

## Instructions for Updating Your Name in Zoom Using Your Laptop/Computer

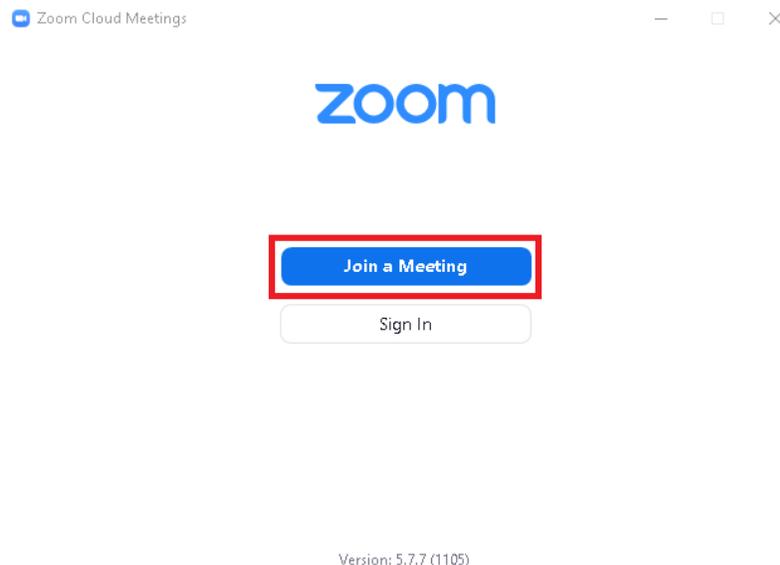
These instructions are for you if you are using a laptop/computer. If you are using a phone/tablet, [click here for the instructions](#).

Some of you will have Zoom accounts for other purposes. Some of you do not.

There is no need to have a Zoom account. The first set of instructions are for those of you without a Zoom account. On pages 3-5, are instructions for those of you who do.

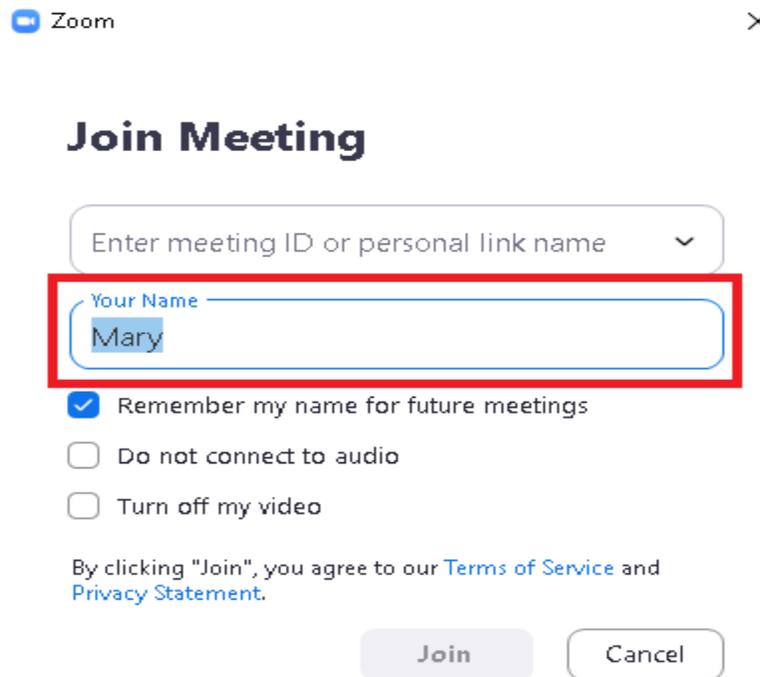
### [Instructions for Updating Your Name if you don't have a Zoom account](#)

- If you don't have a Zoom account, please do not click the Zoom link to join. Instead, open your Zoom application on your laptop or computer and edit your name prior to entering the meeting by clicking on Join a Meeting.



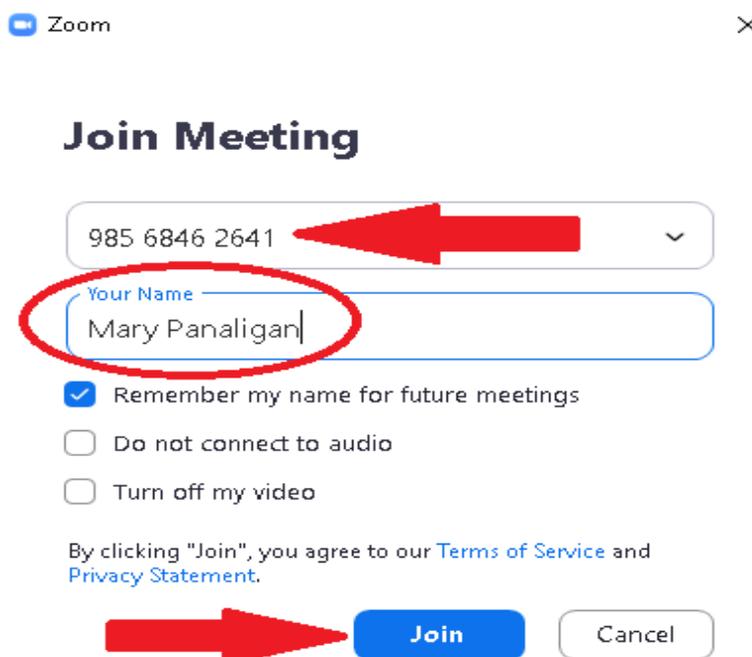
\*Note: If you don't have the Zoom application downloaded on your computer, please go to this link <https://zoom.us/support/download> and Zoom will automatically be downloaded to your device.

- A pop up will appear that will ask for the Meeting ID, skip that part and click on the space provided that says Your Name. Please type in your Full Name.



A Zoom dialog box titled "Join Meeting" with a close button (X) in the top right. It contains a dropdown menu for "Enter meeting ID or personal link name" with a downward arrow. Below it is a text input field for "Your Name" containing the text "Mary", which is highlighted with a red rectangular box. Underneath are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio", and "Turn off my video". At the bottom, there is a line of text: "By clicking 'Join', you agree to our [Terms of Service](#) and [Privacy Statement](#)." Below this are two buttons: "Join" and "Cancel".

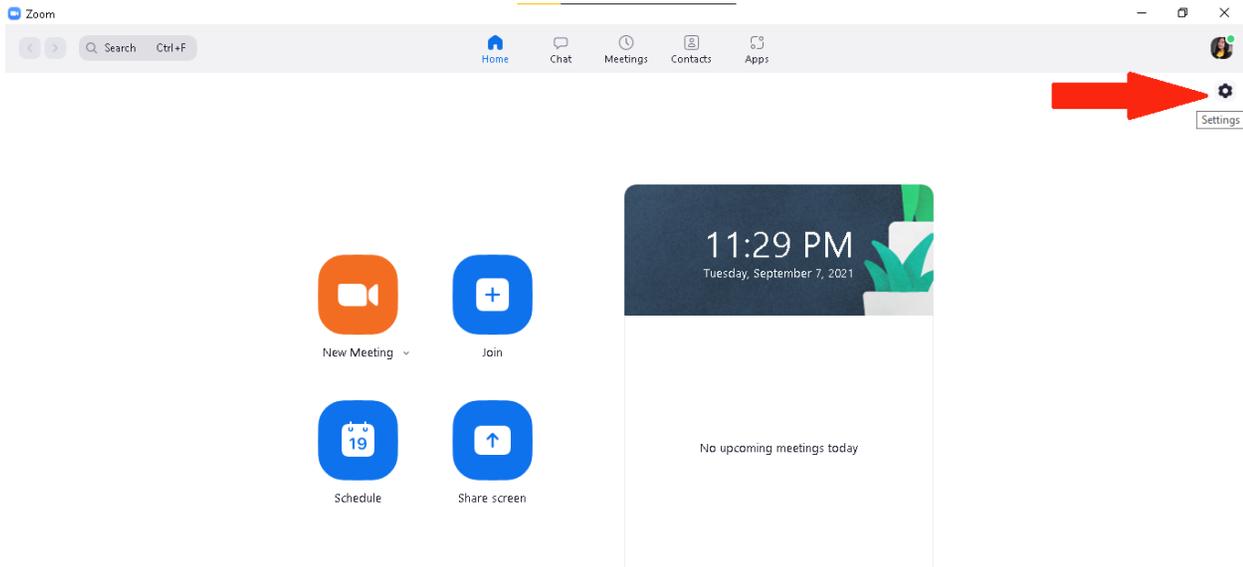
- After you've added your Full Name, make sure to enter the correct Meeting ID that we sent you for the call in the space provided. Then click Join.



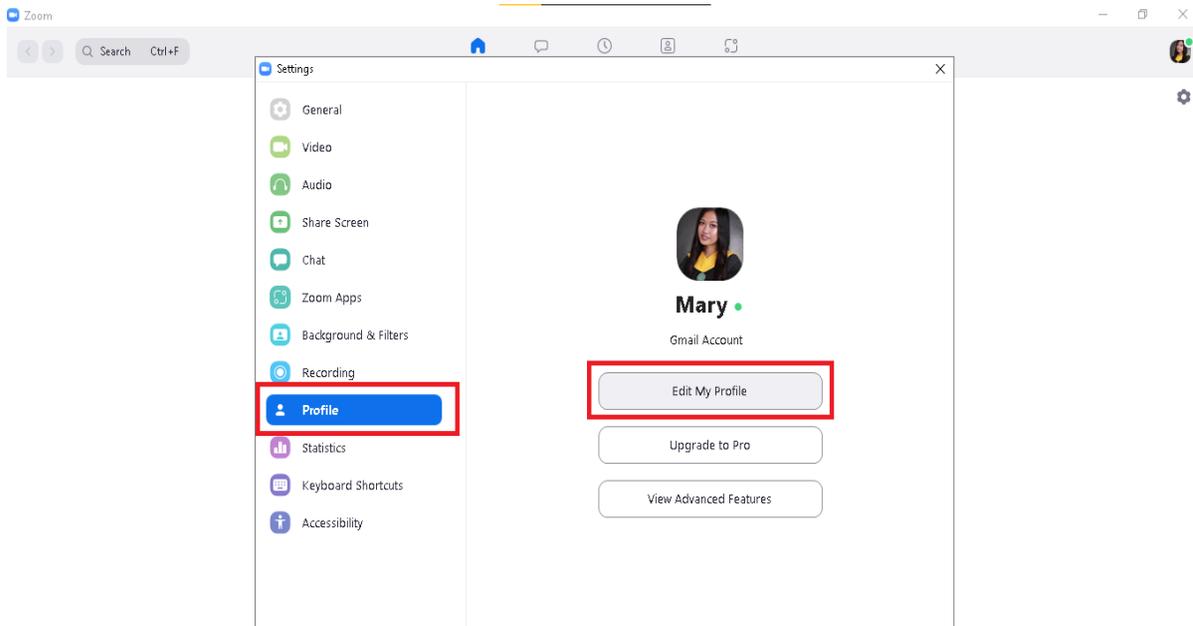
A Zoom dialog box titled "Join Meeting" with a close button (X) in the top right. It contains a dropdown menu for "Enter meeting ID or personal link name" containing the text "985 6846 2641", with a red arrow pointing to it from the right. Below it is a text input field for "Your Name" containing the text "Mary Panaligan", which is circled in red. Underneath are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio", and "Turn off my video". At the bottom, there is a line of text: "By clicking 'Join', you agree to our [Terms of Service](#) and [Privacy Statement](#)." Below this are two buttons: "Join" and "Cancel", with a red arrow pointing to the "Join" button from the left.

## Instructions for Updating Your Name if you have a Zoom account

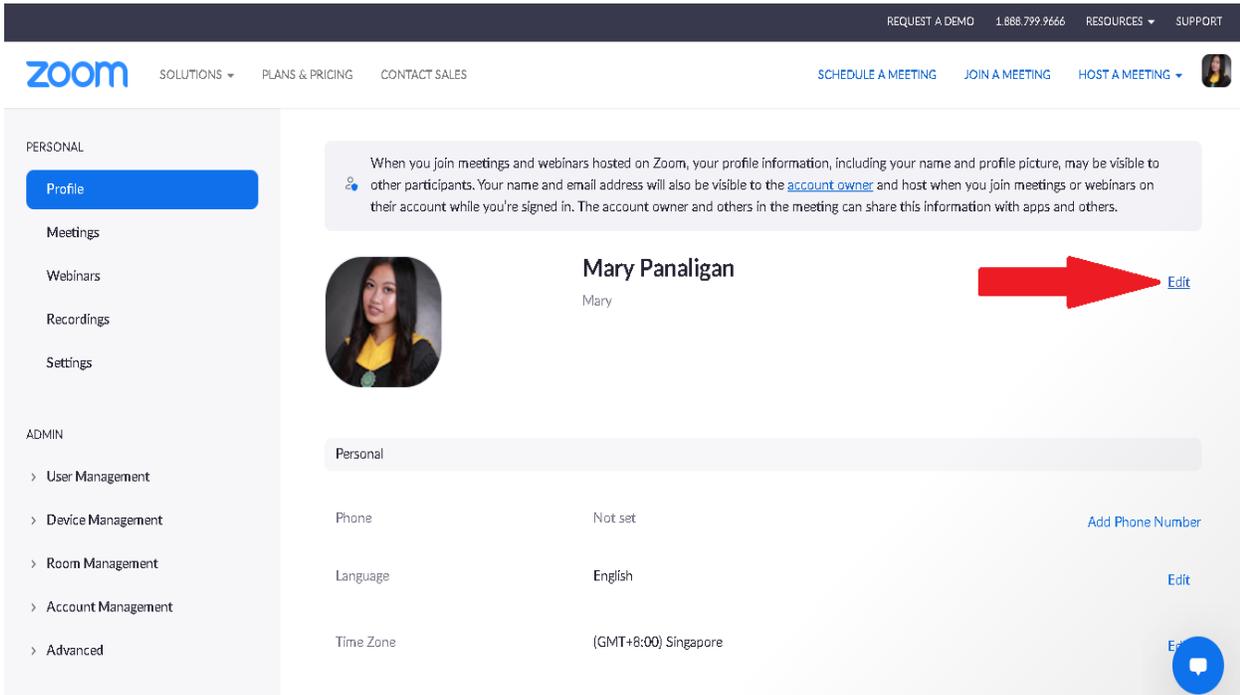
- Go to your Zoom Application
- Click on the Settings - Gear Icon (upper right corner below your display picture)



- Click on Profile, and then click Edit My Profile. It will then bring you to a browser that will allow you to edit your Display Name.



- Click Edit on the right side of your name



When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the [account owner](#) and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.

**Mary Panaligan**  
Mary

[Edit](#)

Personal

Phone	Not set	<a href="#">Add Phone Number</a>
Language	English	<a href="#">Edit</a>
Time Zone	(GMT+8:00) Singapore	<a href="#">Edit</a>

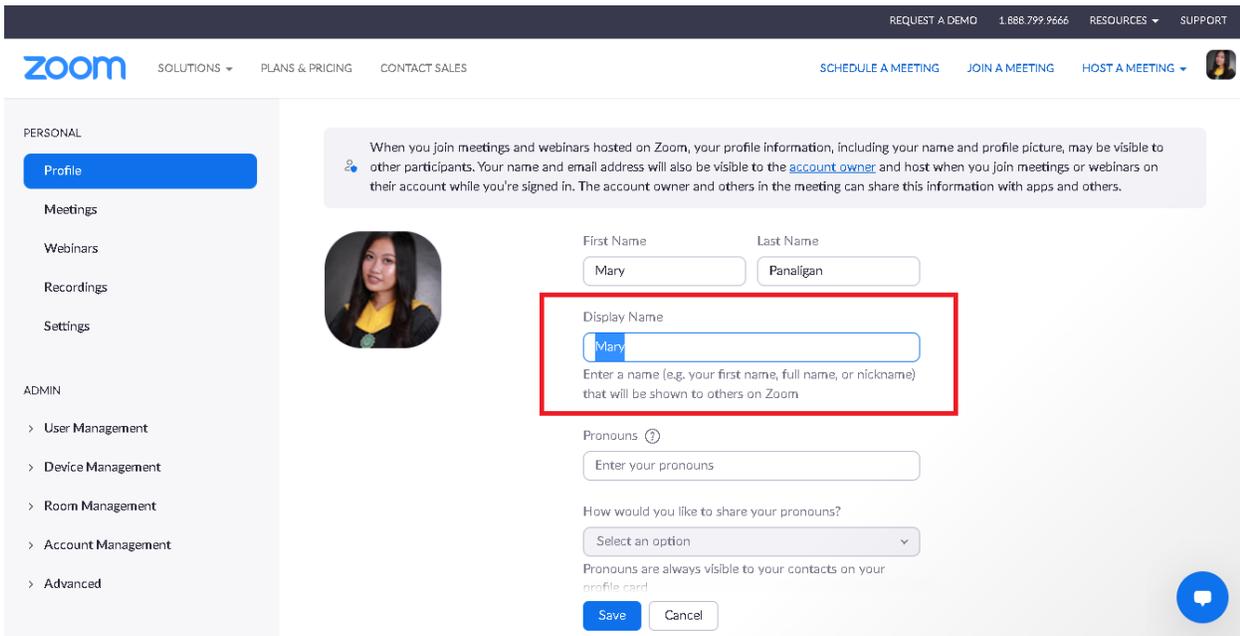
PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Device Management
- > Room Management
- > Account Management
- > Advanced

- Edit your Display Name by clicking on the space bar.



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**Mary Panaligan**

First Name:  Last Name:

Display Name:

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Pronouns ⓘ

How would you like to share your pronouns?

Pronouns are always visible to your contacts on your profile card

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- Adjust the name inputted in your Display Name to your Full Name. Then click Save.

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First Name  Last Name

Display Name

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