

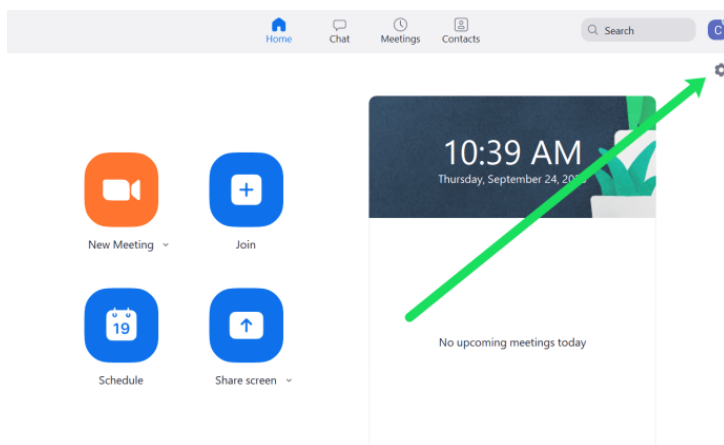
Changing your Zoom name BEFORE a Meeting

Desktop App

If you're using the desktop client, you'll need to follow these instructions to update your name:

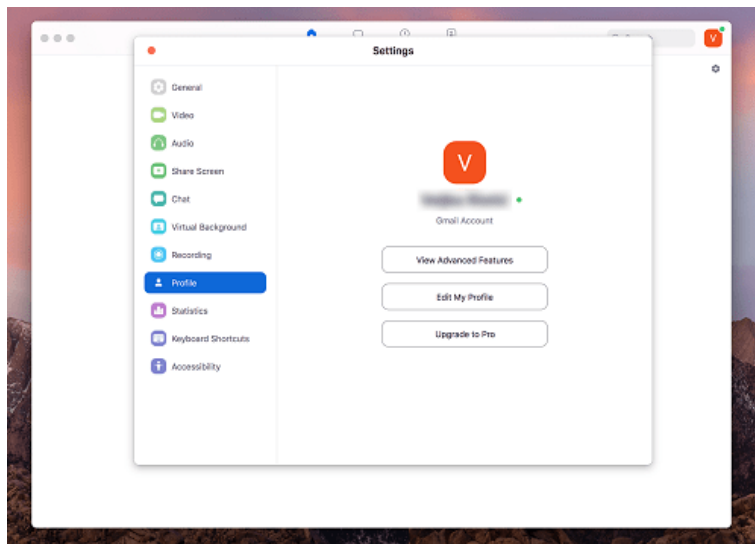
Step 1

Click on the gear icon under your profile image to access the settings menu.



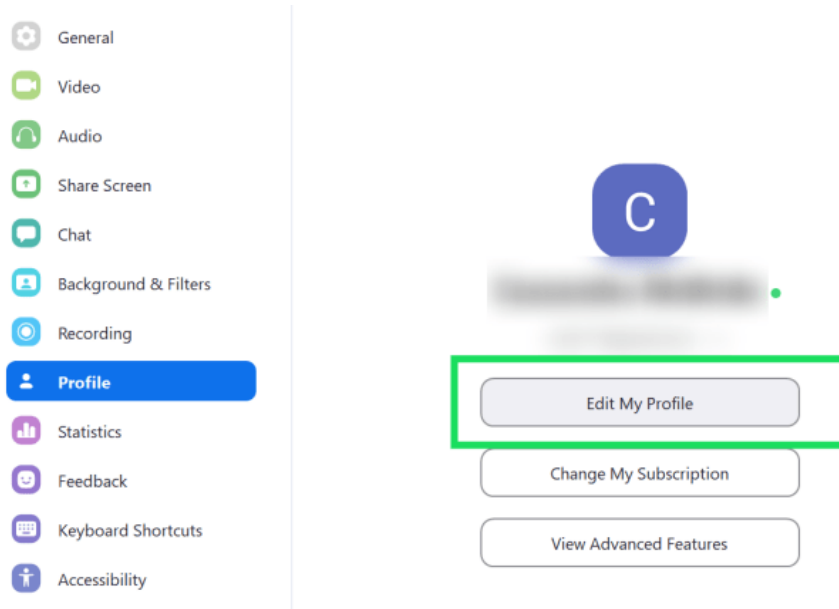
Step 2

Click 'Profile'



Step 3

Click 'Edit My Profile'



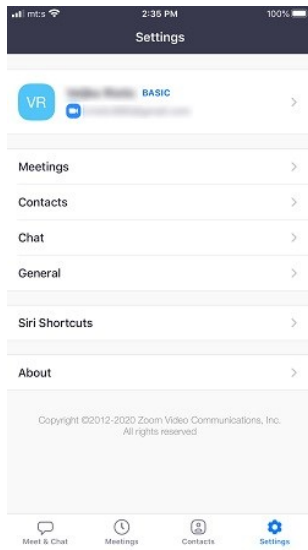
Zoom will redirect you to the website where you can click 'Edit' and update your name just as we did in the instructions above.

Mobile App

Although Zoom's mobile app does have some limitations, you can at least update your name and personal information.

Step 1

Hit the Zoom icon on your smartphone to launch the app and select Settings at the bottom right of the screen.

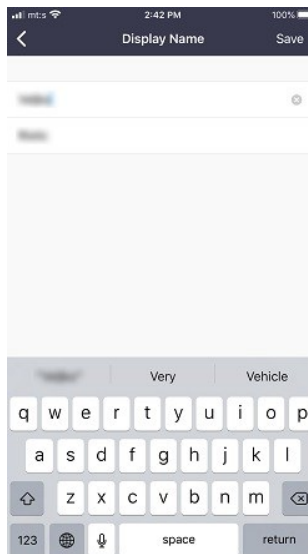


Tap on your current name to open the editing menu, then choose Display Name in the following window.

Step 2

Now, it's only a matter of tapping on the name and surname and changing it to whatever you prefer. There's also an x icon next to the name and surname to quickly delete the settings. This is a minor thing, but it really helps avoid relentless backspacing or trying to select full text on a small

screen.



Once done, hit Save in the upper right corner of the screen and your name will be updated. The action syncs across all your devices that feature Zoom with the same account.