SEE AND CHANGE YOUR ZOOM SCREEN NAME FOR WINDOWS
Why a change is useful, and how to accomplish that change

By John Krout

Introduction

Zoom has a feature to enable you to identify others in a Zoom meeting, even those whose webcams are turned off. Zoom displays a name for each user in the small video thumbnail for that user.

Alas, sometimes the displayed name is less than useful. It might say "John's iPhone", for instance.

Zoom on iPhone uses the name of the **phone** as the default screen name. Zoom on Windows uses the Windows account name as the default Zoom screen name, so my default screen name was **jkrou** on my laptop, which I used to capture screen images for this article.

There is another reason why the screen name might be incorrect: **some users share a computer or phone**. One, perhaps the more frequent Zoom user of the shared device, sets the screen name, and others use Zoom without knowing that the screen name identifies their spouse or child.

During PATACS meetings, if your full first and last name is not visible, then we ask you to change your screen name to your full first and last name. This is done so we can call on you when you want to ask a question, and so that we can identify you as a PATACS or OPCUG member and award a door prize if your name is drawn at the end of the meeting.

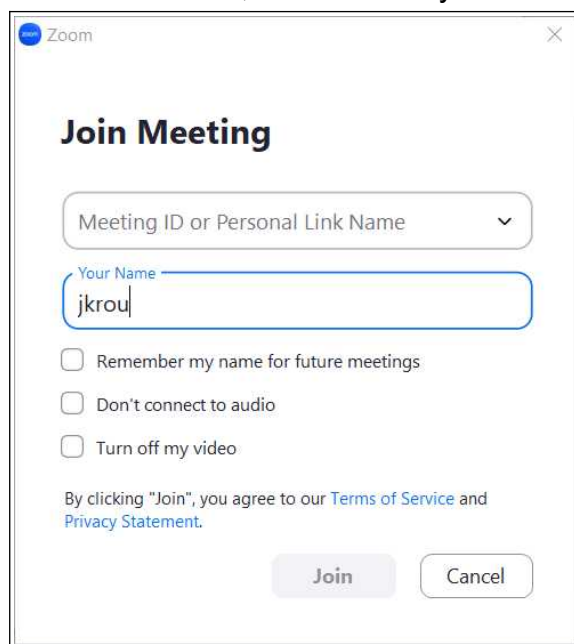So, this article aims to let you accomplish two things:

See your own screen name, so you know exactly what everyone else sees.

Change your own screen name when you find it necessary.

How To See And Change Your Zoom Screen Name Before Joining A Zoom Meeting

Illustration 1

You can see your screen name **before** joining a Zoom meeting.

When you start Zoom and click its **Join a Meeting button**, the Zoom application displays a **Join Meeting dialog box**, seen in **illustration 1**.
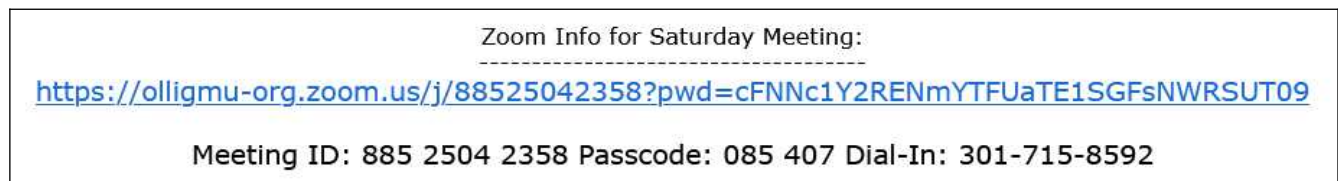
That dialog box contains two fields. The first is for entry of the Meeting ID. The second field, labeled **Your Name**, contains the default screen name. In the illustration, the default screen name is **jkrou**. This name showed up on my laptop because I installed Zoom while using that account name.

The Join Meeting dialog box also has button below the Your Name field. The first button, labeled **Remember my name for future meetings**, must be **un-checked** in order to change your screen name here.

The Join Meeting dialog box is also your first opportunity to **change** your screen name. By typing in that **Your Name field**, you can change the screen name to identify you correctly for the duration of the meeting you are about to join, but will not change the default screen name so long as the **Remember my name for future meetings** button is un-checked. The default may identify someone who also uses the same device, so changing the default permanently may not be a good idea.

I changed my screen name to **laptop** using this method.

In some cases, such as the PATACS meeting reminder email, you are given a Zoom URL as well as the Meeting ID and passcode. In that email, the Zoom Meeting ID and passcode appear immediately below the URL. You can see an example in **illustration 2**.

Zoom Info for Saturday Meeting:
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https://olligmu-org.zoom.us/j/88525042358?pwd=cFNNc1Y2RENmYTFUaTE1SGFsNWRSUT09

Meeting ID: 885 2504 2358 Passcode: 085 407 Dial-In: 301-715-8592

Illustration 2

Note: the Zoom meeting info show in illustration 2 is NOT the current info for PATACS Zoom meetings. It is shown as an example of how Zoom meeting info is provided in the email.

I suggest you start Zoom and use its **Join a Meeting** button to join the meeting rather than using the URL, because the **Join a Meeting** button gives you a first chance to view and change your screen name, as explained above. You can copy the Meeting ID from the email into the Join Meeting dialog box Meeting ID field. When Zoom displays the passcode dialog box, you can copy and paste the passcode from the email to that box.

How to See and Change your Zoom Screen Name During a Zoom Meeting

During a Zoom meeting, you can see your screen name during a meeting using three easy steps. To illustrate these steps, I joined a Zoom meeting using the screen name **laptop**.

1. Move your mouse point over the bottom of the Zoom meeting window. Various Zoom buttons appear at the bottom, as shown in **illustration 3**. Note you can also make those buttons appear and disappear by tapping the ALT key in Zoom for Windows.

Illustration 3

2. Click the Participants button, which is circled in the illustration. A meeting window pane opens on the right. The pane name is Participants. You can see an example of the top of the pane in **illustration 4**.

3. Your own screen name always appears at the top of Participants, and is followed by the word (Me). You can see an example the illustration. My screen name, **laptop**, appears at the top of the Participants pane.
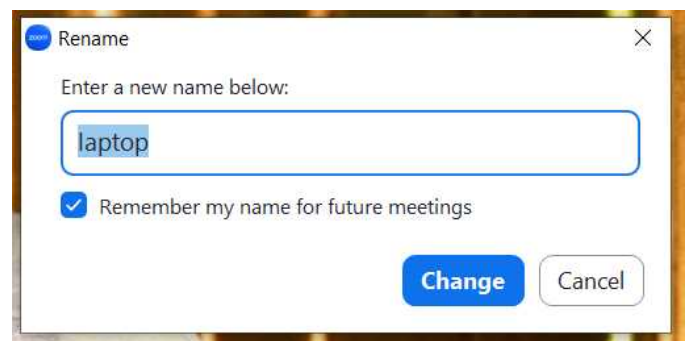

Illustration 4

4. While that Participants pane is visible, you can change your screen name. Move the mouse to your name at the top of the Participants pane. Two buttons appear by your name: an **Unmute button**, and an **ellipsis (…)**. You can see an example in **illustration 5**.

Click the ellipsis button, and a short menu appears. In the menu, select **Rename**.

A **Rename dialog box** appears, as shown in **illustration 6**. Note that the box has an option, checked by default, to make the new screen name the default for Zoom on this Windows computer. If you share the use of the computer and its Zoom application, then you may want to un-check that box.

Illustration 5

I un-checked that box, typed **JK2**, and then clicked the **Change button** in the box.

During a PATACS Zoom meeting, I would change my screen name to John Krout.

After that, the dialog box closes.

Illustration 6

At the top of the Participants pane, you can confirm that your screen name has changed.

You can close the Participants pane by clicking the Participants button at the bottom of the Zoom meeting window again.