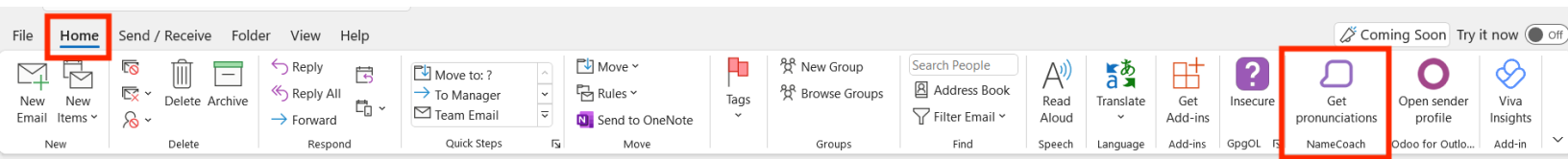


# Namecoach Outlook Add-In with Enhanced Recommendation Engine

## (For Windows Users)

### Checking to see if the Namecoach add-In is available to you

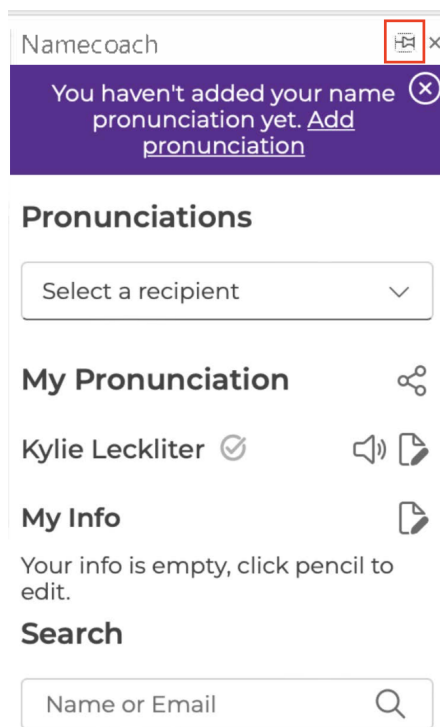
Before using the Namecoach add-in, we will need to verify it has been installed and is available for you to use within Outlook. To do so, you will want to check the top bar of your Outlook window for the **"Namecoach"** button (**purple text box icon** labeled "Namecoach")



If you do not see this button, it means the Namecoach add-in has not been added to your Outlook account. Please reach out to your company administration for more information.

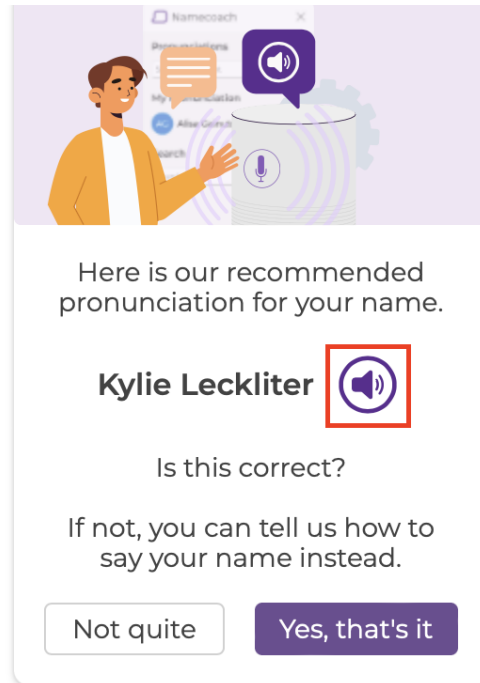
### Getting Started with the Namecoach add-in

To start using the Namecoach add-in, simply click the **"Namecoach"** button and a menu will pop-up on the right side of your Outlook screen. This menu is where you will utilize the Namecoach add-in. We highly recommend utilizing the **"pin"** feature to ensure the add-in remains open as you move from email to email.



## Verifying Your Name Pronunciation

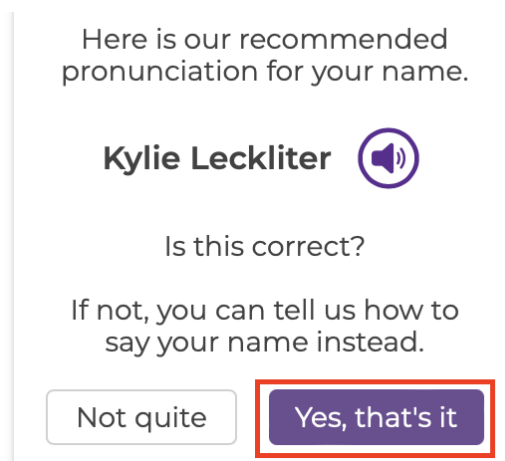
When you launch Namecoach for the first time, you will see Namecoach's recommended pronunciation for your name. To listen to this pronunciation, click the speaker icon next to your name.



[Add pronunciation later](#)

You now have two options:

1. If your pronunciation is correct, simply click **'Yes, that's it'**



And then **'Finish'**

## ← My Pronunciation

Congrats! You have successfully added your name pronunciation.

Kylie Leckliter 

Finish

Under the **'My Pronunciation'** section, you will now see a purple verification check mark next to your name, indicating you have verified your name pronunciation.

## My Pronunciation



Kylie Leckliter 



2. If your pronunciation does not sound quite correct, click **'Not quite'**

Here is our recommended pronunciation for your name.

Kylie Leckliter 

Is this correct?

If not, you can tell us how to say your name instead.

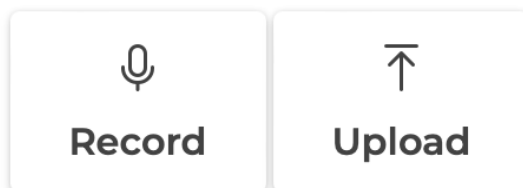
Not quite

Yes, that's it

You can now record your pronunciation or upload a recording of your pronunciation if you have one.

## ← Say your name

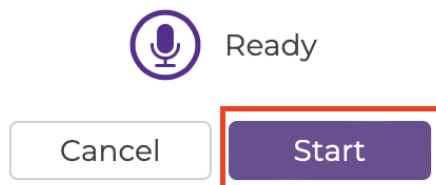
Tell us how you say your name using your microphone or upload an audio file.



To record your name, click **'Record'** and ensure you allow access to your microphone. Take a moment to read the instructions on screen and click **'Start'** when you are ready to record.

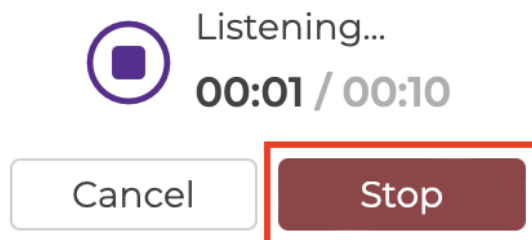
When you are ready to begin, click the microphone button and wait for the 3 second countdown.

Then say the name you're recording and click the stop button.



There will be a 3-second countdown, then you will pronounce your name and click **'Stop'**

## ← Say your name



On the next screen, you can listen to your pronunciation by clicking the speaker icon next to **'Play my pronunciation'**. If you need to re-record, click **'Retry'**. If all sounds good with your pronunciation, click **'Next'**

## ← Say your name



Play my pronunciation

Retry

Next

After clicking **'Next'**, you will now have a couple options.

← **Choose a voice**

How do you want others to hear your name pronunciation?

My Voice ▾

**My Voice**

Voice 1

Voice 2

1. You can keep your pronunciation in your own voice by selecting **'My Voice'** and then clicking **'Next'**. You will now be taken to the final screen where you simply need to click **'Finish'** to save your recording!

## ← My Pronunciation

Congrats! You have successfully added your name pronunciation.

Kylie Leckliter



Finish

- You can select one of the Namecoach voices to represent your pronunciation. Click your chosen voice ('Voice 1' or 'Voice 2') and then 'Next'. The add-in will generate the selected Namecoach voice. When complete, you can listen back to your new pronunciation by clicking the speaker icon next to your name. If you prefer to keep your own voice or to switch to a different Namecoach voice, simply click the back arrow to make your changes. Once you are satisfied, click '**Sounds good!**'

## ← Choose a voice



Play my Pronunciation

Sounds good!

On the next screen you will click '**Finish**' to save your name pronunciation

Congrats! You have  
successfully added your name  
pronunciation.

Kylie Leckliter



Finish

Whether you represent your name using your own voice or the Namecoach voice, once you have saved your recording you will see the purple check mark next to your name, indicating you have verified your name pronunciation. This is found under the '**My Pronunciation**' section.

**My Pronunciation**



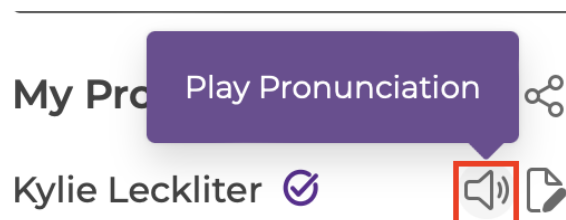
Kylie Leckliter ✓



## 'My Pronunciation'

Once you have verified your name pronunciation, this section can be used to:

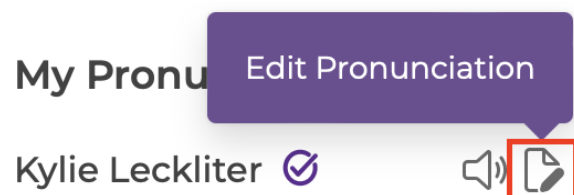
Listen to your pronunciation:



Copy your audio URL link:

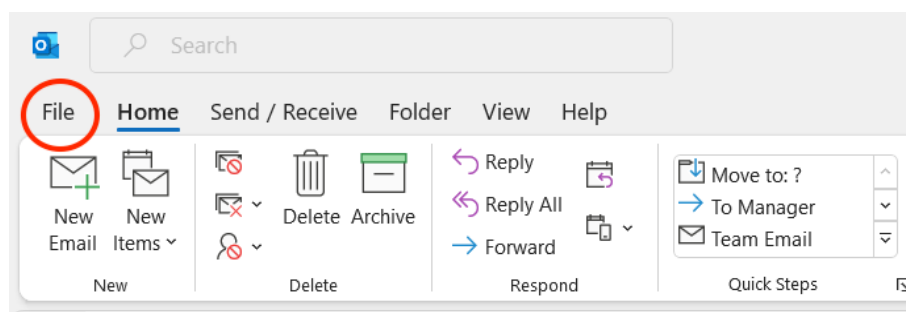


Edit your name pronunciation:

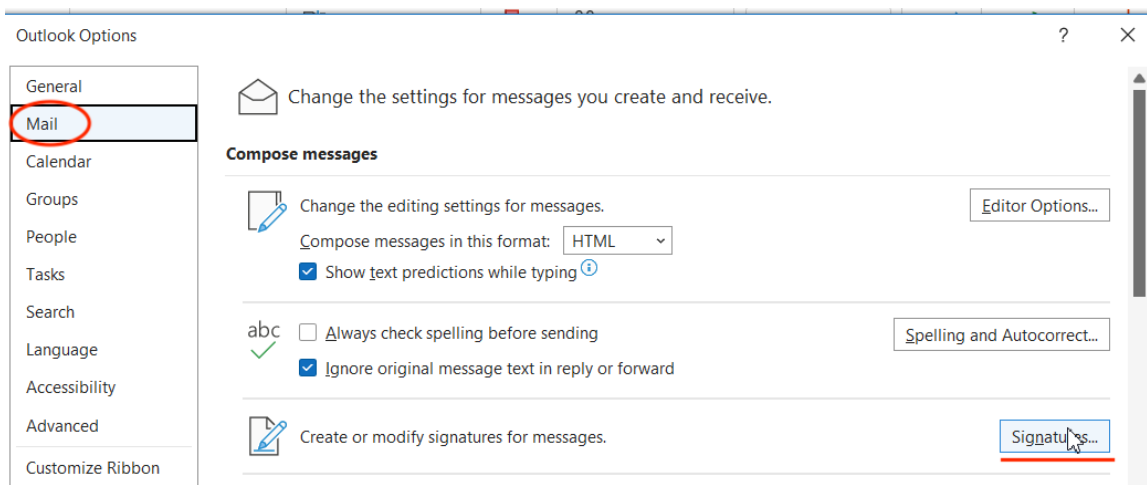


## Adding Your Audio Link to Your Email Signature

Navigate to your Email Signature settings by clicking **'File'** in the top left corner of your screen and then clicking **'Options'**

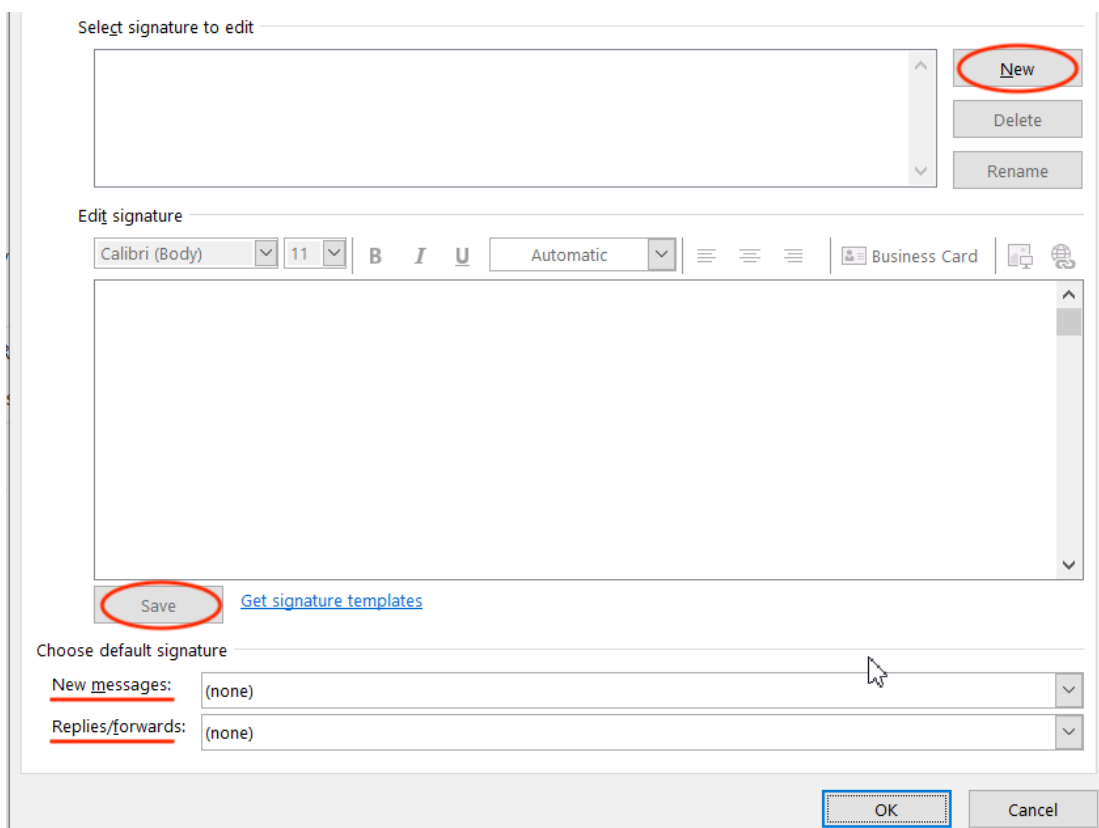


With your Outlook Settings open, click **'Mail'**, then **"Signatures"**.



Click **'New'** to begin crafting your email signature. You can add your audio link by creating a hyperlink - To do so you will click **'Ctrl' + K** on your keyboard (insert the text you would like to be displayed and then the link to your audio link). Once your signature is ready to go, click **'Save'**.

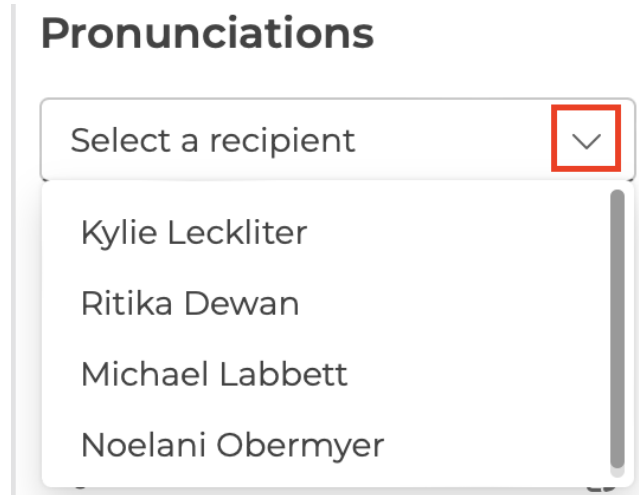
Your final step will be setting your new email signature as your default signature as indicated above. The boxes underlined below demonstrate the two areas your signature can be inserted - This decision is completely up to you!





## Listening to Pronunciations

To listen to/view the various names in the email thread you currently have open, you will navigate to the dropdown menu under “**Pronunciations**”



Simply select the name you would like to listen to and click the **audio icon** to hear it

Ritika Dewan 



## Different Types of Pronunciations

Verified Pronunciation - These names have been verified as the accurate pronunciation by the name owner. This is represented by a purple check mark.

Noelani Obermyer 



Recommended Pronunciation - These names are the recommended pronunciation as provided by the Namecoach database. This is represented by a gray check mark.

Kylie Leckliter 



## Searching for Pronunciations using the Namecoach Database

You can utilize the Search Bar to look up any name pronunciation. Simply type in the name you would like to hear and the Namecoach database will return a pronunciation for you! If you are searching for the pronunciation of someone within your organization, you can also search for this by inputting their email address.

## Search

## Troubleshooting

Should you experience any difficulties operating the Namecoach add-in for Outlook, you can reach out to our support team at [support@name-coach.com](mailto:support@name-coach.com) and we will be happy to assist you.