

Instructions for Updating Your Name in Zoom Using Your Phone/Tablet

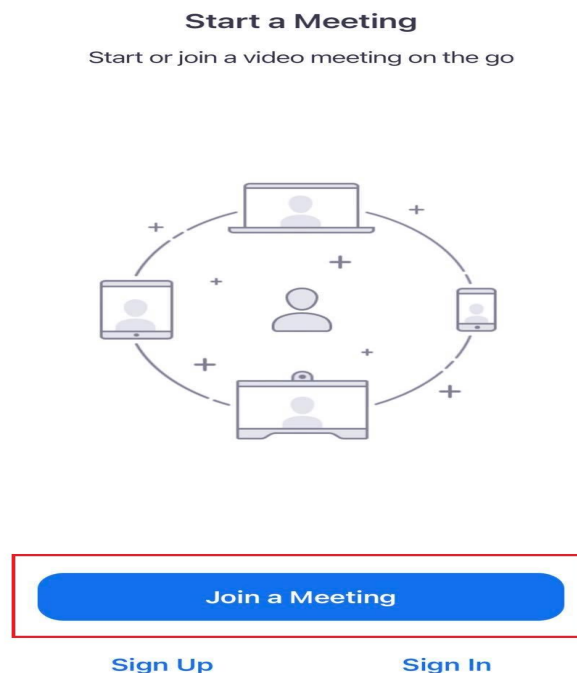
These instructions are for you if you are using a phone/tablet. If you are using a laptop/computer, [click here for the instructions](#).

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.

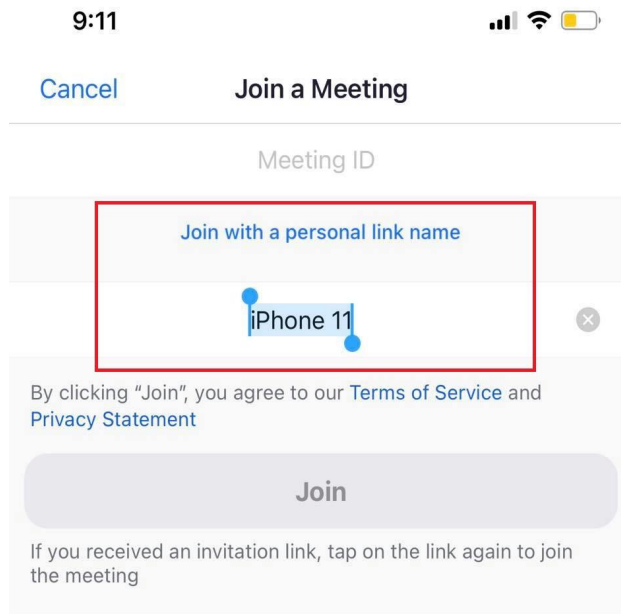
[Instructions for Updating Your Name if you don't have a Zoom account](#)

- If you don't have a Zoom account, please do not click the Zoom link to join. Instead, open your Zoom application on your phone or tablet 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 phone, please go to the App Store if you have an iPhone, and Play Store if you have an Android phone. Search for Zoom, and hit download to have the application saved on your device.

- You will be directed to a page that will ask for a Meeting ID, skip that part and click on the space provided under Join with a personal link name. Please type in your Full Name.



9:11

Cancel Join a Meeting

Meeting ID

Join with a personal link name

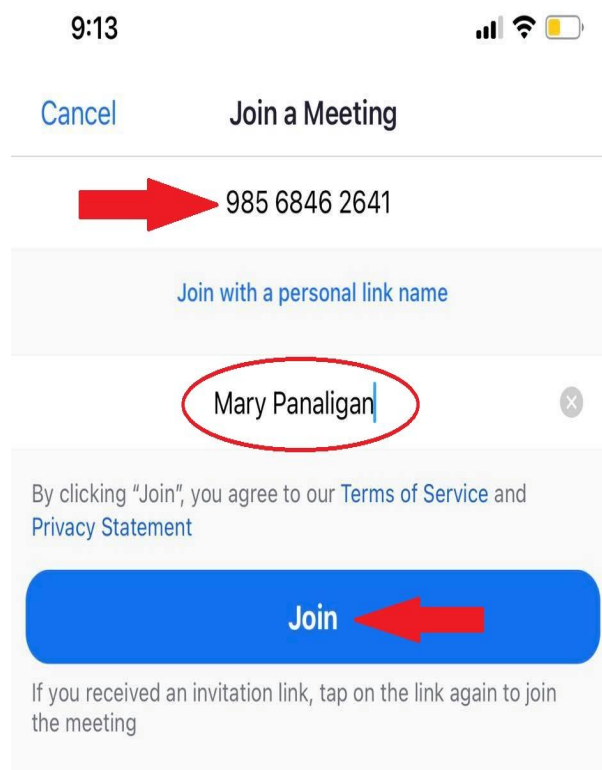
iPhone 11

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Join

If you received an invitation link, tap on the link again to join the meeting

- 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.



9:13

Cancel Join a Meeting

985 6846 2641

Join with a personal link name

Mary Panaligan

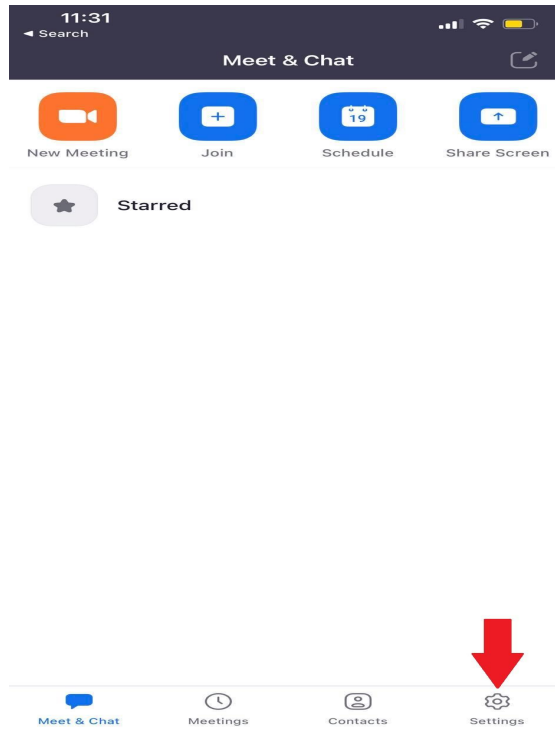
By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Join

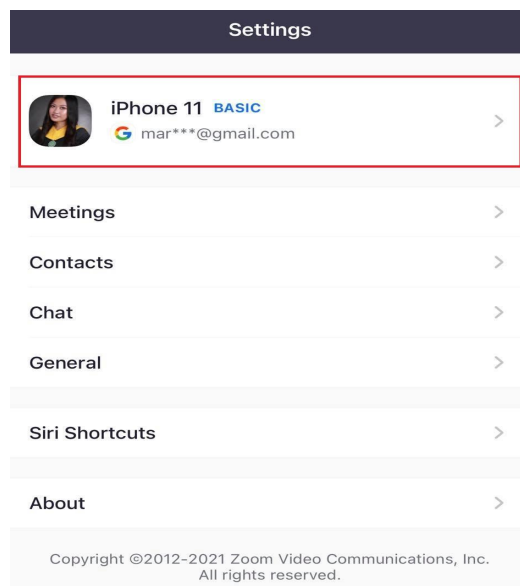
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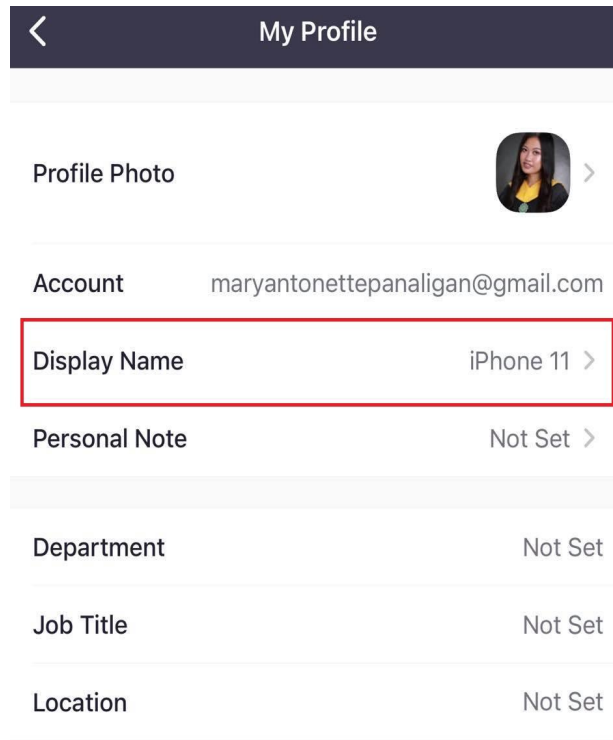
- Go to your Zoom Application
- Click on the Settings - Gear Icon (lower right corner)



- Click on My Profile which is the option that states your name and email



- Click on the option that says Display Name



< My Profile

Profile Photo

Account maryantonettepanaligan@gmail.com

Display Name iPhone 11 >

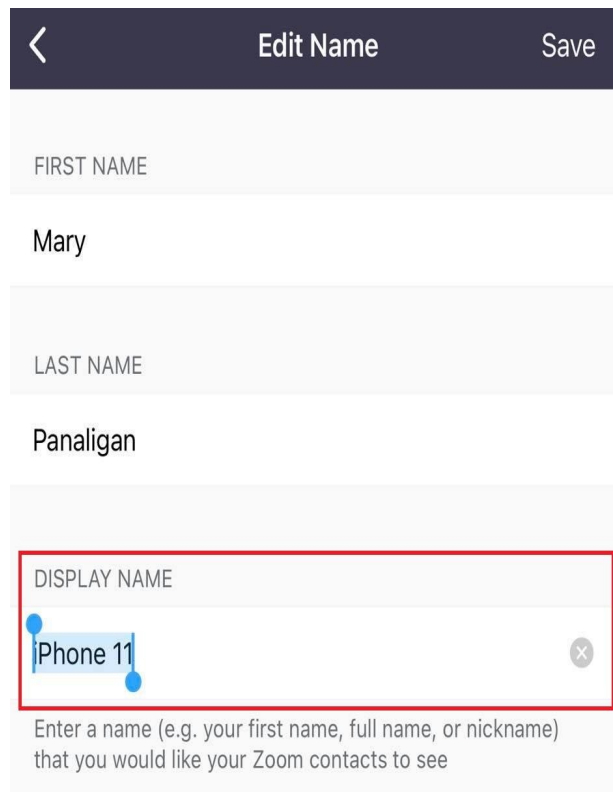
Personal Note Not Set >

Department Not Set

Job Title Not Set

Location Not Set

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



< Edit Name Save

FIRST NAME

Mary

LAST NAME



Panaligan

DISPLAY NAME

iPhone 11

Enter a name (e.g. your first name, full name, or nickname) that you would like your Zoom contacts to see

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

 Edit Name  Save


FIRST NAME

Mary

LAST NAME

Panaligan

DISPLAY NAME

Mary Panaligan 

Enter a name (e.g. your first name, full name, or nickname)
that you would like your Zoom contacts to see