


Instructions for recording name and phonetic pronunciation via Lawnet

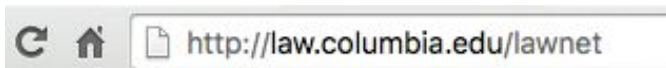
It is important that we pronounce your name correctly. Even if you think your name is a simple one, please update your profile to include your phonetic and audio-recorded pronunciation. This is a two part process; first enter the phonetic pronunciation of your name, then record your name.

When recording your name, please be sure to speak slowly, clearly, and enunciate.

1. Plug your microphone and headset into the computer by matching the headphone and microphone jacks in the front of the computer. If you are using a USB enabled microphone, plug it into an unused USB port.



2. Launch **Chrome**  and sign into **Lawnet** @ <http://www.law.columbia.edu/lawnet> with your Columbia Law School Network login credentials.



3. Click the **My Profile** tab.



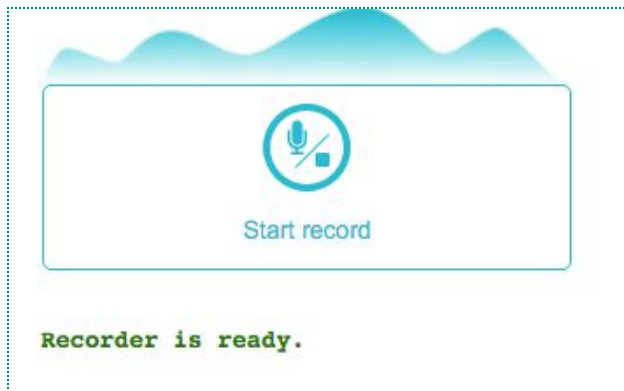
4. Click **add** for Phonetic Pronunciation and type in the phonetic pronunciation of your name and click the "**Save**" button.



5. Click the **add** button next to **Recorded Pronunciation** to begin recording your name. Note: you will be prompted by "**https://lawnet.law.columbia.edu/lawnet**" *wants to use your microphone*". Please click **Allow** to proceed.



6. Click **Start record**, when finished, click **Stop record and Save** (maximum recording time is 10 seconds).



7. You can play the recorded name pronunciation, delete it, and re-record as instructed above until you feel satisfied with your recording. If you are not satisfied, you may click edit or delete to start over.



Troubleshooting Note: If you are having trouble with the audio upload on your laptop, please visit the 2nd floor computer lab in Jerome Greene Hall. You can borrow a headset/microphone unit from the Lab Consultant with your CU ID card and use any of the 2nd floor lab computers to record your name.

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