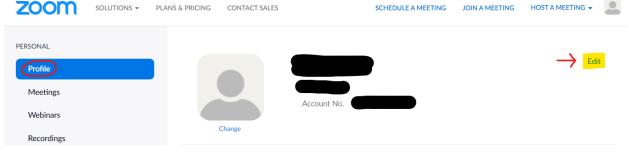# Instructions on how to change your name on your zoom account

- If you do **<u>not</u>** have a zoom account, once you click on the meeting link or join by entering the meeting ID, you will be presented with the opportunity to type in your display name. Please make sure that your display name follows the required specifications (First Name Last Name - District #)

- If you **<u>have</u>** a zoom account please follow the steps below to change your name

1. Go to the website https://www.zoom.us/
2. Click on Sign In (top right corner of the screen)

3. Sign in using your Zoom credentials (your email and password)

4. Click on Profile and then click on Edit (see image below)

5. Edit your display name to display your First Name Last Name - District Number (i.e John Smith-00) and click on SAVE

First Name

John

Last Name

Smith

Display Name

John Smith - 00

Enter a name (e.g. your first name, full name, or nickname) that you would like your Zoom contacts to see.

Department

e.g. Product

Manager

Enter manager's name or email

Job Title

e.g. Product Manager

Company

Company/Organization Name

Location

e.g. San Jose

Save   Cancel