

Change Your Username In Zoom

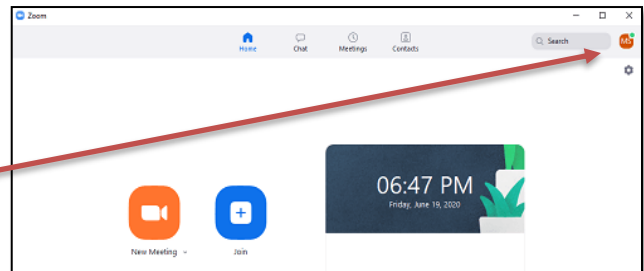
Changing Your Name Before a Meeting

There are three ways to change your name before a meeting. Your options include the website, desktop client, and mobile app .

Change Your Name via the Desktop Client

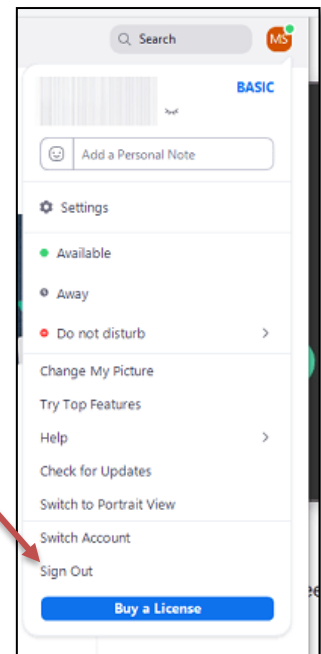
Step 1

With the desktop client up and running, click on your profile icon in the upper-right corner of the Zoom window.



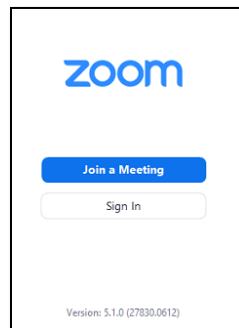
Step 2

Zoom will open a dropdown menu. Click on the 'Sign Out' option toward the bottom of the menu. Do not forget to exit the app.



Step 3

Launch the Zoom desktop client once more. Select 'Join a Meeting'.



Step 4

Zoom will then open the 'Join Meeting' screen.

Type the meeting's ID in the upper text box.

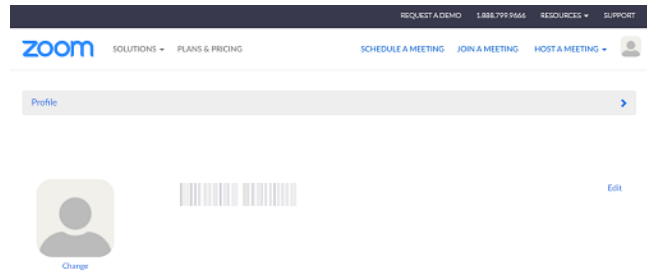
Write your FIRST and LAST name in the lower text box. Click the 'Join' button.

A screenshot of the "Join Meeting" screen in the Zoom desktop client. It has a title "Join Meeting" and two text input boxes: "Enter meeting ID or personal link name" and "Enter your name". Below the input boxes are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio", and "Turn off my video". At the bottom, there are "Join" and "Cancel" buttons.

Change Your Name via the Website

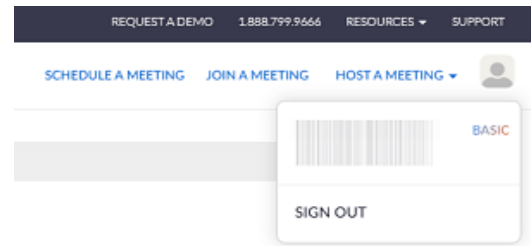
Step 1

Launch the browser on your computer and go to your profile page. Once there, click on the small profile icon in the upper-right corner of the browser window.



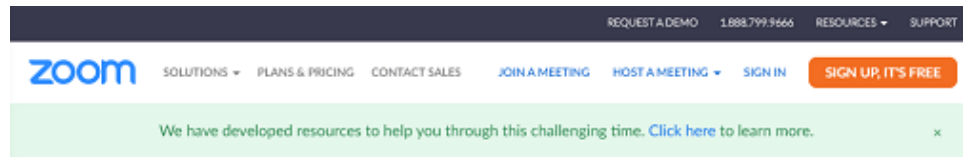
Step 2

Zoom will then open a dropdown menu. You will see your username, account status, email, and the Sign Out button. Select the 'Sign Out' option.



Step 3

Zoom will redirect you to the site's Home page. There, click on the

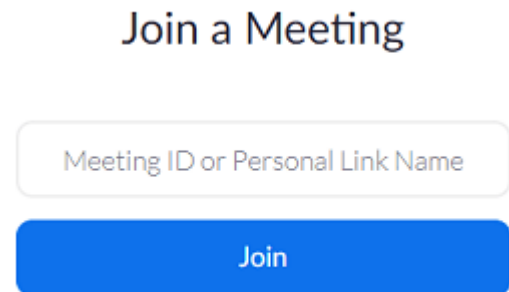


'Join a Meeting' link in the upper menu.

Step 4

The site will then request the Meeting ID. *Alternatively*, you can get in with a 'Personal Link Name.'

Enter either the Meeting ID or your Personal Link name and click the 'Join' button.



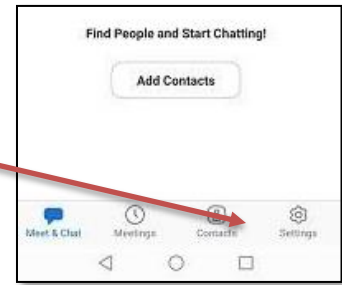
Step 5

You will then see the Launching page. Once Zoom hooks you up, you'll notice the 'Join a Meeting' page once more. There, Zoom will ask you to write your name and check the Captcha to confirm that you're not a robot. Pick an interesting name and click on the 'Join' button.

Change Your Name via the Mobile App

Step 1

Launch the Zoom app on your phone and tap the settings cog in the bottom-right corner of the screen.



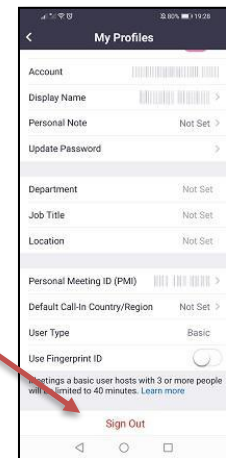
Step 2

On the Settings screen, you can see the account info and tweak chat and meeting settings. Tap on your account name at the top of the screen.



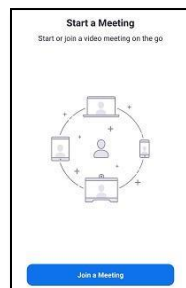
Step 3

Zoom will then redirect you to the My Profiles screen where you can change advanced settings. Scroll to the bottom and tap on the red 'Sign Out' button. Confirm that you want to sign out.



Step 4

After that, click on the 'Start a Meeting' screen. Select the 'Join a Meeting' option at the bottom of the screen.



the 'Start a Meeting' 'Join a Meeting' option at screen.

Step 5

The 'Join a Meeting' screen will appear. Enter the Meeting ID in the top text box and your new name in the one below it. Tap on the 'Join Meeting' button.

