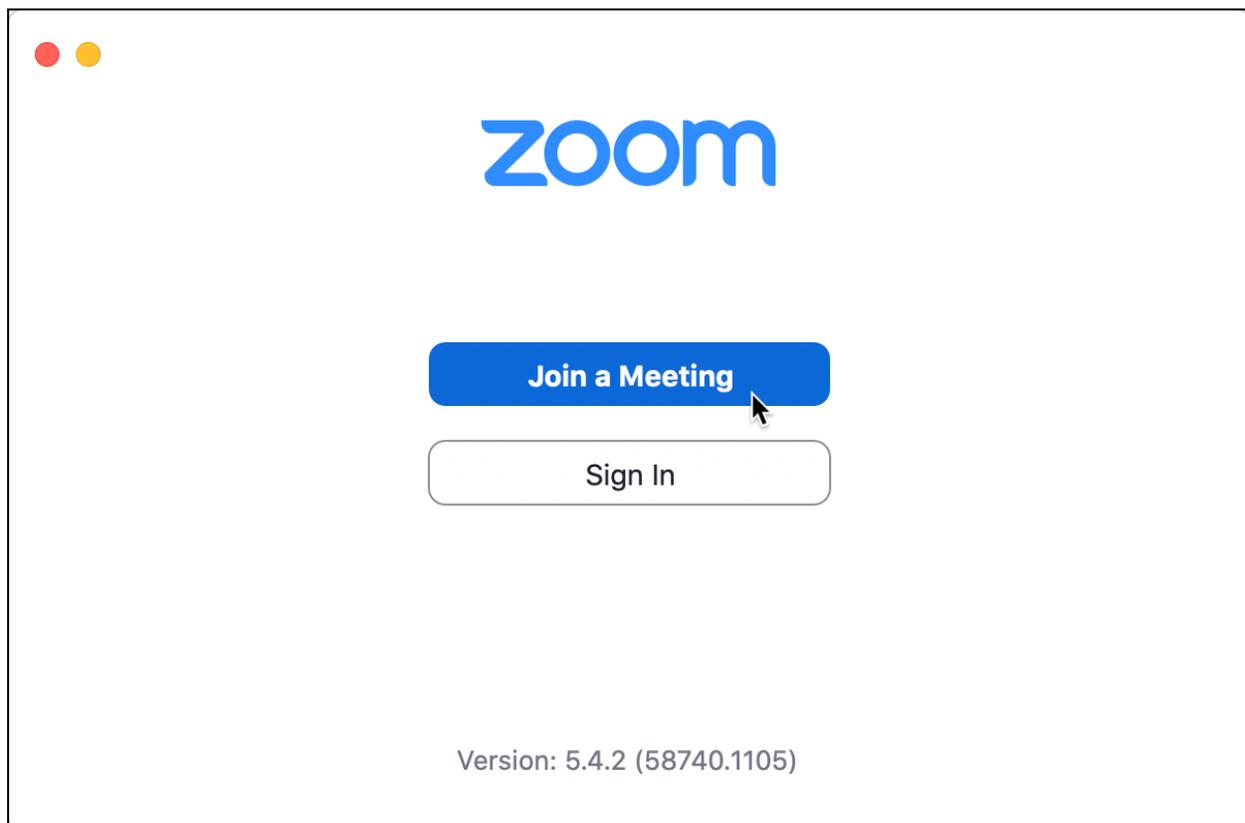# Changing Your Name in Zoom

It is good Zoom etiquette—and a security necessity—to use your full name in Zoom—especially when there are people joining a meeting the host may not personally know. You <u>do</u> 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. The following pages cover just one way—especially when you do not have a Zoom account.

Changing Your Display Name on a Mac When You Don't Have a Zoom Account

The next time you have a meeting, don't click the link you were given in the email. Instead, start up Zoom and tap Join a Meeting.

Enter the Meeting ID (an example is highlighted below). Then, where you see "Jana Bass" (yours won't say that, of course!), type in your full name.

Then tap Join. On the next screen, you will likely be asked for the Passcode. Enter that, and you will be in the meeting as you are accustomed to seeing. **Make sure you check the box, "Remember my name for future meetings.**

The next time, you should be able to just tap the link and your name should be already set.

Join Zoom Meeting
https://us02web.zoom.us/j/84276739008?pwd=U3lnNzJuQlh6Z0hZM0YyS21wOVhTUT09

Meeting ID: 842 7673 9008
Passcode: SDANG

Join Meeting

Meeting ID or Personal Link Name
842 7673 9008

Jana Bass ⬅

☑ Remember my name for future meetings
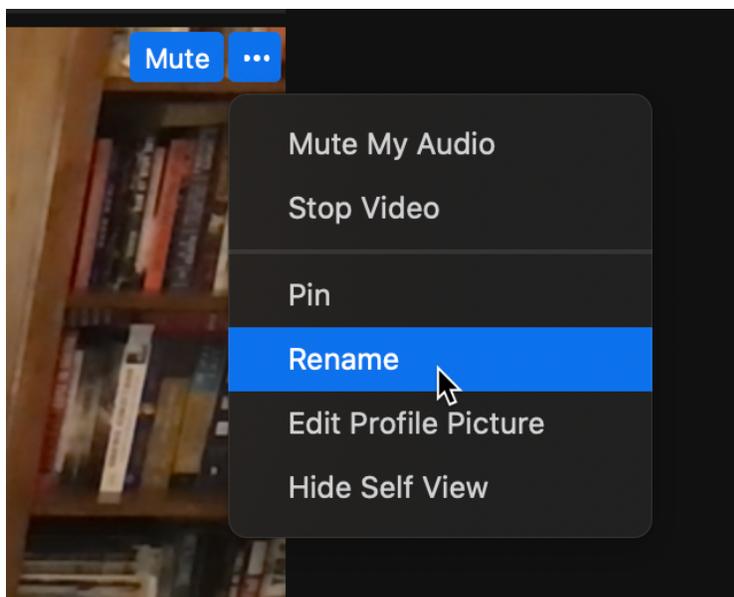
☐ Don't connect to audio

☐ Turn off my video

Cancel   **Join**

Changing Your Display Name on a PC (Windows) Computer When You Don't Have a Zoom Account
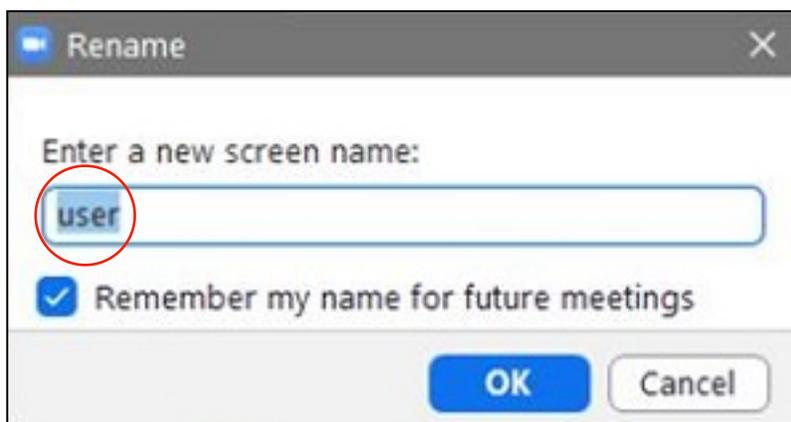
While the technique for changing your name on a Mac should also work on a PC (Windows computer), you can also permanently change your displace name while you are in a Zoom meeting.

1) Click the three dots (…) in the upper right corner of your video screen—where you see your picture.
2) Select Rename.

3) Type in your full name ("user" is definitely not an appropriate Zoom name!).
4) Make sure you check the "Remember my name for future meetings" box.
5) Click OK.

You should be all set for future meetings!

11/11/2020

Changing Your Display Name on an iPhone

When you have a meeting the next time, don't click the link you were given in the email. Instead, start up Zoom and tap Join a Meeting.

Enter the Meeting ID (an example is highlighted below). Then, where you see "Jana's iPhone" (yours won't say that, of course), type in your full name.

Then tap Join. On the next screen you will likely be asked for the Passcode. Enter that, and you will be in the meeting as you are accustomed to seeing.
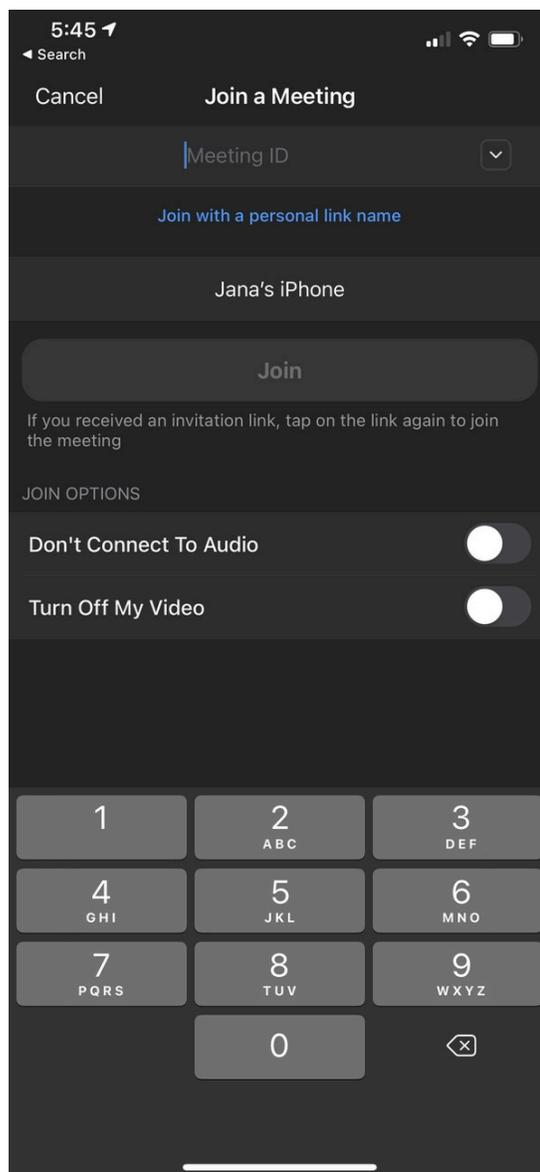
The next time, you should be able to just tap the link and your name should be already set.
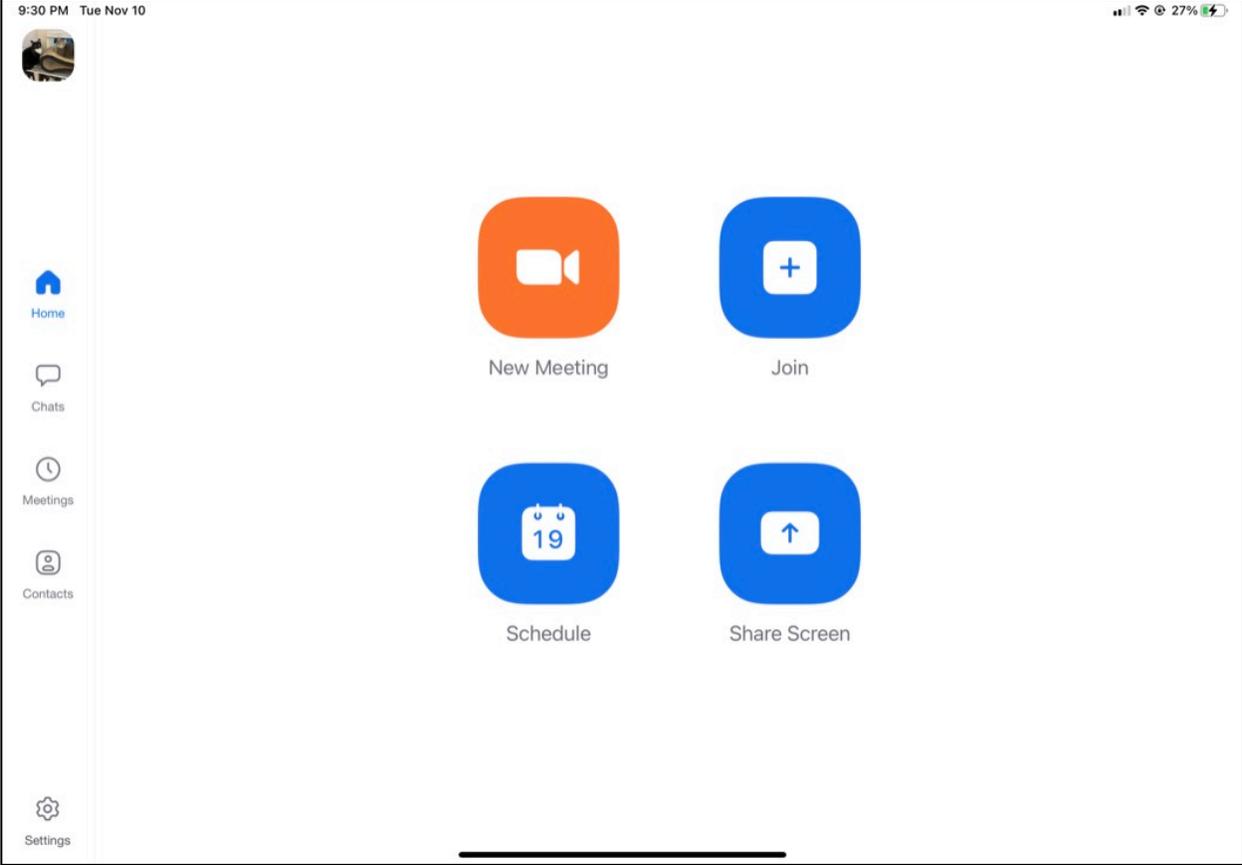
Join Zoom Meeting
https://us02web.zoom.us/j/84276739008?pwd=U3lnNzJuQlh6Z0hZM0YyS21wOVhTUT09

Meeting ID: 842 7673 9008
Passcode: SDANG

Changing Your Display Name on an iPad

The next time you have a meeting, don't click the link you were given in the email. Instead, start up Zoom and tap Join a Meeting.

Enter the Meeting ID (an example is highlighted below). Then, where you see "Jana Bass" (yours won't say that, of course), type in your full name.

Then tap Join. On the next screen you will likely be asked for the Passcode. Enter that, and you will be in the meeting as you are accustomed to seeing.

The next time, you should be able to just tap the link and your name should be already set.

Join Zoom Meeting
https://us02web.zoom.us/j/84276739008?pwd=U3lnNzJuQlh6Z0hZM0YyS21wOVhTUT09

Meeting ID: 842 7673 9008
Passcode: SDANG