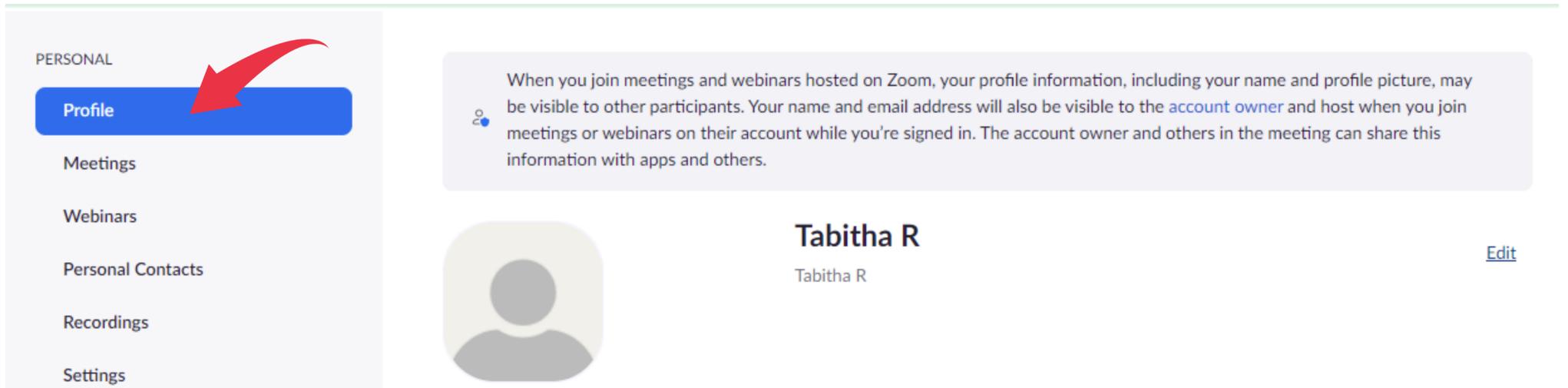


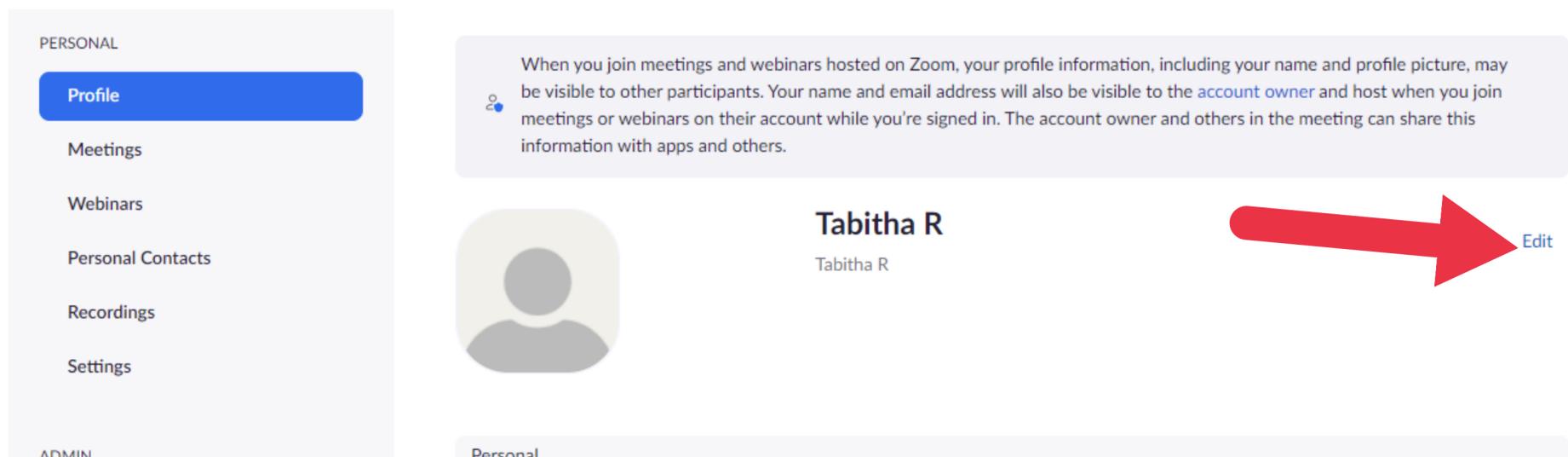
Changing Name on Desktop or Laptop

Step 1. Search for "**Zoom Sign in**" on Google and Sign into the Zoom website .

Step 2. Click "**Profile**" in the left sidebar.

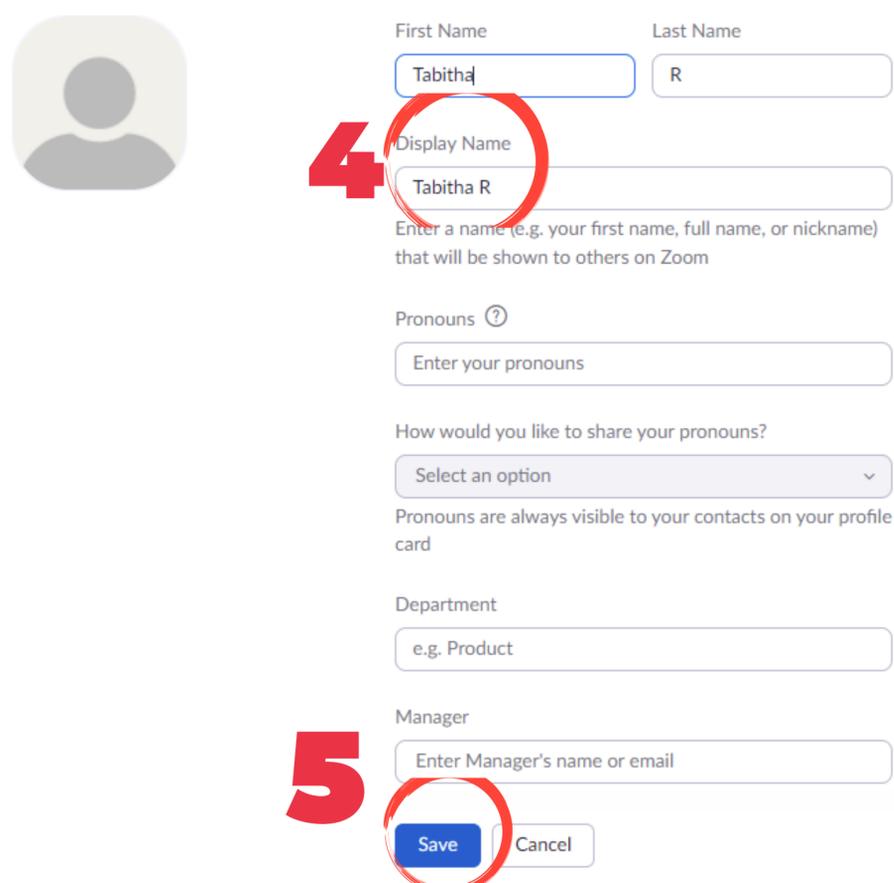


Step 3. Click "**Edit**", located to the right of your name.



Step 4. Click the "**Display Name**" box and type a new name.

Step 5. Scroll down and click "**Save**".

A screenshot of the Zoom profile editing form. The form includes fields for 'First Name' (Tabitha), 'Last Name' (R), and 'Display Name' (Tabitha R). A red number '4' is placed next to the 'Display Name' field. Below these are fields for 'Pronouns', 'How would you like to share your pronouns?', 'Department', and 'Manager'. At the bottom, there are 'Save' and 'Cancel' buttons. A red number '5' is placed next to the 'Save' button. A blue chat icon is visible in the bottom right corner.