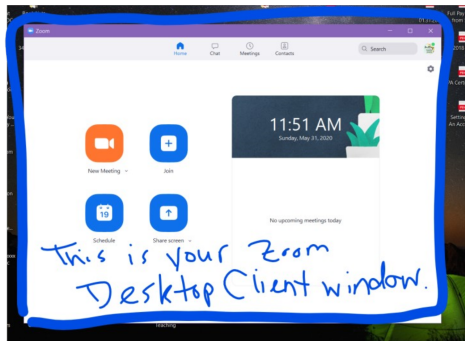


# ZOOM 101

To change your name:

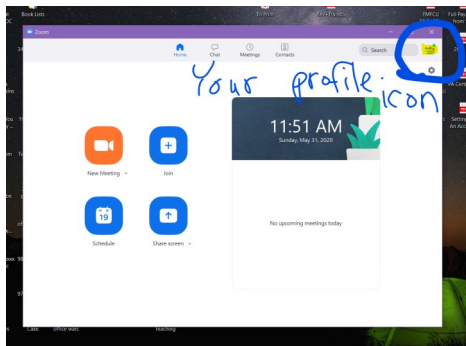
1. Sign into your Zoom Desktop Client by opening Zoom from your computer's start

menu.



2. Locate your profile icon in the upper right

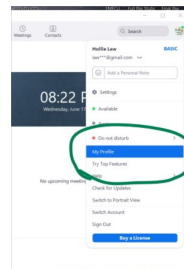
corner.



3. Left-click your profile icon.



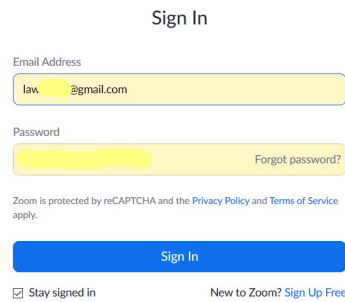
4. Left-click "My Profile" in the drop-down menu that appears.



# Name Change (cont'd.)

4. This will open Zoom in your internet browser. Enter your credentials and left-

click sign-in.



Sign In

Email Address  
law. @gmail.com

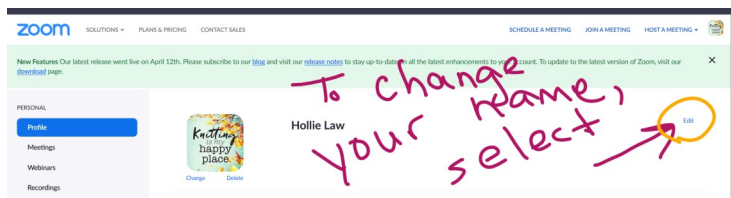
Password  
Forgot password?

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

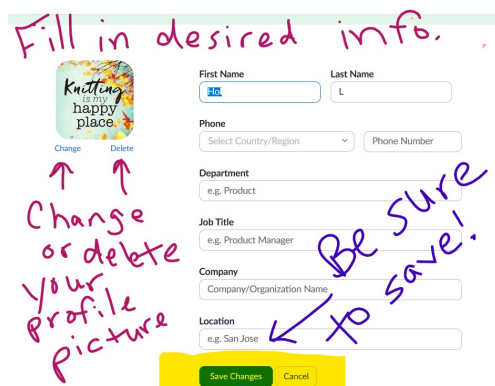
Sign In

Stay signed in      New to Zoom? Sign Up Free

5. Left-click “edit” in the upper right corner.



6. Left-click the boxes to fill in any information you wish to change. You can also change your profile picture here. Left-click “Save Changes” to be sure that the changes stick.



Fill in desired info.

Knitting is my happy place  
Change Delete

Change or delete your profile picture

Be sure to save!

First Name Last Name  
Phone  
Select Country/Region Phone Number  
Department  
e.g. Product  
Job Title  
e.g. Product Manager  
Company  
Company/Organization Name  
Location  
e.g. San Jose

Save Changes Cancel