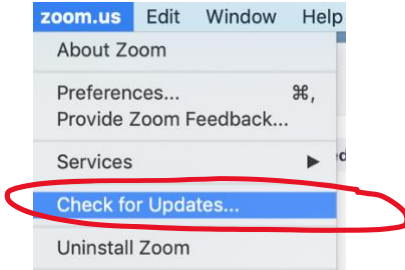


Getting Ready for Zoom and Sakai this semester:

Zoom

1. Make sure you have updated the app to the most recent version.

Open the app, and in the upper left tool bar, go to “check for updates.”

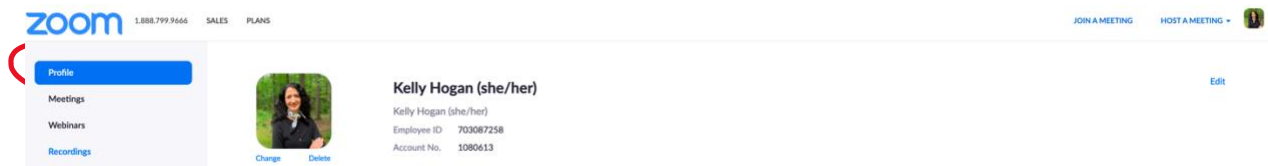


2. Change your name, add pronouns, pronunciation for all your Zoom meetings:

Go to [Zoom.unc.edu](https://zoom.unc.edu)

Sign in

Go to “Profile” on the left menu and then “edit” on the right.



Next, add pronouns or phonetic spelling into the name box(es)

3. Add a picture



[Change](#) [Delete](#)

First Name

Kelly

Last Name

Hogan (she/her)

Display Name

Kelly Hogan (she/her)

Display name could be your first name or your nickname, or other name you want other people know you on Zoom.

You can also add a picture here. When your camera is off, this is the image we would see. This is a nice thing to do for your instructors and classmates who are trying to get to know each other.

Sakai

You can add a photo and add nicknames, pronouns, and a name pronunciation recording in Sakai now.

You can read how to do that [here](https://edtech.unc.edu/2020/12/01/sakai-20-add-your-name-pronunciation/) (https://edtech.unc.edu/2020/12/01/sakai-20-add-your-name-pronunciation/)

Add Your Name Pronunciation & Pronouns

In Sakai 20, users will have the option of adding their name pronunciation to their Sakai accounts, which will appear in the Roster tool in all of their Sakai sites! You will have the option of spelling out the phonetics and recording the pronunciation of your name. You can also include the pronouns you identify with, if you wish.

In your Sakai **Home** tab:


1. Select Profile from the left menu
2. Move your cursor over Basic Information and click Edit
3. Move your cursor over Name Pronunciation and click Edit
4. Type into the **Phonetic Pronunciation** field
5. Click Record on **Name Recording**. You must allow Sakai to access your mic.
6. Record your name and click Stop. You will hear the recording of your name. You may re-record if needed.
7. Save Changes


Name Pronunciation
Allows you to provide written phonetic pronunciation and/or audio recordings of your name. This pronunciation will be visible to instructors / students enrolled in your course sites.

Phonetic Pronunciation

Examples: kris-TEEN BEAR-it (Christine Berret)
uh-JEET CHOW-lah (Ajeet Chawla)

Name Recording



0:00 / 0:03 

[Clear existing recording](#)