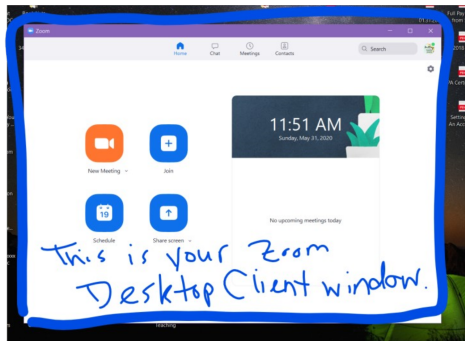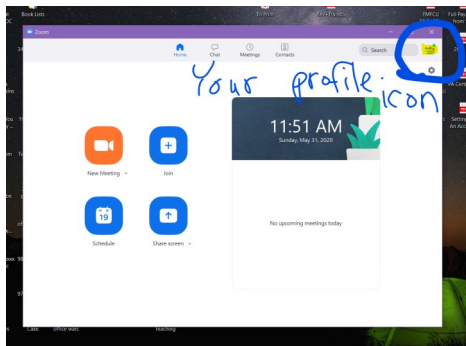# ZOOM 101

<u>To change your name:</u>

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

menu.

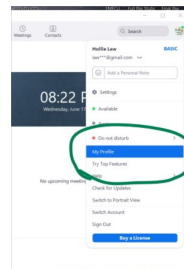2. Locate your profile icon in the upper right

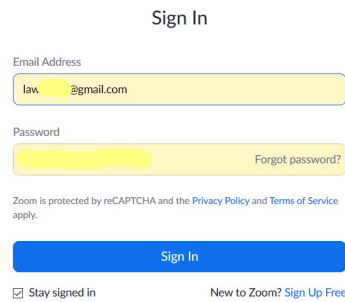
corner.

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-

Sign In

Email Address
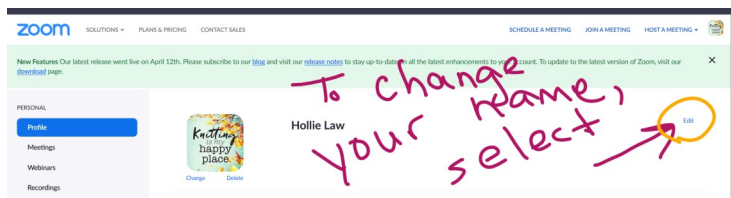
law___@gmail.com

Password

Forgot password?

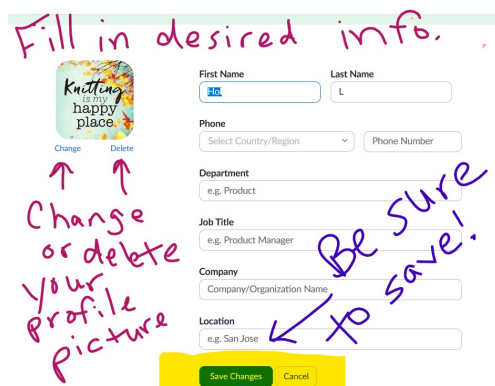Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign In

☑ Stay signed in   New to Zoom? Sign Up Free

click sign-in.

5. Left-click "edit" in the upper right corner.

To change your name, select →

Fill in desired info.
Change or delete your profile picture
Be sure to save!

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.