

Changing your Zoom Display Name

There may be times when you need to change your display name for your Zoom account before joining a meeting (for example, if you are a delegate at an upcoming Board meeting and your display name doesn't match your delegation name).

The instructions below show how you can change your display name in your Zoom account. This can be done a few different ways:

On the Zoom Website On the Desktop App On the Mobile App



On the Zoom Website

- 1. Sign in to the <u>Zoom web portal</u>.
- 2. Click **Profile** in the left sidebar (**#1** below).
- 3. Click Edit, located to the right of your name (#2 below).



4. Enter an appropriate **Display Name** (**#3** below). This is what shows to others.

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PERSONAL									
Profile Meetings		2							
Webinars					First Name	Last Nar	ne		
Recordings		9		3	Chloe	Anton			
Settings		36			Display Name				
ADMIN					Chloe Anton				

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5. Click **Save** at the bottom of the screen.





On the Desktop App

- 1. Open the Zoom client (app) on your laptop or desktop.
- 2. Log into your account, if prompted.
- 3. Click your profile icon (#1 below).
- 4. Select My Profile (#2). This launches the Zoom website.



5. Change your display name using the steps above.



On the Mobile App

- 1. Open the app on your Android or iOS device.
- 2. Log into your account, if prompted.
- 3. Select Settings (#1 below).
- 4. Tap on your name and email address (#2 below).
- 5. Tap on your **display name** (#3).



6. Enter the appropriate display name and tap **Save** in the top right corner.

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