

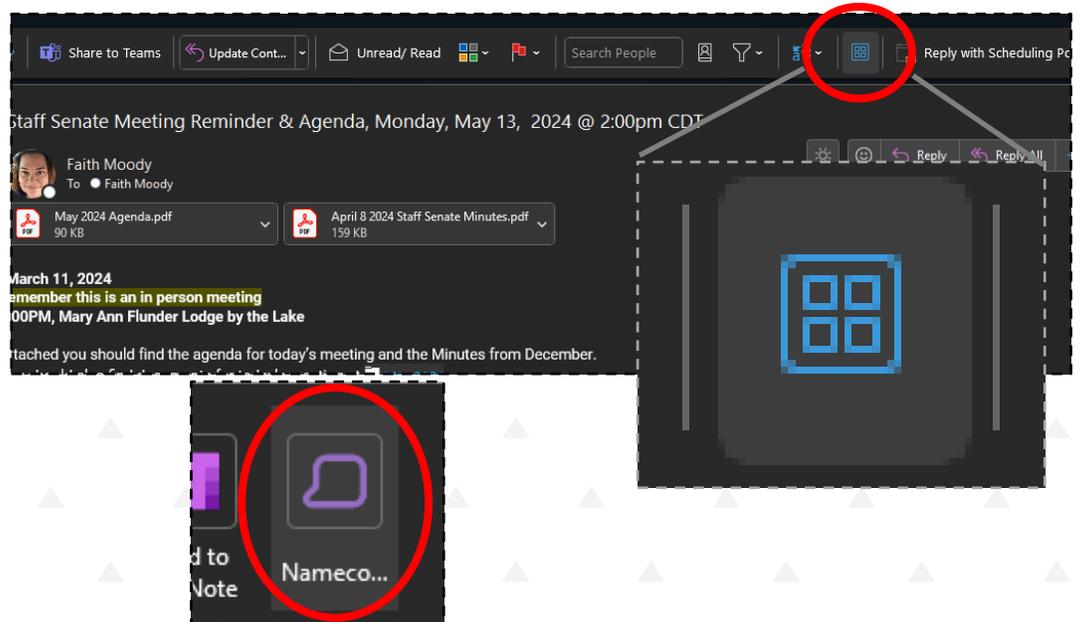
Namecoach—Outlook Setup

If you use Outlook through the desktop application, start at **Desktop** below.

If you use Outlook through an internet browser (or the *NEW* Outlook), start at **Web App/New Outlook**.

Desktop

Begin by selecting an email to view. Then, select the **Apps** button from the top ribbon.

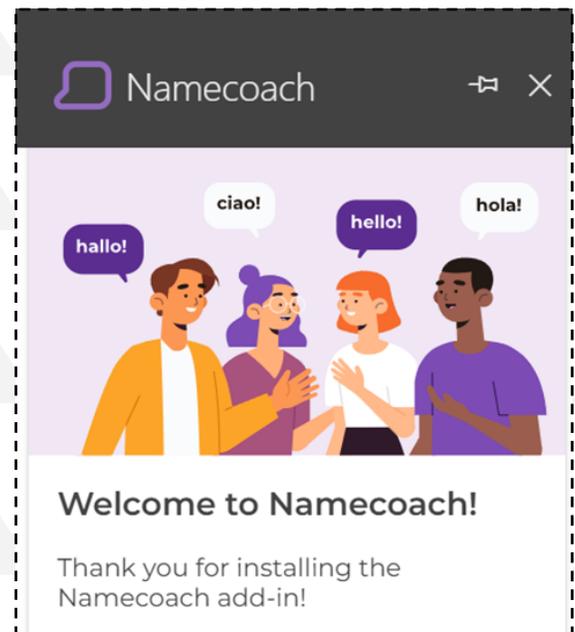
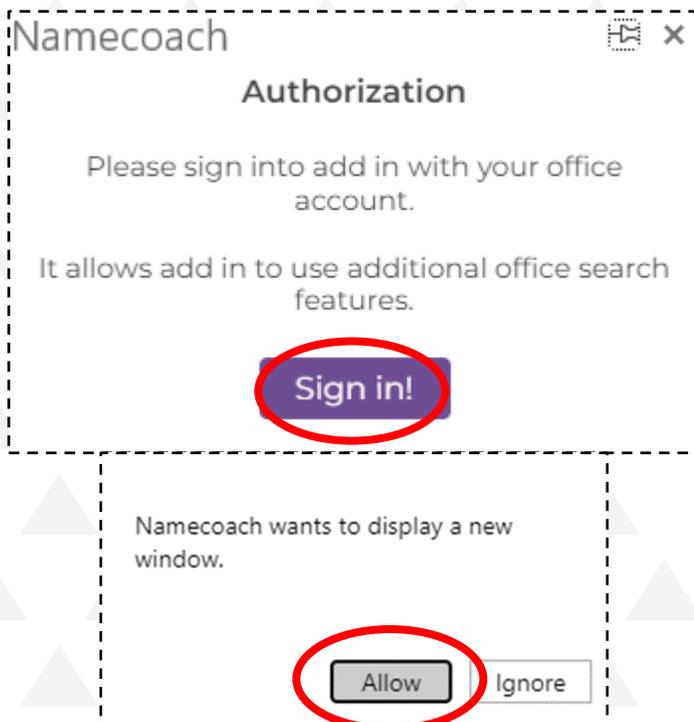


Click **Namecoach** from the pop-up menu.

A sidebar will appear to the right of the email. Select **Sign in**, then select **Allow** to display a new window.

A Microsoft login will appear. Enter your KCKCC login information. Once successfully logged in, the sidebar should update. You can now begin using Namecoach in Outlook.

Continue to **Record your name** to complete your setup.

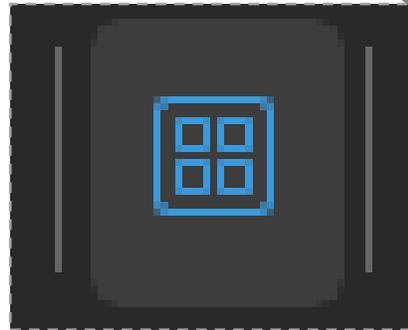
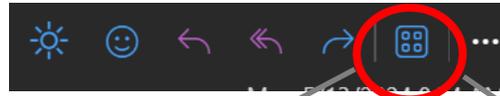


Web App/New Outlook

Begin by selecting an email in your inbox.

Select the blue **Apps** button that should appear next to reply and forward in the top-righthand side of the email.

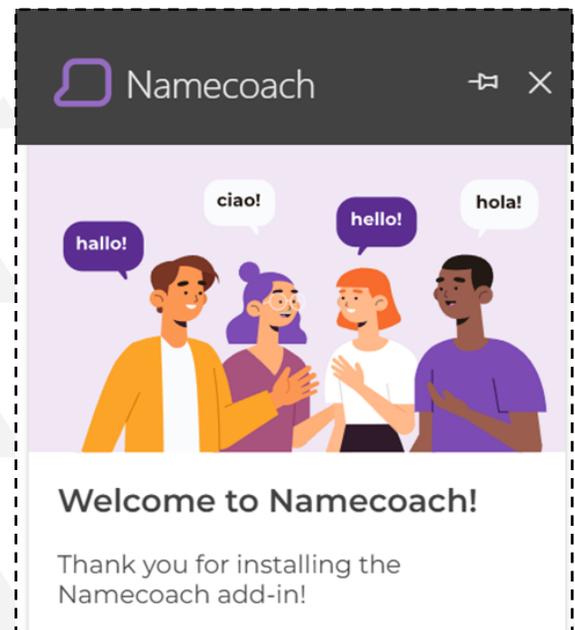
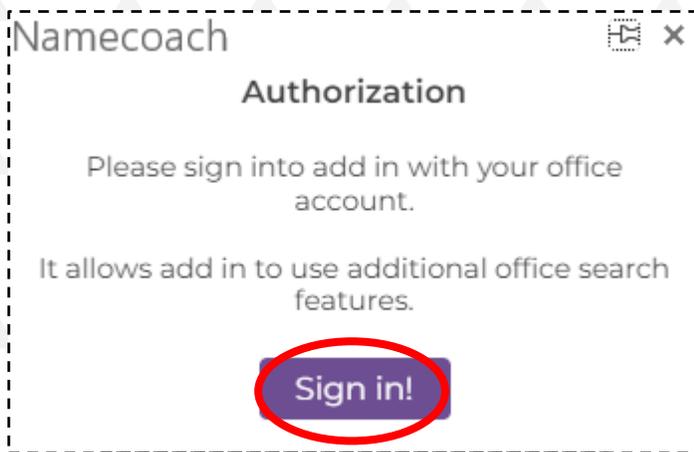
Click **Namecoach** from the pop-up menu that appears.



A sidebar will appear to the right of the email. Select **Sign in**, then select **Allow** to display a new window.

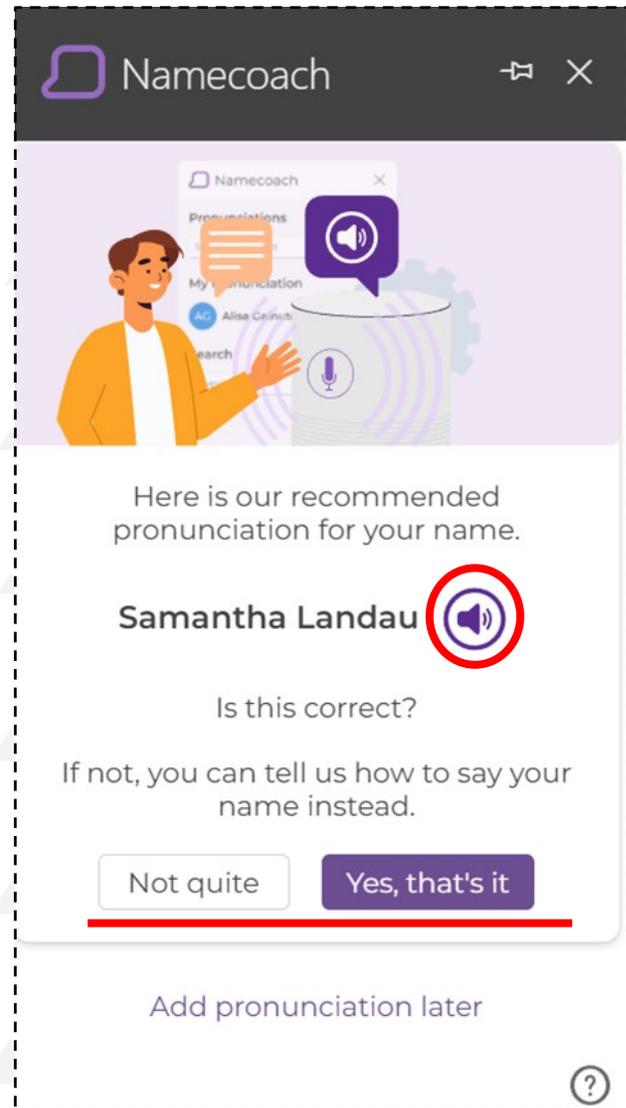
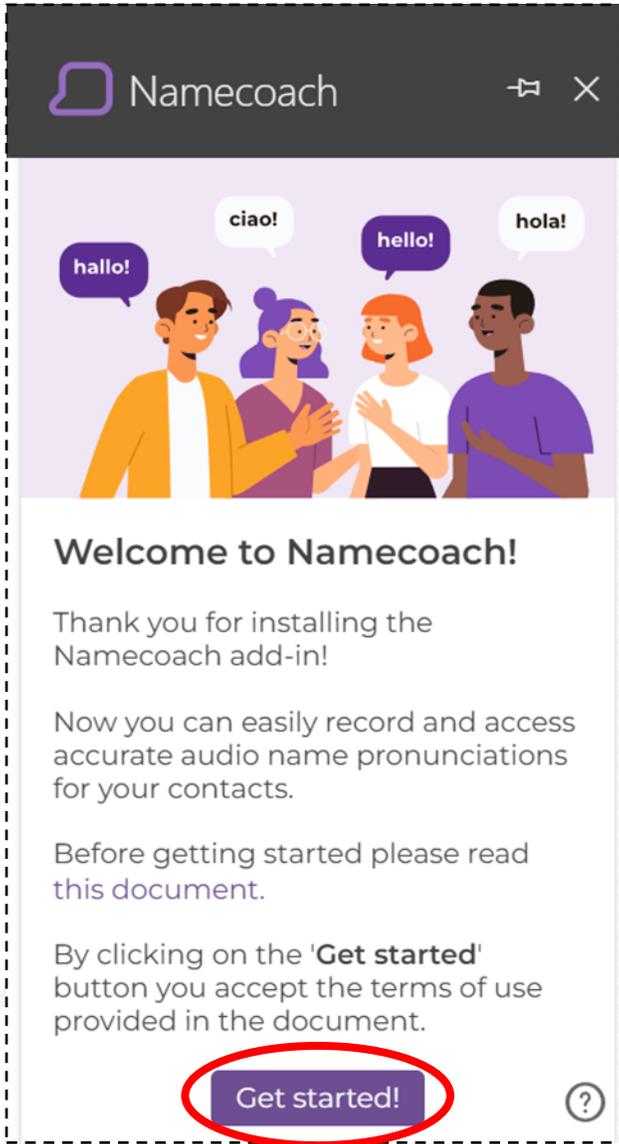
A Microsoft login will appear. Enter your KCKCC login information. Once successfully logged in, the sidebar should update. You can now begin using Namecoach in Outlook.

Continue to **Record your name** to complete your setup.



Record Your Name

Once you've completed the setup, you should see the sidebar that says "Welcome to Namecoach!" Select **Get Started** to begin.



The next step should pull a default pronunciation of your name. You can listen to ensure it is correct by clicking the **speaker icon** to the right of your name.

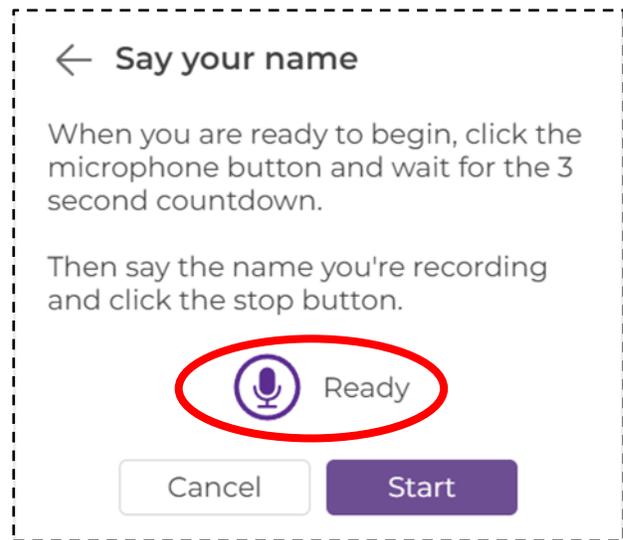
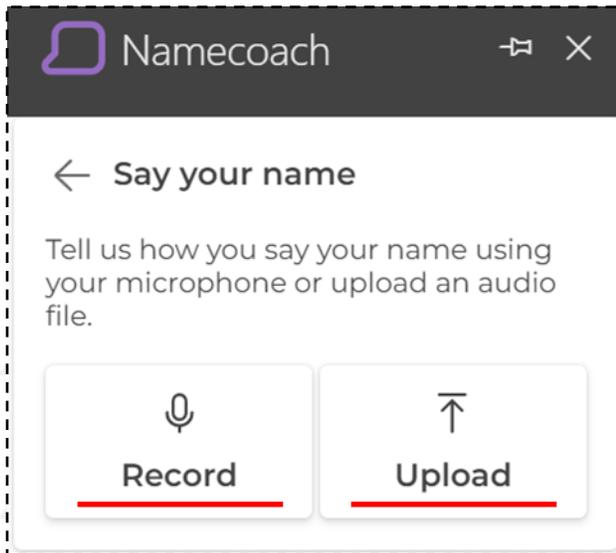


- If you are satisfied with the provided pronunciation, select **Yes, that's it**.
- If you are not satisfied, you can record your own pronunciation by selecting **Not quite**. Proceed to next steps to continue recording your pronunciation.
- If you want to wait to confirm, you can select **Add pronunciation later** at the bottom.

Record Your Name (con't)

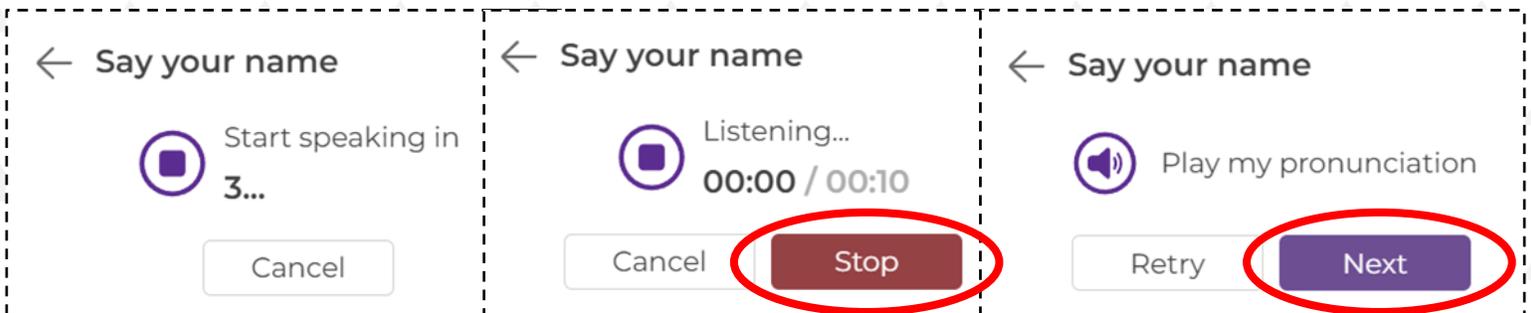
If you selected Not quite, you will be prompted to choose to either **Record** or **Upload**.

If **Upload** is selected, a Browser window will open for you to navigate to the File of your name pronunciation. Once the correct recording is uploaded, select **Submit** to finish.

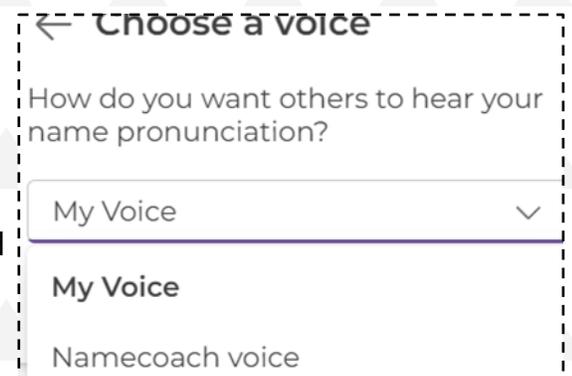


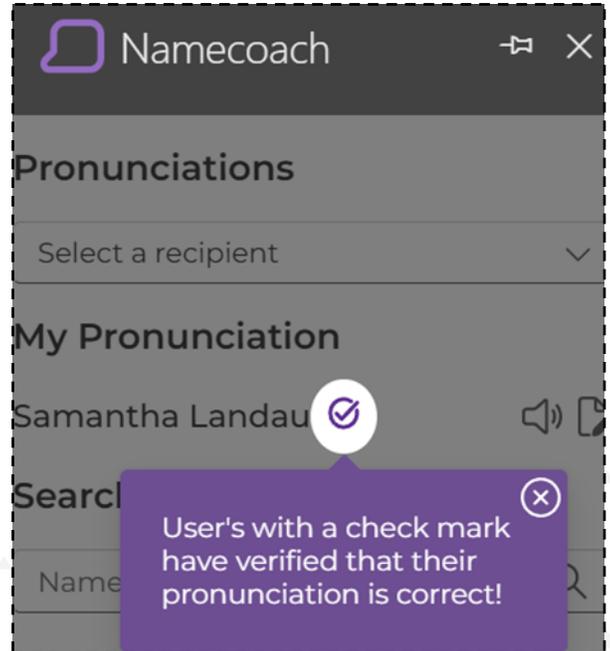
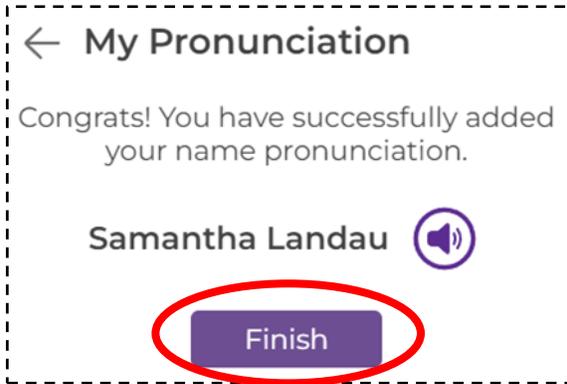
If **Record** is selected, a prompt will appear to Say your name. To begin, select the microphone button. There will be a 3 second countdown, then you will say your name. Select **Stop** when finished. To listen the recording you just created, select the *speaker icon* next to Play my pronunciation.

If you are not satisfied, select **Retry** to rerecord. Select **Next** when you are satisfied with your pronunciation.



Next, you will be prompted to choose how you want others to hear your name pronunciation. Select either **My Voice** or **Namecoach voice**. "My Voice" will keep the pronunciation in the voice used in the recording. "Namecoach voice" will replicate your pronunciation, but in the standard voice provided by Namecoach.





The next prompt is confirming the completion of your Namecoach setup in Outlook. Select **Finish** to continue.

You may get highlighted prompts reviewing a few of the Namecoach sidebar features, such as listening to your recording or how to verify if someone else has approved their name pronunciation.

How to Edit after setup

In the Namecoach sidebar, select the **Edit Pronunciation** icon. The *Edit My Pronunciation* screen will appear. You can listen to your pronunciation again by selecting the speaker icon. To continue editing, select **Edit** to restart the recording process. You will start back at the *Say your name* screen with the Record or Upload options (see page 4).

