

## Changing Your Display Name in Zoom

Please be sure your *Display Name* in Zoom shows your first and last name in **English**, so that we can recognize you and admit you into the meeting from the Waiting Room.

### Windows / Mac

1. Open the **Zoom app**
2. Click on **Settings** gear icon found at the top right (under the profile picture).
3. Click on **Profile**
4. Click **Edit Profile**
5. **Login** to your Zoom account in the web browser that opens.
6. Click on **Edit** at the top right section of the page where your account information is located.
7. Enter your **First Name** and **Last Name** and click on **Save Changes**.

### iPad

1. Open the **Zoom app**.
2. Tap on **Settings** icon found at the bottom left.
3. Tap on the **account name** at the top.
4. Tap on **Display Name**.
5. Enter your **First Name** and **Last Name** and click on **Save**.

### iPhone / Android

1. Open the **Zoom app**.
2. Tap on **Settings** icon found at the bottom right.
3. Tap on the **account name** at the top.
4. Tap on **Display Name**.
5. Enter your **First Name** and **Last Name** and click on **Save**.