip setting a password (unless you want to) & then, go to the next page, select Add NameBadge to Your Email Signature.

Customise your NameBadge

Choose from the options to copy a button or a link.
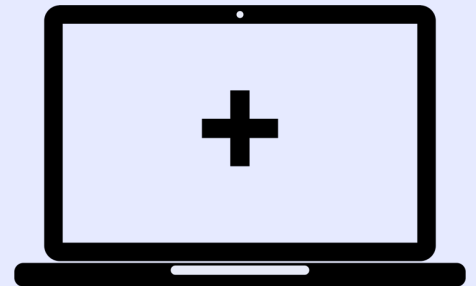

STEP 05

Access email signature

Access your email signature. E.g., on the Outlook web app, click Settings > View all Outlook settings > Compose and reply.

STEP 06

Add your NameBadge

Use Ctrl+V to paste your chosen button or link into your signature. You can move your button using drag & drop & you can resize the font.

STEP 07

Save and Finish

Select save. Start composing a new message. Your email signature now includes your NameBadge!

STEP 08