

## **Guidance on Pronouns**

We encourage people to include their gender pronoun on their e-mail signature and online meeting profiles.

### **Why include your pronouns?**

A person's pronouns should never be assumed.

When people include their pronouns in their email signatures or online meeting profiles (i.e. Microsoft Teams and Zoom) it helps normalise the practice and is an easy way to prevent misgendering.

It also removes a barrier for our non-binary and trans communities and helps demonstrate that someone is cis or trans.

We encourage everyone to include their pronouns but there is no obligation to do so.

If you do not wish to display your pronouns an alternative could be to add 'ask about my pronouns' to your signature.

### **What pronouns could I use?**

Including pronouns helps remove a barrier for our non-binary and trans communities, which is why it's important that everyone includes their pronouns on their profiles.

The pronouns landscape is fast evolving with the non-binary community using a variety of different pronouns, the table below shows just a few:

	Subjective	Objective	Possessive determiner	Possessive pronoun	Reflective
Gender binary	she	her	her	hers	herself
	he	him	his	his	himself
Gender neutral	(f)ae	(f)aer	(f)aer	(f)aers	(f)aerself
	e/ey	em	eir	eirs	eirself
	per	per	pers	pers	perself
	they	them	their	theirs	themselves
	ve	ver	vis	vis	verself
	xe	xem	xyr	xyrs	xemself
	ze/zie	hir	hir	hirs	hirsself

### How to update your Pronouns in Microsoft 365

Step-by-step instructions and screenshots are available on the Microsoft website:

- [Pronouns on your profile in Microsoft 365](#)

### How to set your email signature in Microsoft Outlook

For step-by-step instructions on how to create and add an email signature in Outlook, visit:

- [Create and add a signature to messages](#)

### How to update your Pronouns in Zoom and Teams

- [Pronouns on Zoom and Teams](#)

### Pronouns on Identity cards

Whilst we don't print pronouns or titles on ID cards, many people are choosing to put theirs on the reverse of their badge holder. You can request a sticker from the EDI Directorate: [equalityanddiversity@manchester.ac.uk](mailto:equalityanddiversity@manchester.ac.uk)

### Pronouns in MyView

You can now update your Equality data in MyView to include your pronouns.

- [MyView](#)