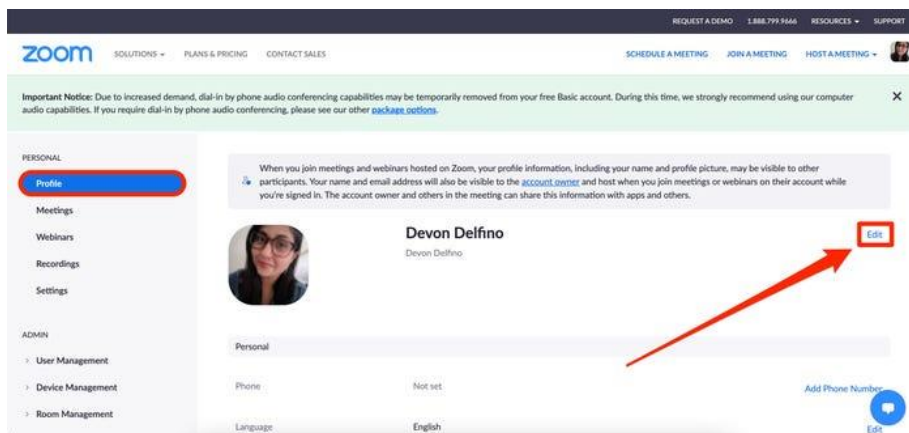


How to change your name on Zoom before a meeting

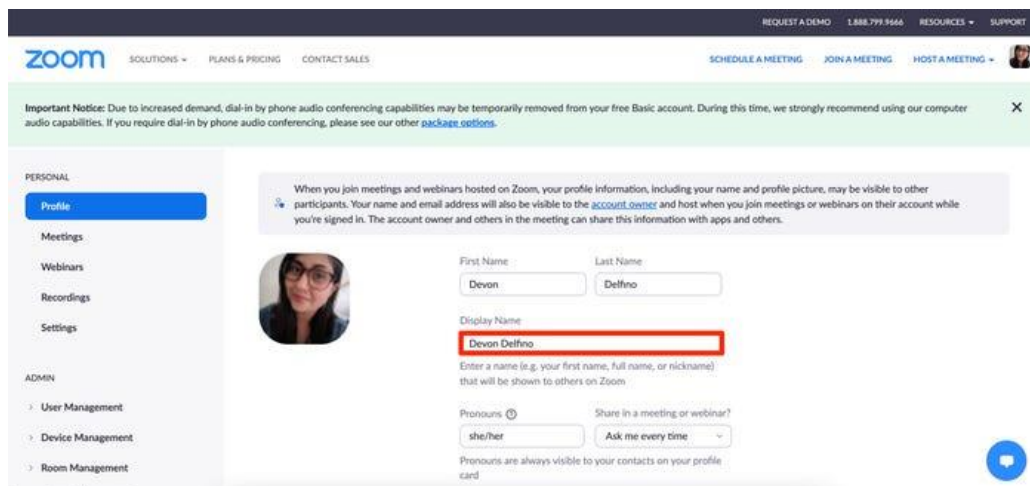
There are a few places you can change your name on Zoom: the website, the desktop app, or the mobile app.

On the Zoom website

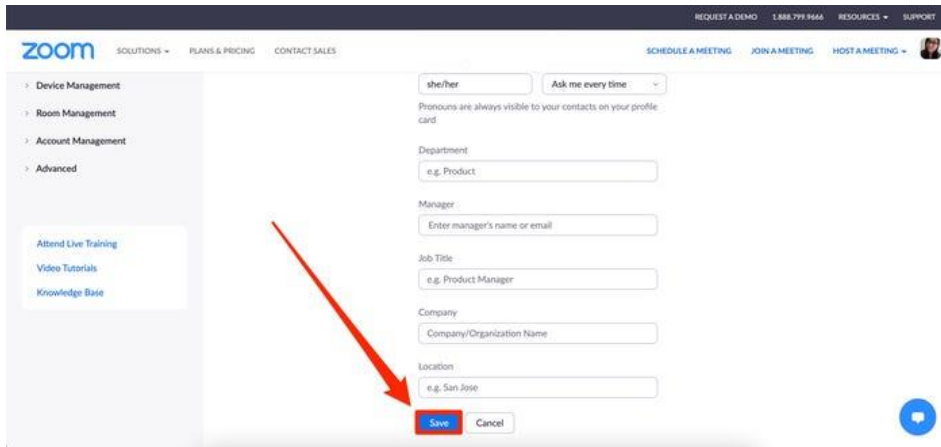
1. Sign in to the Zoom web portal.
2. Click **Profile** in the left sidebar.
3. Click **Edit**, located to the right of your name.



4. Enter your full name and **Display Name**. The latter is what you will display for other users in a meeting.



5. Scroll down and click **Save**.



The screenshot shows the Zoom profile settings page. The left sidebar contains navigation options: Device Management, Room Management, Account Management, and Advanced. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area includes a pronouns dropdown menu (set to 'she/her'), a note that pronouns are visible to contacts, and several text input fields for Department (e.g., Product), Manager (Enter manager's name or email), Job Title (e.g., Product Manager), Company (Company/Organization Name), and Location (e.g., San Jose). At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

she/her Ask me every time

Pronouns are always visible to your contacts on your profile card.

Department
e.g. Product

Manager
Enter manager's name or email

Job Title
e.g. Product Manager

Company
Company/Organization Name

Location
e.g. San Jose

Save Cancel