

*****Do not just push Print – This is 18 pages long*****

The Following Document will show how to change a participants name in Zoom. You can skip to the section that applies to you by clicking the Option.

[\(Option 1\) How to change your name before a Zoom Meeting – Using the Desktop App](#)

[\(Option 2\) How to change your name before a Zoom Meeting – Using the Zoom Website](#)

[\(Option 3\) How to change your name before a Zoom Meeting – Using a Mobile Device App.](#)

[\(Option 4\) How to change your name during a meeting – Using a Computer](#)

[\(Option 5\) How to change your name during a meeting – Using a Mobile Device](#)

How to change your name before a Zoom Meeting

Option 1: Change your name using the Desktop App.

1: On your Computer launch the Zoom App., click on your *“profile”* icon in the upper-right corner of the Zoom window.



New Meeting ▾



Join



Schedule



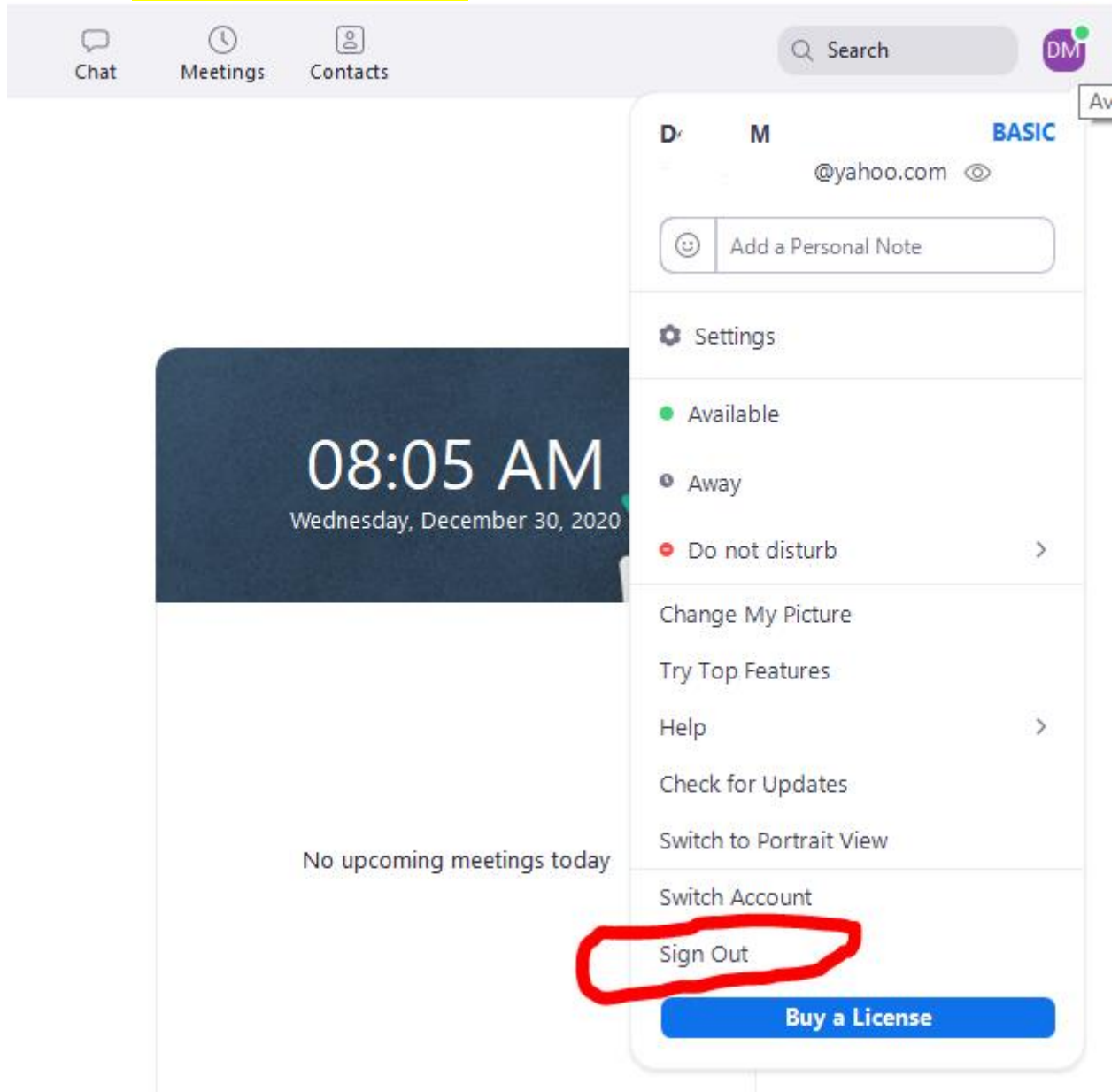
Share screen

07:53 AM
Wednesday, December 30, 2020

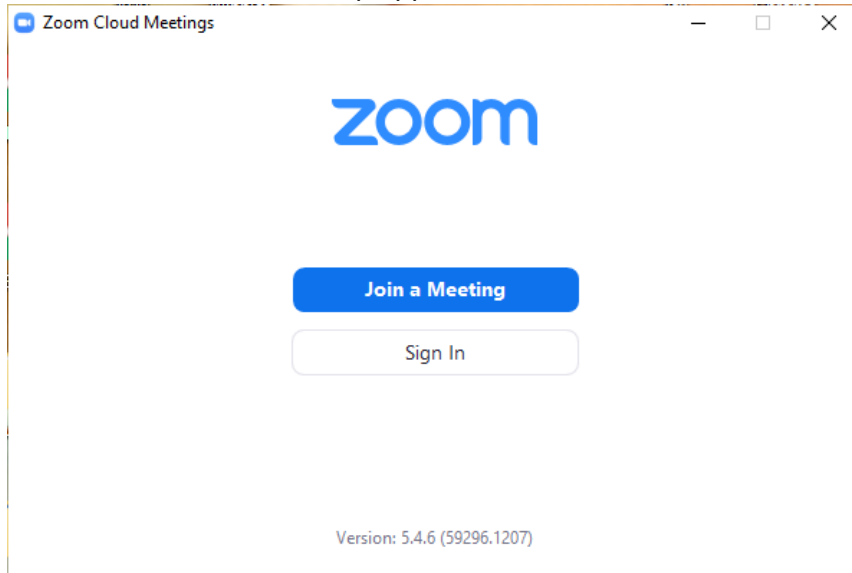
No upcoming meetings today



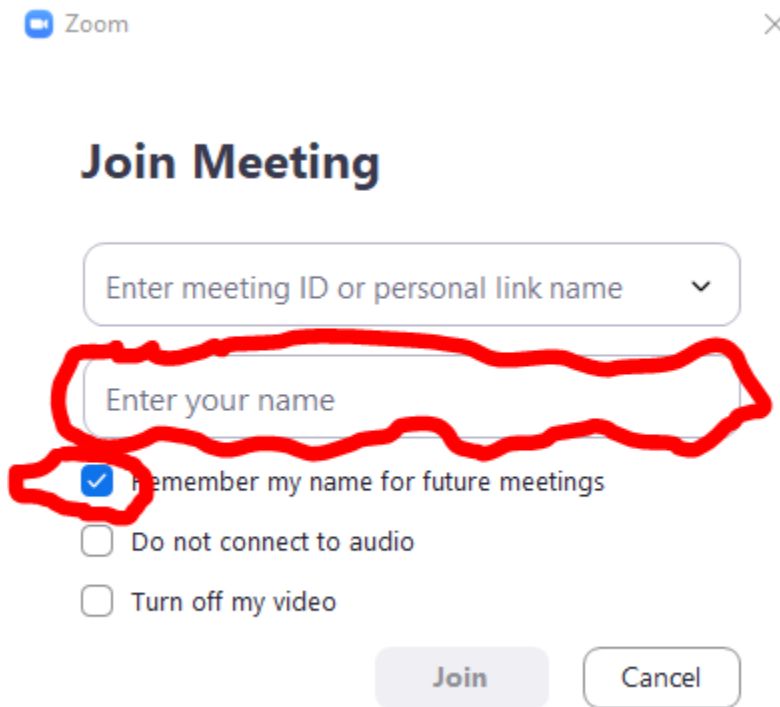
- Zoom will open a dropdown menu. Click on the **“Sign Out”** option toward the bottom of the menu. **Do not forget to exit the app.**



3. Launch the **“Zoom”** desktop app. once more.

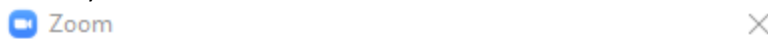


4. Select the **“Join a Meeting”** option. Zoom will then open the **“Join Meeting”** screen. Enter your name per the request a-d below. Enter the one highest on the list that applies to your position at the meeting today.



- a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Ex: 04 Sue GR Set Free)
- b. **District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Ex: 01 Charlie DR)

- c. **Other AWSC Members:** FIRST NAME, POSITION (Ex: Jill Treasurer)
- d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Ex: 05 Fred Visitor)



Join Meeting

Enter meeting ID or personal link name ▼

04 Sue GR Set Free

Remember my name for future meetings

Do not connect to audio

Turn off my video

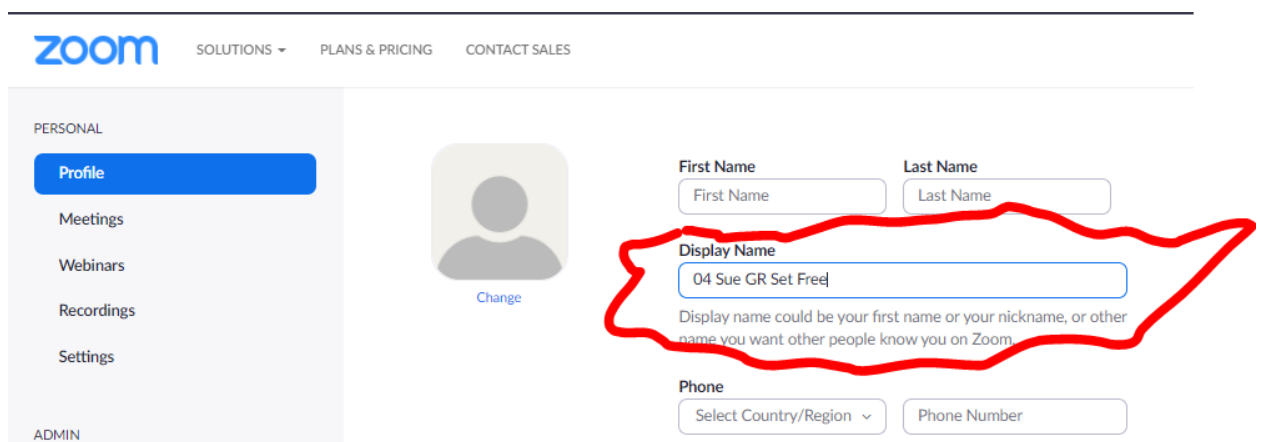
5. All you have to do now is type the meeting's ID in the upper text (Found on the Agenda). This name is the one displayed in the meeting. When done, click on the **“Join”** button to begin the session. (By clicking Remember my name for future meetings will allow the name to stay in case one logs out or their connection disconnects during the meeting.)
6. Repeat the same instructions changing the name for any other meeting.

Option 2: Change your name via the Zoom Website

1: Launch the **“Zoom Icon”** on your computer and go to your **“profile page.”** Once there, click on the **“profile tab”** on the left hand menu. <https://zoom.us/profile> Then Click the top **“Edit”** on the Right-Hand side.



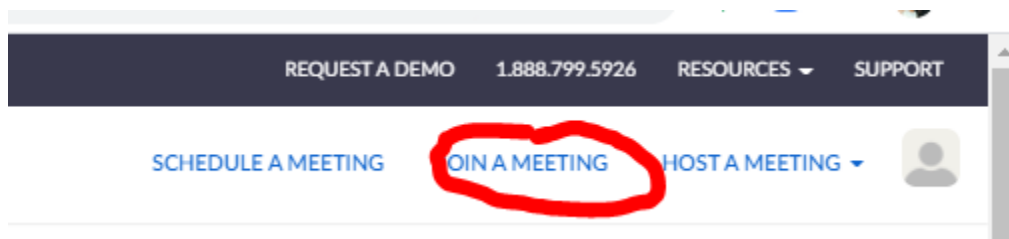
2. Zoom will then open the edit screen. Enter the Display Name per the request a-d below. Enter the one highest on the list that applies to your position at the meeting today.



- a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Ex: 04 Sue GR Set Free)
- b. **District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Ex: 01 Charlie DR)
- c. **Other AWSC Members:** FIRST NAME, POSITION (Ex: Jill Treasurer)
- d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Ex: 05 Fred Visitor)

3. Click Save Changes.

4. Click Join a Meeting in the top Right-Hand side of the screen



- The site will then request the Meeting ID. Enter either the **“Meeting ID”** (Found on the top of the Agenda) and click the **“Join button.”**

Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

- Enter Meeting **“Password”** (Found on the top of the Agenda) and click **“Join the Meeting.”**

 Enter meeting passcode ×

Enter meeting passcode

Meeting Passcode

Join Meeting

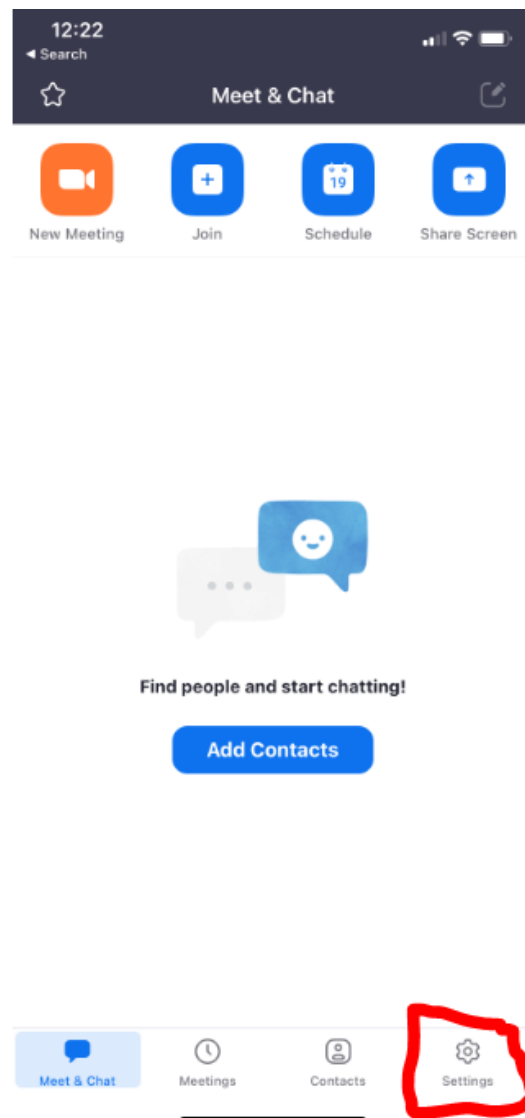
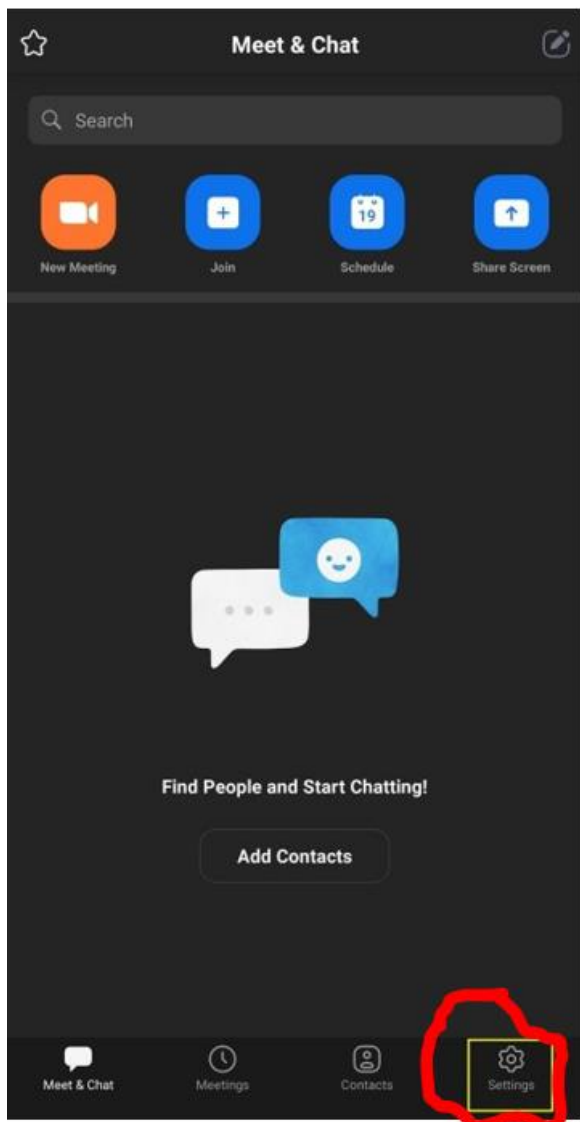
Cancel

- Repeat the same instructions changing the name for any other meeting.
-

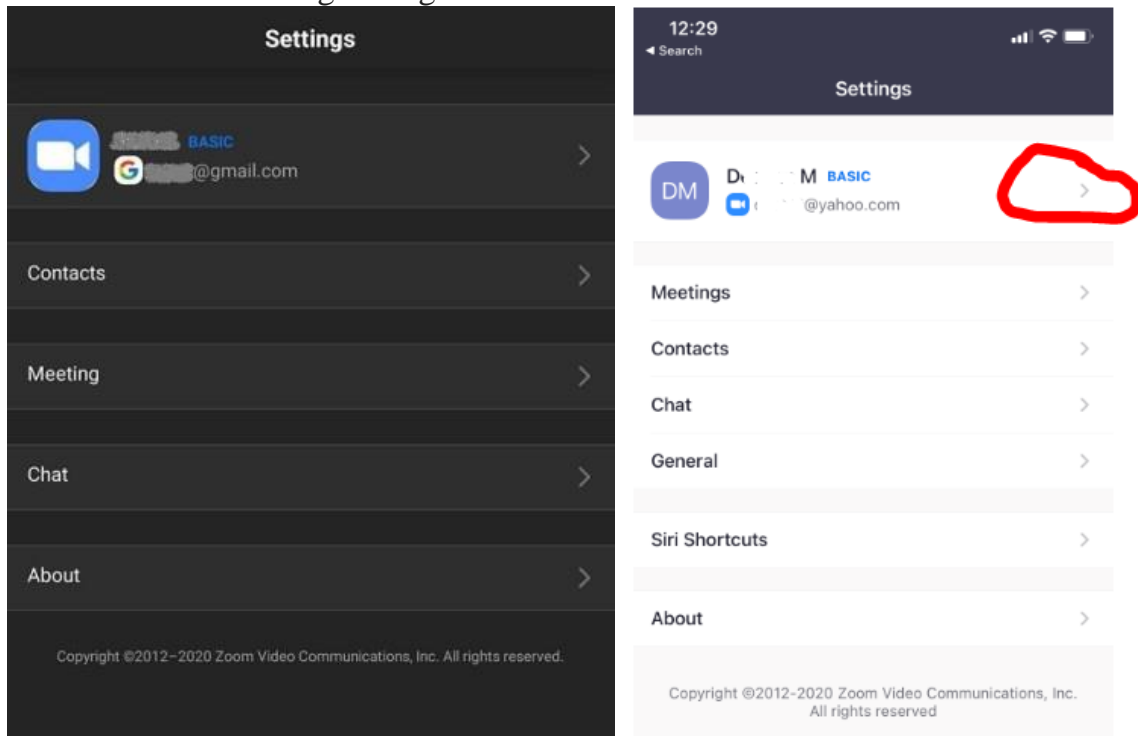
Option 3: Change your name on a Smartphone using the Mobile App. For this example both Android and iOS Devices are shown:

Black is Android, White is iOS

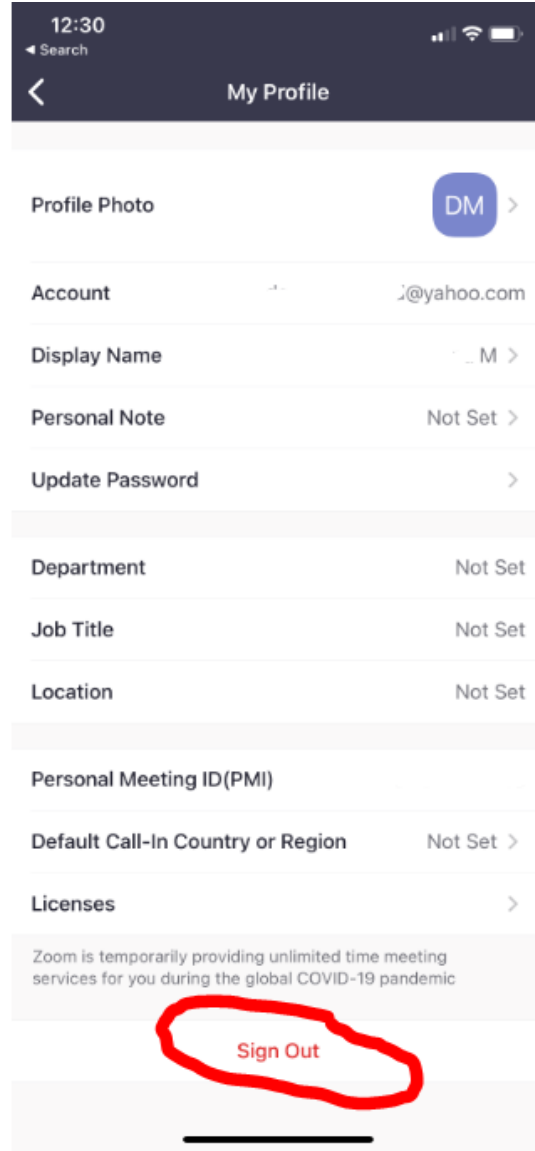
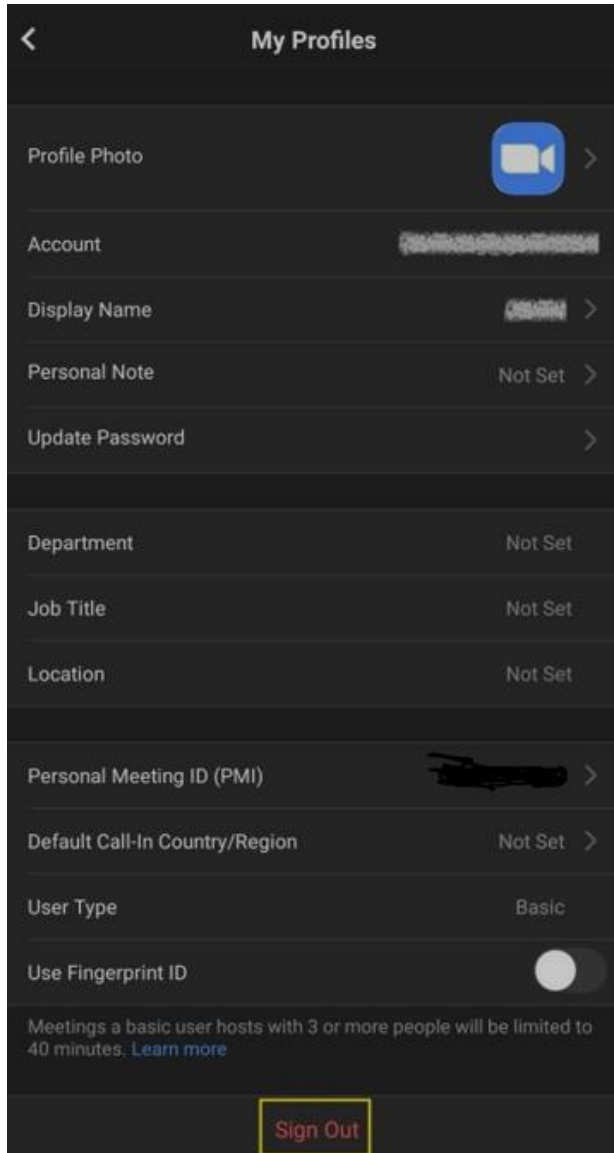
1: Launch the “Zoom” app on your Android or iOS device, then tap on the “Settings” icon in the bottom-right corner of the screen. (You will have to have set up an account for this to work.)



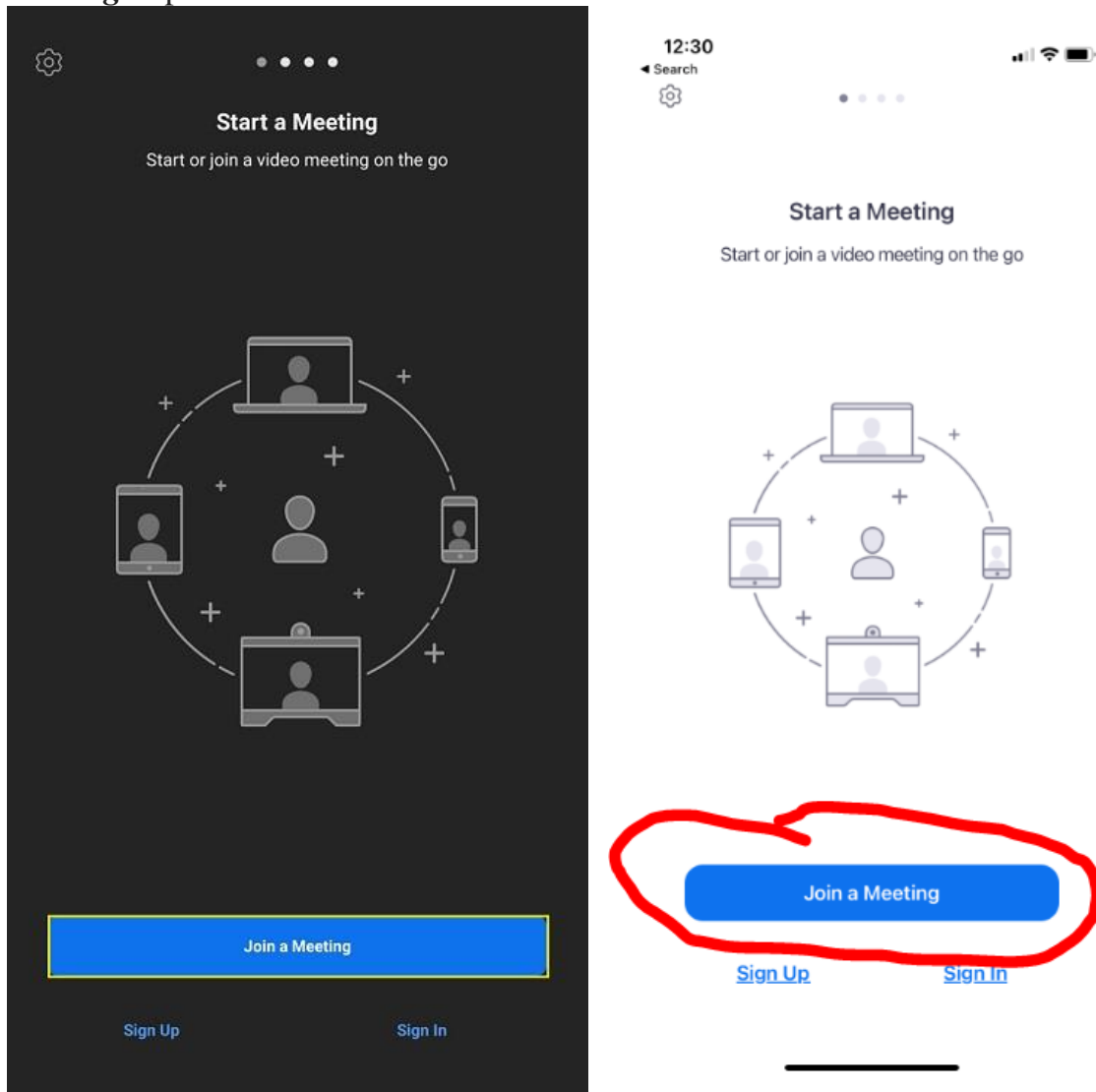
2. You will land on the “*Settings screen,*” where you can see the account info and tweak chat and meeting settings.



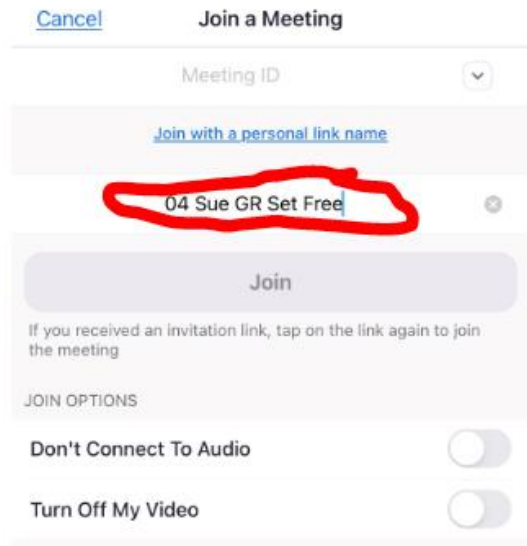
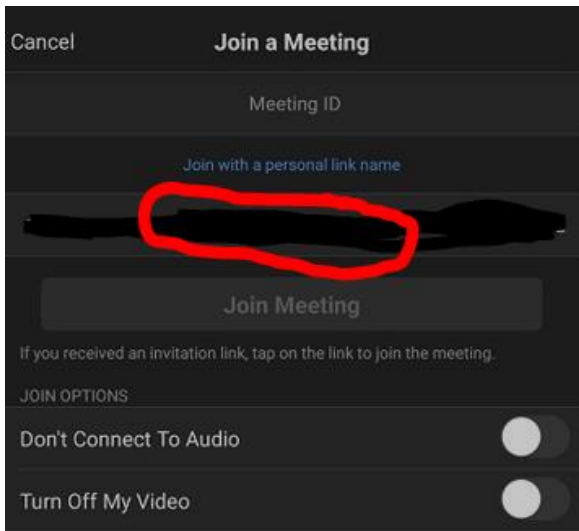
3. Tap on your “*account name*” at the top of the screen. Zoom will then redirect you to the “*My Profiles screen.*” That is where you can change advanced settings. Scroll to the bottom and tap on the “*red Sign Out button.*” Confirm that you want to sign out.



4. After that, you will land on the *“Start a Meeting screen.”* Select the *“Join a Meeting”* option at the bottom.



5. The *“Join a Meeting”* screen will appear. Enter the *“Meeting ID”* in the top text box (Found on the Agenda) and your *“new name”* in the one below it. Enter your name per the request a-d below. Enter the one highest on the list that applies to your position at the meeting today. Tap on the *“Join Meeting”* button.
- Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Ex: 04 Sue GR Set Free)
 - District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Ex: 01 Charlie DR)
 - Other AWSC Members:** FIRST NAME, POSITION (Ex: Jill Treasurer)
 - Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Ex: 05 Fred Visitor)



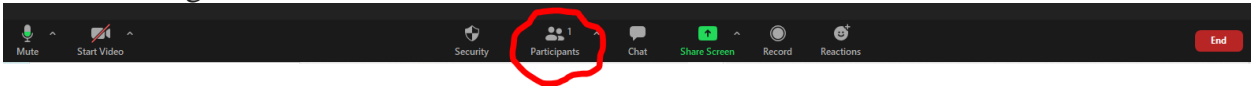
6. Repeat the same instructions changing the name for any other meeting.



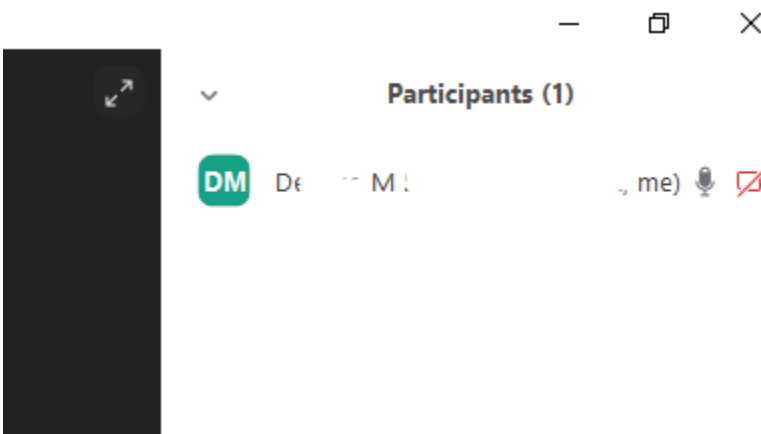
Changing Your Name during a Meeting

Option 4: Change Your Name during a Meeting via the Desktop App.

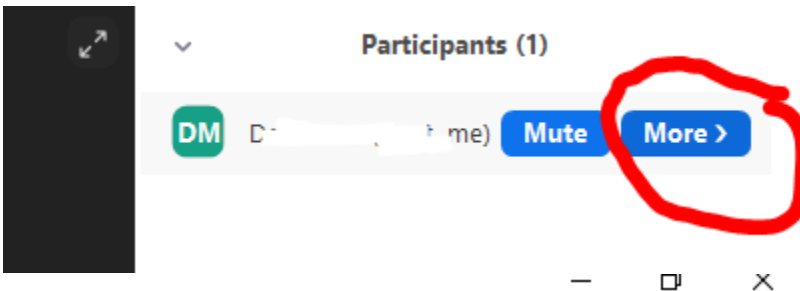
1. Assuming you are in a meeting, click on the *“Participants”* button at the bottom of the meeting window.



2. A list of all participants in the meeting should appear on the right side of the window.

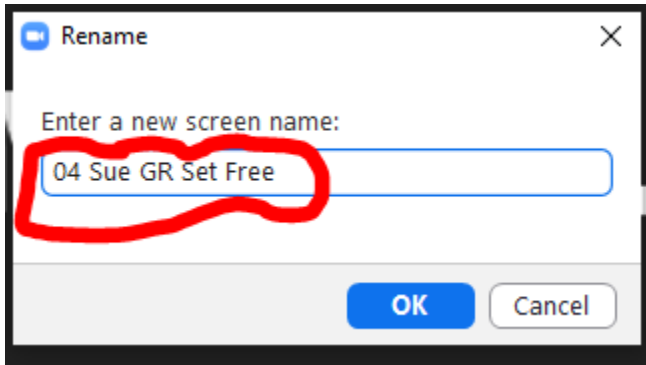


3. Use your mouse and hover over your name, then click *“More & Rename”* or just click *“Rename.”*



4. You should see a text box containing your current name. Delete it and write a new one. Enter your name per the requested a-d below. Enter the one highest on the list that applies to your position at the meeting today. Click *“OK”* to confirm.

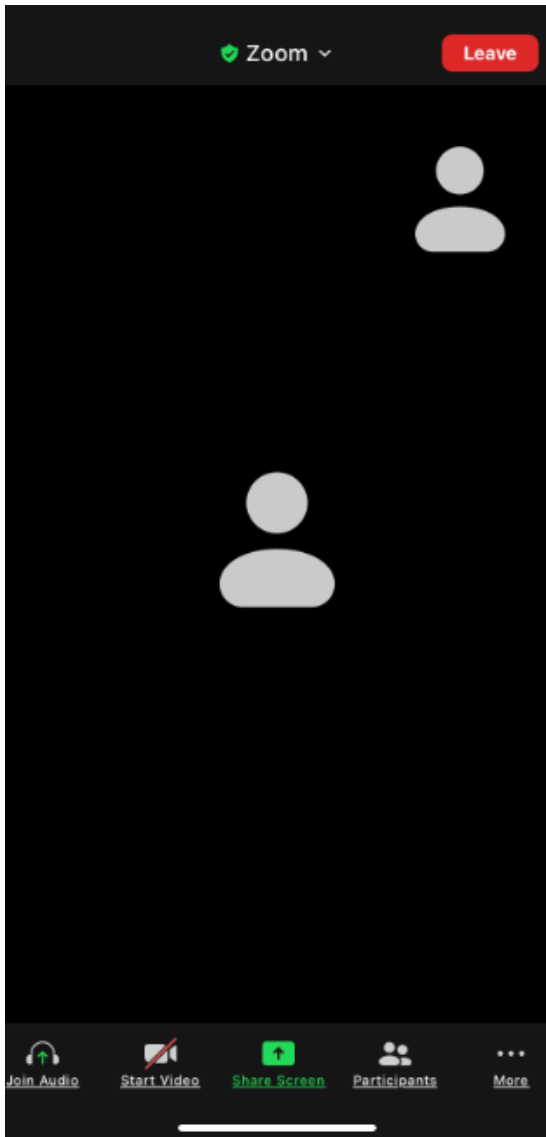
- a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Ex: 04 Sue GR Set Free)
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 - c. **Other AWSC Members:** FIRST NAME, POSITION (Ex: Jill Treasurer)
 - d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Ex: 05 Fred Visitor)
- 5.



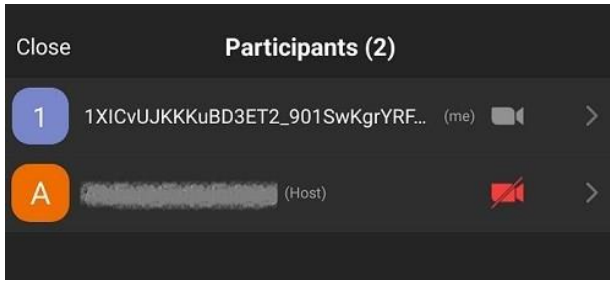
Option 5: Change Your Name during a Meeting via the Mobile App

1. Assuming you are in a meeting, your screen should look like this (You may have to click on the screen: Left (Black) Android, Right (White) iOS except first screen.

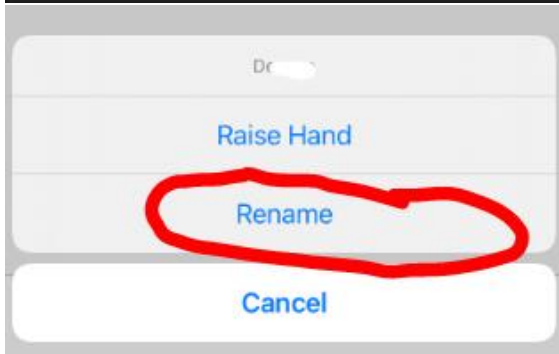
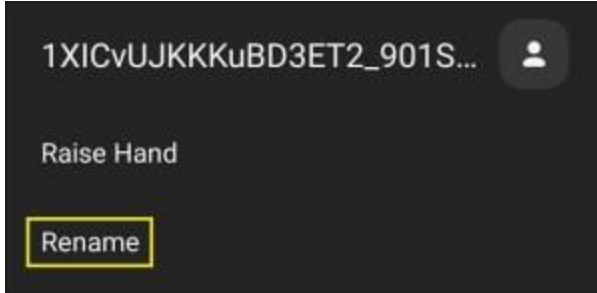




2. Tap on the “*Participants*” icon at the bottom of the screen. The app will take you to the Participant’s screen.



3. Find your name on the list and tap on it. Zoom will show you a pop up with your username and the option to change it. Tap on the ***“Rename”*** option.



4. You will see the “Enter a new screen name” frame appear on the screen. Enter your name per the requested a-d below. Enter the one highest on the list that applies to your position at the meeting today. Click ***“OK”*** or ***“Done”*** to confirm.
 - a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Ex: 04 Sue GR Set Free)
 - b. **District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Ex: 01 Charlie DR)
 - c. **Other AWSC Members:** FIRST NAME, POSITION (Ex: Jill Treasurer)
 - d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Ex: 05 Fred Visitor)

Enter a new screen name

Cancel OK

Rename

Cancel Done