

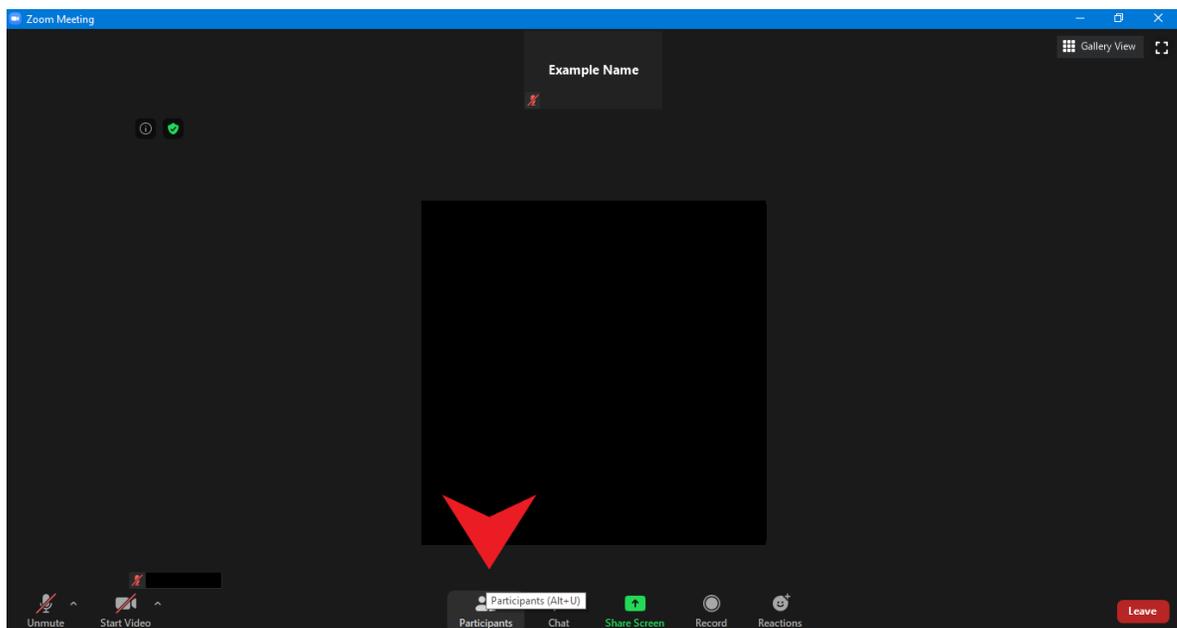


Changing Your Display Name in Zoom Rooms

Teachers that use other computers/devices may be confronted with a situation where their display name is not accurate when entering Zoom rooms. (If your Zoom Display Name is not correct your teacher may not let you into your virtual lesson!) To change a display name while already connected to a Zoom room, teachers need to follow the steps below:

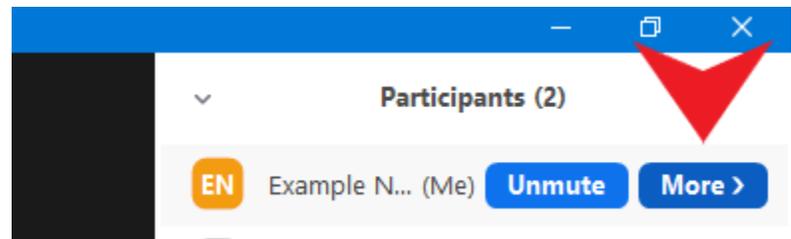
From inside of the Zoom Room

CLICK on the "Participants" icon at the bottom of the window (shown below).

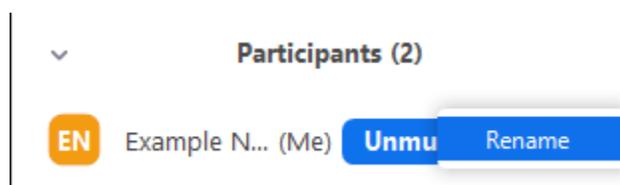


A Participants bar will appear on the right side of the screen.

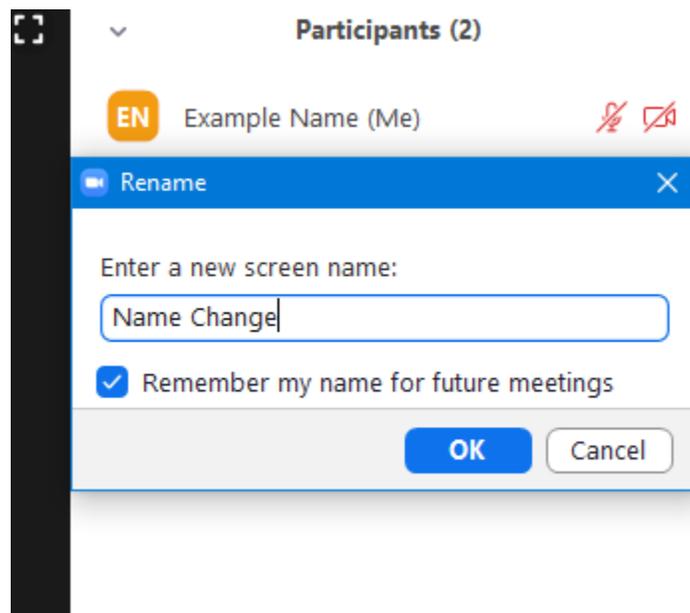
HOVER over your name and a "More >" button will appear.



CLICK down on the "More >" button and then choose "Rename"



Enter your official employee name, similar to the name you see on your paystub, in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.



After **CLICKING** the blue "OK" button, your new name will appear.





Changing Your Display Name Before You Zoom

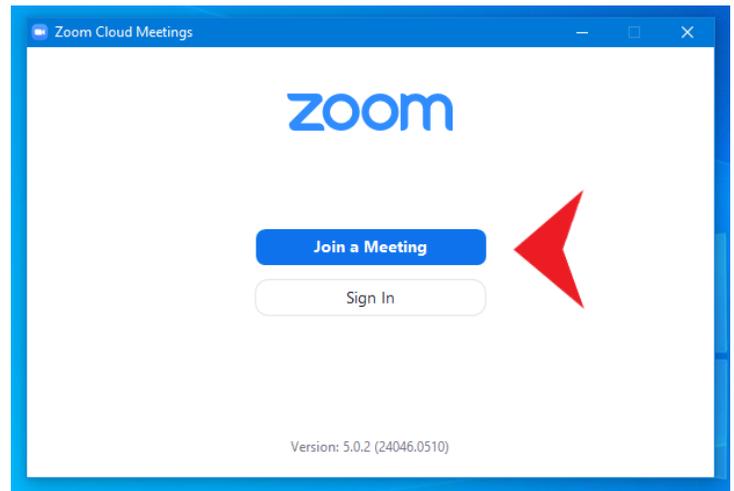
To make sure your Zoom display name is accurate before entering a room, you need to go through the Zoom app that is installed on your desktop.

Just **FIND** the Zoom icon on the desktop and double **CLICK** to open.



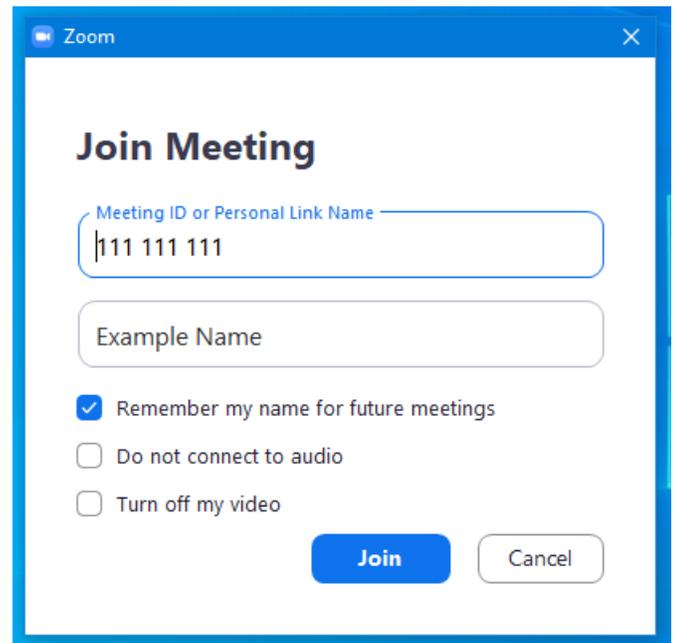
CLICK on the option to Join a Meeting.

That will open up a window where you can manually join a meeting. (instead of clicking a link)

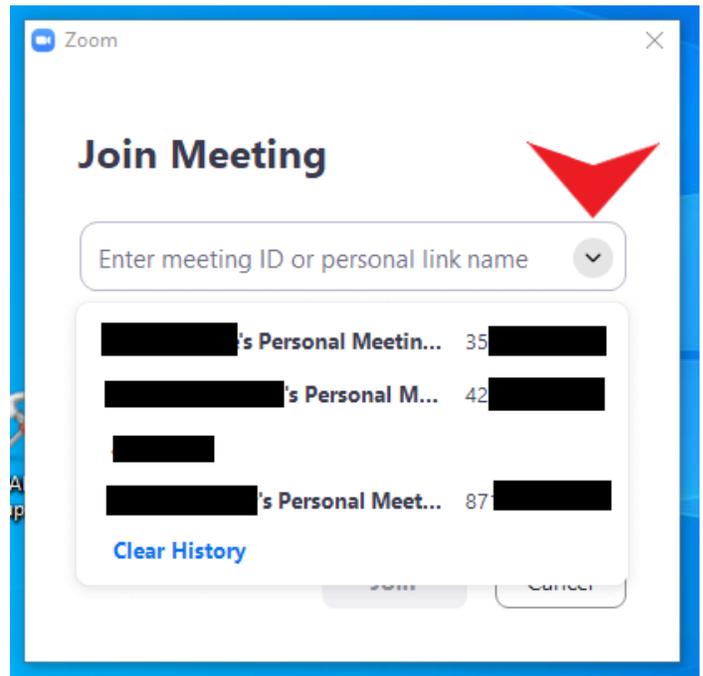


ENTER the Zoom room number/name. You can find this information in your email confirmation/invitation/registration.

ENTER in your official employee name similar to the name you see on your paystub. Make sure that the "Remember my name for future meetings" is turned on.



Once you join a room with that Display name (and you have the "Remember my name" turned on you should have the new Display name for all Zoom rooms that you join from now on.



ONLINE RESOURCES

Enter Zoom Meeting/Training using SSO

https://www.youtube.com/watch?v=PbP9BQxb_HQ