

HOW TO CHANGE YOUR SCREEN NAME IN THE ZOOM FOR ANDROID PHONE APP

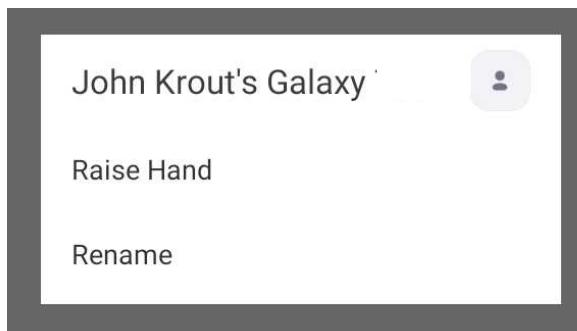
For info on changing your screen name for a **Zoom Webinar**, see page 2.

ZOOM MEETING INSTRUCTIONS

During a **Zoom Meeting**, tap any screen displaying participant video icons. That will cause Personal Controls icons to appear.

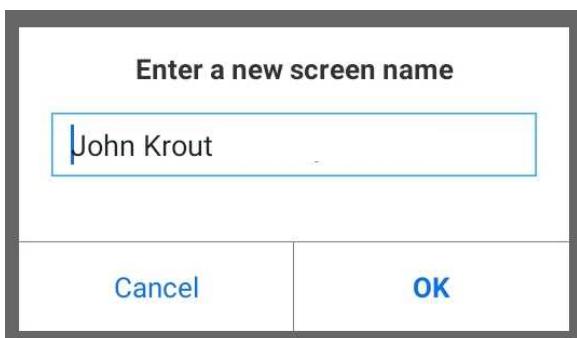
In the bottom of the screen, find the **Participants** icon, and tap that icon.

That tap causes the **Participants list** screen to appear. It may also display the following menu immediately:



That menu displays your current screen name at the top. To change your screen name, tap on the **Rename** choice.

A dialog box opens, enabling you type a new screen name.



For many reasons, including attendance records, it is appropriate to type your first and last name. When done, tap the OK button in the dialog box.

If the menu does **not** appear, then scroll through the **Participants** list to find your screen name. Tap your current screen name, and the same menu appears. Follow the instructions above.

When done, tap the Close button at the top of the Participant list screen.

ZOOM WEBINAR INSTRUCTIONS

As an **Attendee** during a **Zoom Webinar**, you have no way to see or change your screen name.

If you happen to know your screen name: when the meeting host asks you to change your screen name, you must Leave the Webinar, restart the Zoom app, and revise your screen name while logging into the Webinar again.

If you do not recall your screen name: then, as a practical matter, the only way to know for sure that you have joined with an unrecognized screen name is for the Zoom Webinar host to disconnect you from the meeting. You can restart the Zoom app, and revise your screen name while logging into the Webinar again.

HOW TO CHANGE YOUR SCREEN NAME WHILE REJOINING THE WEBINAR

STEP 1. On your Android device, find the **Zoom** app icon and tap it.

The main screen of the **Zoom** app appears. The screen includes buttons at the bottom: **Join a Meeting**, **Sign Up**, and **Sign In**. The **Sign In** button may not appear unless you have already created a personal Zoom account.

If you have obtained a Meeting ID, and the meeting is about to start or has started, then tap the **Join a Meeting** button.

STEP 2. The **Zoom** app displays its **Join a Meeting** screen.

Here you fill in two fields: the **Meeting ID** field at the top, and your current screen name in the second field.

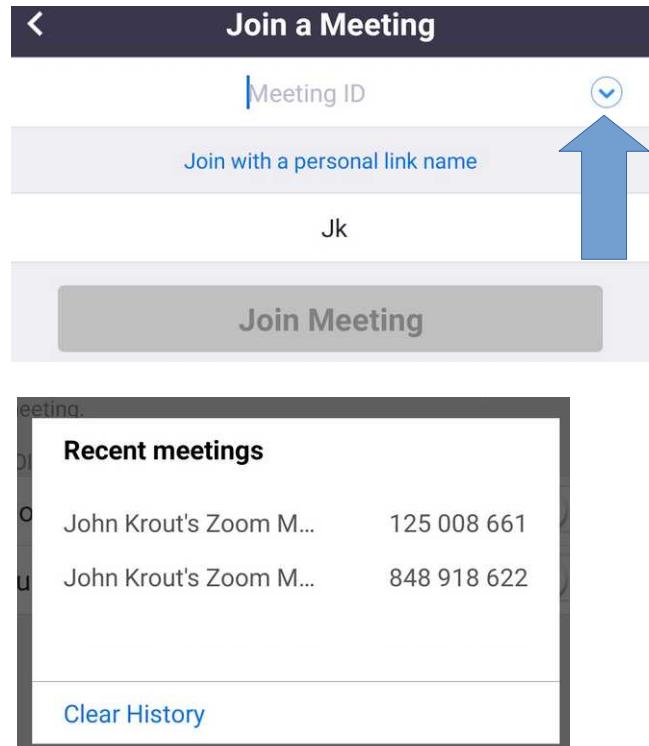
Since you are rejoining the same Webinar you just departed, tap the down-arrow icon to the right of the **Meeting ID** field. The blue arrow points to that down-arrow icon.

Tapping that icon causes a **Recent Meetings** list to appear. Your Webinar is the most recent and appears at the top of that list.

Tap the topmost choice. The **Recent Meetings** list closes and the **Webinar ID** is filled in on the top field.

Your Android device's name is filled in by default in the **Name** field.

For Android phones, the Name field often does *not* contain your full first and last name. If that is the case, then **change the name to include your full first and last name**.



Then tap the Join Meeting button.

Step 3. If OLLI has chosen to require a Meeting password for attendance, then Zoom will display a dialog box requesting the Meeting password. Type or copy/paste the password, and click on the OK button.

STEP 4. The **Zoom** app displays a **Video Preview** screen. Here you find buttons to enable or disable your device camera for the Zoom teleconference.

Since you are rejoining the **Webinar** as an Attendee, your video image will not be transmitted to the Webinar. It is blocked by the Zoom server system.

You can disable this screen for the future by tapping the **on/off** button at this point.

Tap the **Join With Video** button.

STEP 5. The **Zoom** app displays the **Webinar** in progress.