**INSTRUCTIONS FOR STUDENTS**: Just copy and paste the below email, using your student emails, to your professors. Even if they aren’t teaching online classes, it is worth bringing to their attention that you value inclusivity, and that you want to see your professors continue to educate themselves and demonstrate awareness for queer identities!

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**SUBJECT TITLE**: Importance of Pronouns

Hello,

I am emailing to request that you consider (a) including your pronouns in your zoom name and (b) encouraging your students to do the same! Including your pronouns in your name is a great way to demonstrate solidarity and support for transgender students, while normalizing pronouns in educational and professional spaces! It is the job of cisgender students and educators to make transgender students comfortable in educational spaces.

By normalizing the use of pronouns, transgender students aren’t forced to “out” themselves just by being the only student in a classroom to have their pronouns in their names. Further, demonstrating solidarity and support with transgender students is vital in our efforts to promote productive learning environments. All your students, including transgender students, need to know that you are on their side. By putting your pronouns in your zoom name, you can show transgender students that you are aware of them and are willing to be an active part of the effort to make them feel safer in educational spaces.

It’s very easy to put your pronouns in your zoom name:

1. Find settings on the zoom application (the top right square on the application will bring you there).
2. Select ‘profile.’
3. Select ‘edit my profile.’
4. Log into your university account.
5. Add your pronouns to your display name. (ex. (he/him), (they/them), (she/her))

-- Some devices may have different instructions! If you have any trouble, you can reach out to the university help desk.

Some other ways that you can help transgender and queer students feel comfortable are to (a) include your pronouns in other places, such as your email signature, (b) don’t take attendance from the roster (a lot of transgender students do not use their government names), (c) learn about preferred language (ex. many transgender people do not like the term “preferred pronouns” because it implies that gender is a preference), and (d) educate yourself on how queer identities intersect with your course subjects and include that representation in your course discussions!

Thank you so much for your consideration,

[Student Name] [Your Pronouns]