

Changing Your Name in Zoom

It is good Zoom etiquette to use your full name in Zoom—especially when there are people joining a meeting the host may not personally know. You do want to get admitted to the meeting, right? The name you join the meeting with may not be your actual name, and you need to change this to properly identify yourself. There are several ways to do this. This is just one way:

1) On a Mac or Windows Computer

Using the Zoom computer app (and not a browser), when you are first in a meeting, click the name that shows in the lower left corner of your window—the one with your face in it (or hover over the top right corner of the window with your face and click the three dots). You should see a menu that includes Rename. Select that, and put in your real name—first and last names are preferred.

* **On a Windows computer**, you should also be given the option to make that a permanent change. Make sure you select that so you don't have to do this every time on the device you are using.

* **On a Mac**, you would have to do the above steps each time since it doesn't give you the option to save the change for the next time. So how do you make it permanent on a Mac?

1) Do NOT click on a Zoom link. Instead, just open the Zoom app on your Mac.

2) Click the blue Join a Meeting button.

3) In the Meeting ID or Personal Link Name box, type in this Meeting ID: 850 8259 7964

4) In the box underneath the Meeting ID box, type in your first AND last name (note that Beedo is not an appropriate name for Zoom).

5) Make sure to check the box, "Remember my name for future meetings."

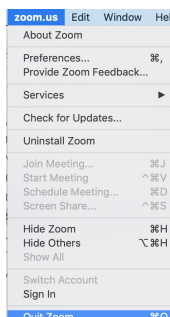
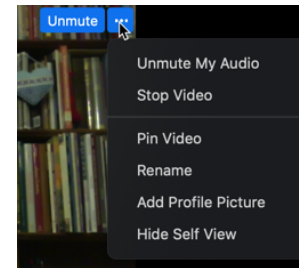
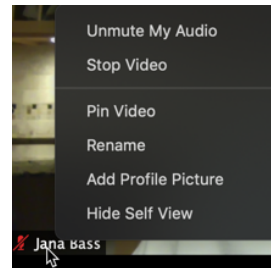
6) Click Join.

7) You will be asked for a password. Type in 930440 and click Join.

8) This is for an old meeting and you may get a message to that effect.

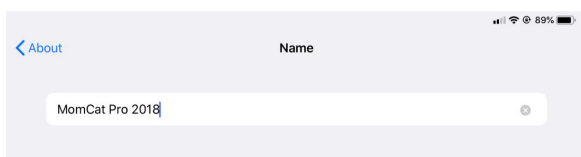
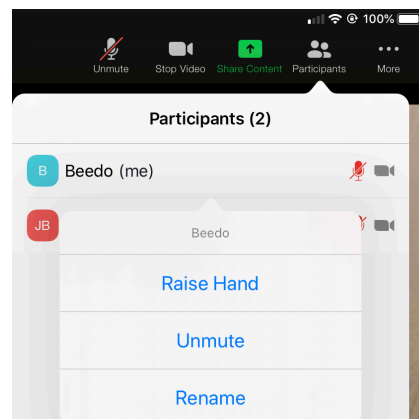
Just simply go to the zoom.us menu in the upper left corner and select Quit Zoom (or use the keyboard shortcut ⌘Q).

9) To check, restart Zoom, click Join a Meeting, and your full name should be in there. Just Quit Zoom until the next meeting when you will simply click the Join Zoom Meeting link in the email and you should be set to go.



2) On an iPad or an iPhone

- * x do this in the iPad Zoom app when you first join a meeting, tap the Participants button and tap on your name in the list. Tap on Rename, then type in your name. Tap Done when you are finished and then tap anywhere outside the Participant's list to dismiss it. Unless you change your iPad's name, you may have to do this each time.
- * To change your iPad's name, make sure you are not in the Zoom app. Tap Settings—>tap General. On the right side, tap About at the top—>tap Name (also at the top). Type in a new name, tap About again, tap General, and that's it. Zoom should have your First and Last name on a permanent basis on your iPad.



- * On an iPhone, the steps are identical to those for an iPad, except at the end, you can also tap Settings to fully exit out to the first Settings screen.

Note: If the above doesn't work on your iPad or other tablet, try this:

- * Open the Zoom app on your tablet and tap the Settings button—it looks like a little gear. On the iPad, depending on where you are in the app, it will be in either the upper left or lower left corner. ⚙️
- * In the window that comes up, tap your name (top line).
- * Tap the line that says Display Name.
- * On the next screen, put your first name on the first line and your last name on the last line and tap Save.
- * Tap the left arrow in the upper left corner of the window, then tap Close.