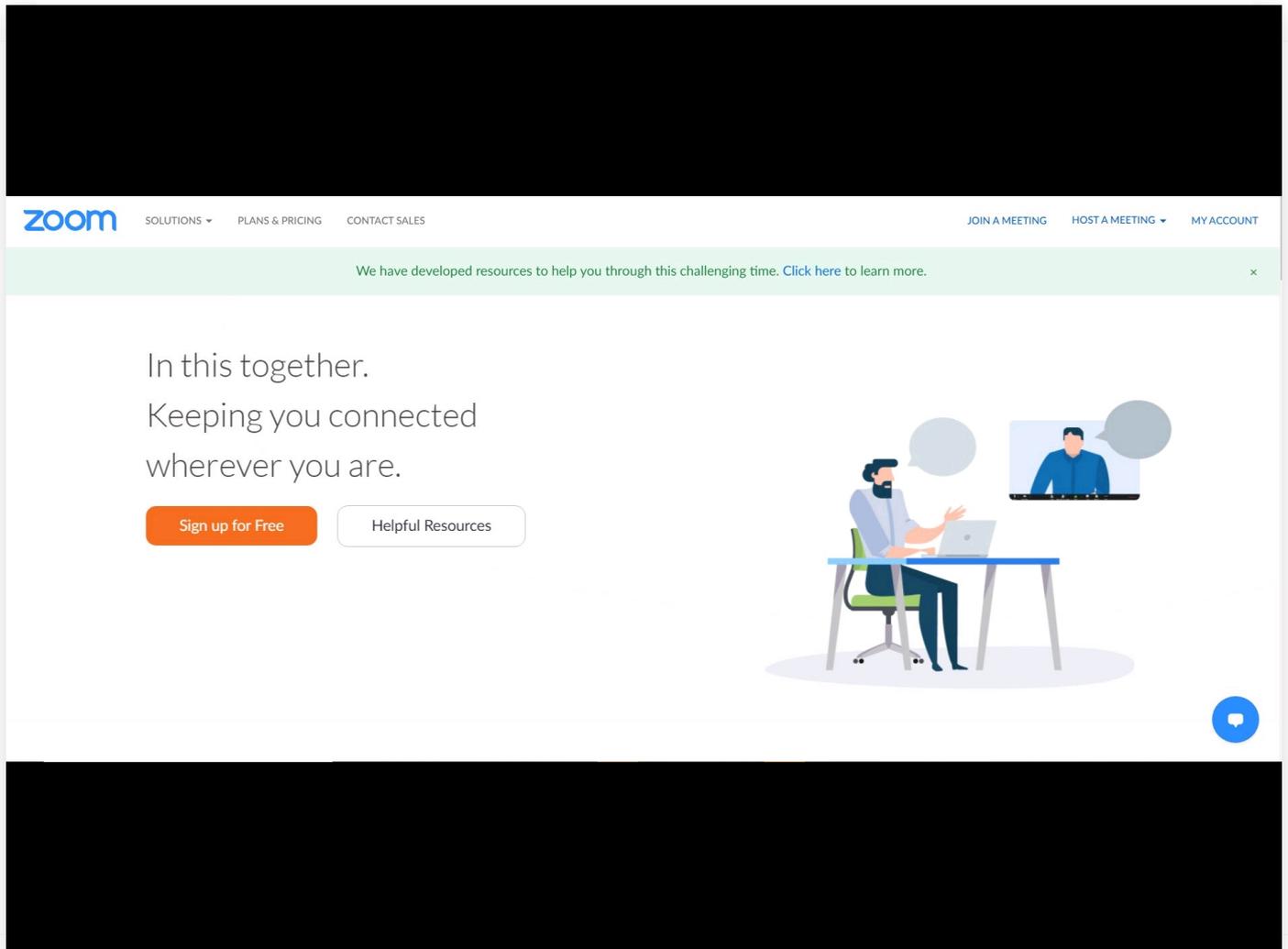


# Zoom Name Change



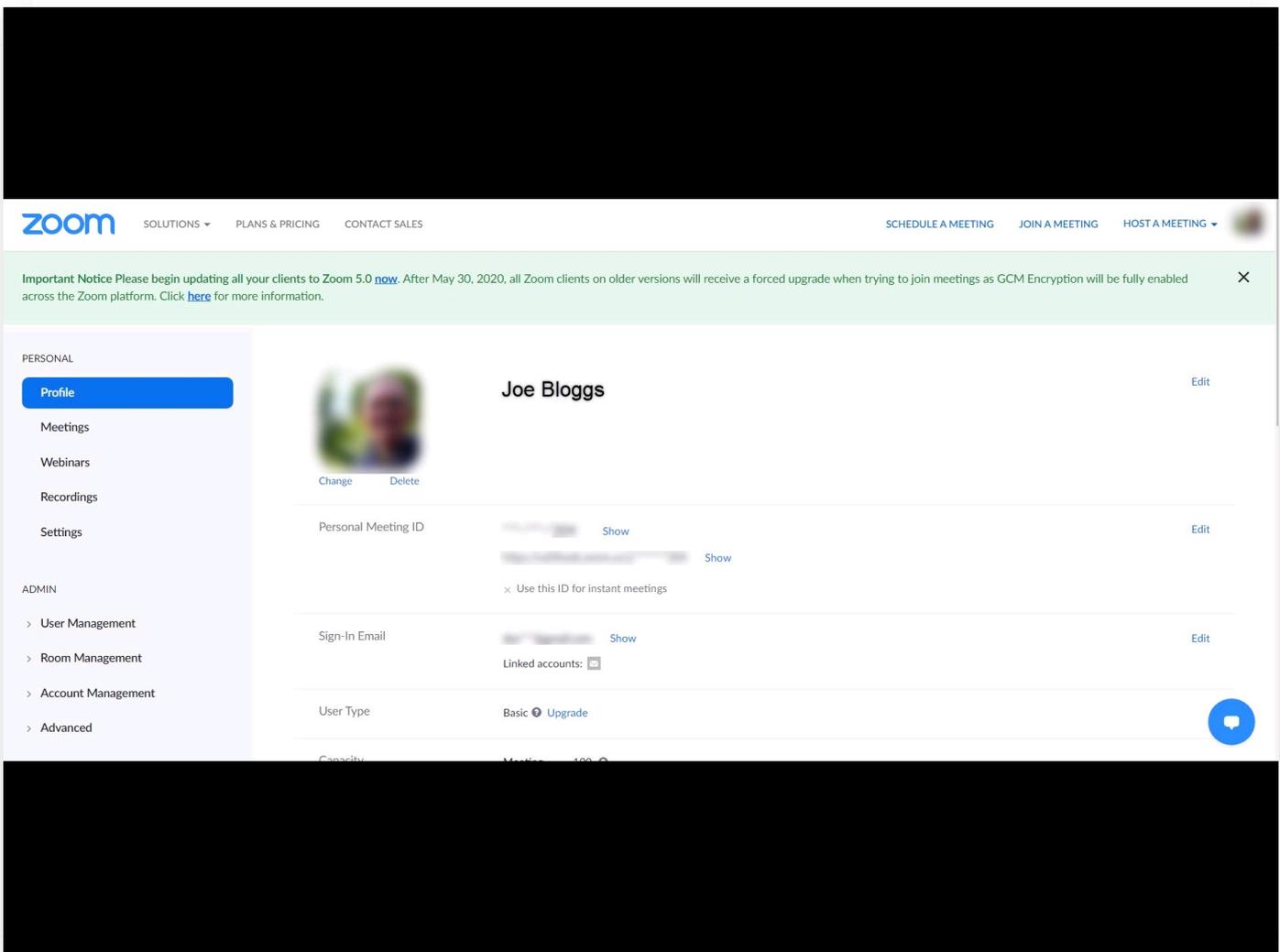
First, log into your Zoom account.

GET A MEETING ▼

MY ACCOUNT



Click on 'My Account'.



Here, you'll see this screen.



# Joe Bloggs

ete

You'll see your name... or whatever title Zoom might have given you.



Over to the right, click 'Edit'.

Important Notice Please begin updating all your clients to Zoom 5.0 [now](#). After May 30, 2020, all Zoom clients on older versions will receive a forced upgrade when trying to join meetings as GCM Encryption will be fully enabled across the Zoom platform. Click [here](#) for more information. ✕

PERSONAL

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> Room Management

> Account Management

> Advanced



Change Delete

First Name

Joe

Last Name

Bloggs

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



**First Name**

Joe

**Last Name**

Bloggs

**Phone**

Select Country/Region



Phone Number

**Department**

e.g. Product

**Job Title**

e.g. Product Manager

Then click in the name boxes.

**First Name**

Joseph

**Last Name**

Bloggs

**Phone**

Select Country/Region



Phone Number

**Department**

e.g. Product

**Job Title**

e.g. Product Manager

And make the changes.

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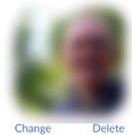
ADMIN

> User Management

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> Account Management

> Advanced



First Name

Joseph

Last Name

Bloggs

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



If you're happy with it, scroll down...

Company

Location

Save Changes

Cancel



Personal Meeting ID

[Redacted]

Show

[Redacted]

Show

× Use this ID for instant meetings

And click 'Save Changes'.