

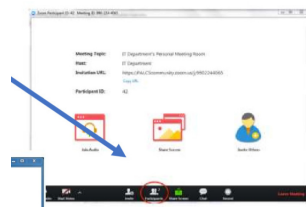


Renaming Yourself in Zoom

Sometimes when many people in the same household or organization use the same computer or share a Zoom account, your participant name may not be correct. Or, if you call in or sign in using a phone or Ipad, you may be identified as a phone number or device.

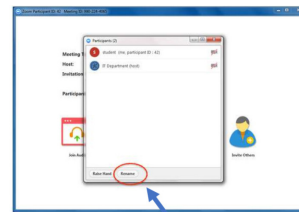
To make the meeting easier for others, etiquette would suggest that you rename your device to reflect who is in the meeting. Here the directions to execute that process:

1. Click on the “Participants” icon on the bottom of the screen.



2. This will open a Participant pane.

3. In the list, locate your phone number, computer name, or current screen name and float your cursor over the top



4. Click the Rename button.

5. If you do not see a rename button, float over your name until you see “More” appear. Click on the More to have the Rename option pop up.

6. Type in your new screen name. Hit OK to save.

For additional information, use the <https://support.palcs.org/hc/en-us/articles/226794367-Changing-Your-Display-Name-in-Zoom-Rooms>



