Zoom Name Change



First, log into your Zoom account.



Click on 'My Account'.

ZOOM SOLUTIONS - PLANS & PRIC	ING CONTACT SALES	Si	CHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻	
Important Notice Please begin updating all your client across the Zoom platform. Click <u>here</u> for more informa	s to Zoom 5.0 <u>now</u>. After May 30, 2 tion.	020, all Zoom clients on older versions will receive a forced upgrade when trying	g to join meetings as G	CM Encryption will	be fully enabled	×
PERSONAL Profile Meetings Webinars Recordings	Change Delete	Joe Bloggs			Edit	
Settings	Personal Meeting ID	Show Show × Use this ID for instant meetings			Edit	
Vser Management Room Management	Sign-In Email	Show Linked accounts:			Edit	
Account Management Advanced	User Type	Basic O Upgrade				

Here, you'll see this screen.

Joe Bloggs

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

ete



Over to the right, click 'Edit'.

Solutions - Plans & pricing contact sales Schedule a meeting join a meeting host	ſING ▼
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 Profile Meetings Webinars Recordings Settings Settings First Name Last Name Bloggs Phone Settings Phone Settings Phone Settings Phone Settings Phone Settings Settings<	
ADMIN Job Title e.g. Product Manager Job Title e.g. Product Manager Company Company/Organization Name	

0

Location

e.g. San Jose

> Account Management

Joe	Bloggs
Phone	
Select Country/Region	✓ Phone Number
Department	
e.g. Product	
Job Title	

Then click in the name boxes.

Joseph	Bloggs
	Dioggo
hone	
Select Country/Region	✓
Department	
Department e.g. Product	
Department e.g. Product	
Department e.g. Product ob Title	

And make the changes.

ZOOM SOLUTIONS - PL	ANS & PRICING CONTACT SALES			SCHEDULE A MEETING JOIN A MEET	ING HOST A MEETING -
Important Notice Please begin updating all y across the Zoom platform. Click <u>here</u> for mor	rour clients to Zoom 5.0 <u>now</u> . After May 30, re information.	2020, all Zoom clients on older	versions will receive a forced upgrade wh	nen trying to join meetings as GCM Encryption	n will be fully enabled
PERSONAL	6.00	First Name	Last Name		
Meetings		Joseph	Bloggs		
Webinars	S. 18	Phone			
webinars	Change Delete	Select Country/Region	Phone Number		
Recordings		Department			
Settings		e.g. Product			
		Job Title			
A Licer Management		e.g. Product Manager			
> Oser Management		Company	lene		
> Room Management		Company/Organization I	Nattie		
 Account Management 		Location			
> Advanced		e.g. 341303e			

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

	Company
	Location
	Sive Changes Cancel
Personal Meeting ID	Show
	\times Use this ID for instant meetings

And click 'Save Changes'.