

## CHANGE YOUR ZOOM SCREEN NAME

For PATACS Zoom Meetings and Zoom Webinars

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Zoom is the gold standard for PATACS virtual meetings during the COVID-19 social distancing time frame. Since that time frame may run for many months, now is the time to understand Zoom. This will help you enjoy the PATACS virtual meetings including not only the educational and support activities but also the social interaction.

Your screen name identifies you on each Zoom teleconference.

## WHY CHANGE YOUR SCREEN NAME?

Participation in PATACS Zoom teleconferences has rapidly expanded.

If a PATACS meeting topic is especially popular, then the number of participants in the PATACS **Zoom Webinar** may exceed the ceiling imposed by the PATACS Zoom account. To confirm that each participant is in fact a club member or an invited guest, PATACS requests that you use your full name to identify you on the screen when you join the Zoom teleconference. If the participant count "hits the ceiling", then PATACS teleconference managers may be forced to remove participants whose names are unknown.

Your name may be unknown if, for instance, you borrow a computer in which the Zoom app has been configured with someone else's name, or you configured the app with your business name or first name only, or you connect from a phone app. In that latter case, the default for your screen name could be your phone number rather than your name.

## TWO TYPES OF ZOOM GET-TOGETHERS

Now for some definitions.

A **Zoom Meeting** is simply a way for all participants to interact as equals. For years PATACS has used this methods to enable members to view meetings remotely. During a PATACS **Zoom Meeting**, those remote members can be seen in the **Zoom Meeting** window, if they have a webcam or other camera connected to their computer and their Zoom app. Also the remote members sometimes ask questions if they have a microphone connected to their computer and their Zoom app. Occasionally PATACS speakers have made presentations from other parts of the US, by joining the PATACS **Zoom Meeting** that day.

Each participant with a webcam appears as a small video icon in the **Zoom Meeting** window. Your name appears superimposed on your video icon.

A **Zoom Webinar** is a more structured environment with two groups of participants: Panelists and Attendees. As you can guess, Panelists include meeting facilitators and featured speakers. During a **Zoom Webinar**, only Panelists are displayed on the Zoom app screen.

In a **Zoom Webinar**, Attendee videos cannot be seen, but Attendees can interact in several ways with the Panelists.

All of these Attendee interaction methods are accessible in the Windows version of the Zoom app by moving the mouse to the bottom of the **Zoom Webinar** window. Those mouse actions make a Zoom task bar visible, including a number of buttons.

One button is a **Chat feature**. When you click on the Chat link, sidebar window opens and provides you the opportunity to send text to Panelists, or to Panelists and Attendees. The text entry field is at the bottom of the sidebar. When you type in Chat, your comments and your screen name appear in the Chat window for others to see.

Secondly, there is a **Q&A feature**. When you click on the Q&A link, a sidebar window opens and provides you the opportunity to type a question for the Panelists to answer. In Q&A, when you type a question, your question and your screen name appear in the Q&A window for others to see.

Third, there is a **Raise Hand feature**. This allows you to request the floor, so to speak. Once you click that button, the button changes to Lower Hand, and you can click that when your question has been answered.

Keep in mind that you may not be first in the queue of raised hands. Please wait patiently.

**Chat, Q&A** and **Raise Hand** are three more reasons why your screen name must be accurate: otherwise, when you click on Raise Hand, the panelists cannot call on you by name.

The **Zoom Webinar** organizer can activate or deactivate each of the **Chat, Q&A** and **Raise Hand** buttons, depending on the character and dynamics of the Webinar. Don't be shocked if not all of the buttons appear.

## UNMUTE SO YOU CAN SPEAK

The problem created by loudspeakers close to a live microphone is called **audio feedback**. You've probably heard it before, and you probably do not want to cause it. It makes conversation difficult or impossible, and it can literally harm hearing.

Before you speak, please be courteous and use headphones or earbuds connected to your computer, not loudspeakers, so that feedback is avoided. If you do not have headphones or earbuds, then turn down the volume of your speakers.

Your Zoom app starts up Muted, meaning your microphone is disabled by the Zoom software on your computer. You can enable (unmute) your microphone temporarily by holding down the space bar on your computer keyboard. Let the space bar go, and you are muted again.

Obviously this unmute technique works on Windows and Macintosh computers. Apps for portable devices have different methods.

If you are an Attendee in a **Zoom Webinar**, you are initially muted in **two places**: your own computer's Zoom app, and the Zoom server system. The Panelists can unmute your audio feed through the Zoom server system. The panelists will tell you by name when they have done that; and that is yet another reason to correct your screen name.

However, the mute on the server side, which can be turned off by the Panelists, is a separate issue from your computer's Zoom app, which by default mutes your microphone. *You still have to do your own unmute*, described above, in order to be heard by others during a **Zoom Webinar**.

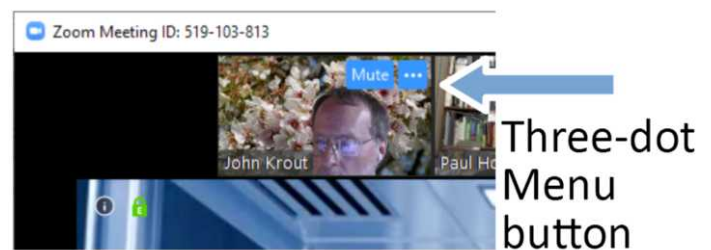
## THE ZOOM MEETING METHOD TO CHANGE YOUR SCREEN NAME

While participating in a **Zoom Meeting**, you can see and change your screen name from inside the **Zoom Meeting** window.

Find your video icon in the **Zoom Meeting** window, and roll your mouse over your video icon. Two blue buttons appear in the upper right corner, as shown in **Illustration 1**. The left button is labeled Mute or Unmute, depending on your local audio status. In the illustration, which shows the video icon of your author, the mic was live (unmuted) so the button read **Mute**.

This button is yet another way to unmute and mute yourself.

To the right of the Mute/Unmute button is a **three-dot button**, which is nowadays a common way to depict a Menu button. It is in fact the button you click to change your screen name.

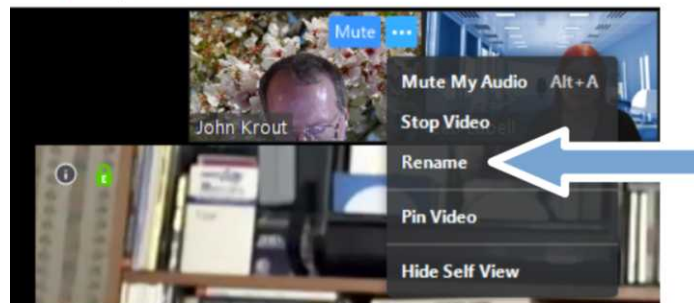


**Illustration 1**

Click on that three-dot button, and the menu appears, as shown in **Illustration 2**. The menu includes the word **Rename**, which is pointed out for emphasis in the illustration.

Select **Rename** in the menu. A dialog window appears, with a field for entering an alternative name. Please enter your full name, first and last. Then the superimposed screen name in your video icon will change.

Zoom Meeting ID: 519-103-813



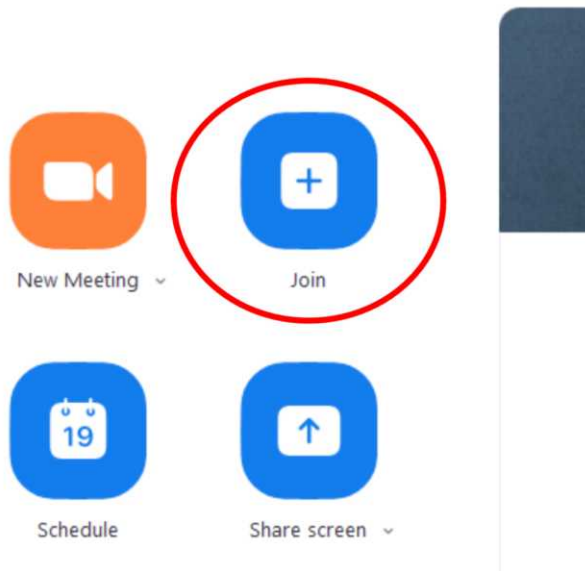
**Illustration 2**

### THE ZOOM WEBINAR METHOD TO CHANGE YOUR SCREEN NAME

For Attendees, **Zoom Webinars** do not provide a method to change your name in the **Zoom Webinar** window. Instead, you have to leave the Webinar briefly, and change your name in the Zoom app dialog box while re-entering the Webinar.

**Illustration 3** depicts the Zoom app on Windows. You can access this app after you leave the Webinar.

The Join button is circled in the illustration. Click the **Join** button to re-enter the **Zoom Webinar**.

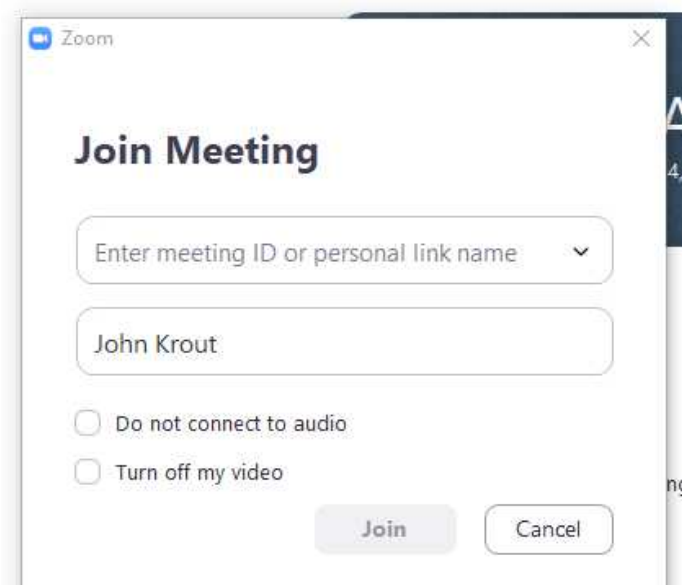


**Illustration 3**

After you click the Join button, the Join Meeting dialog box appears in **Illustration 4**.

The dialog box includes two fields: Meeting ID, and below that Your Name, which is your screen name. The Meeting ID of the **Zoom Webinar** you just left is not immediately visible.

Change your screen name in the field below the Meeting ID. This is also the fastest way to find out your current screen name during a **Zoom Webinar**.

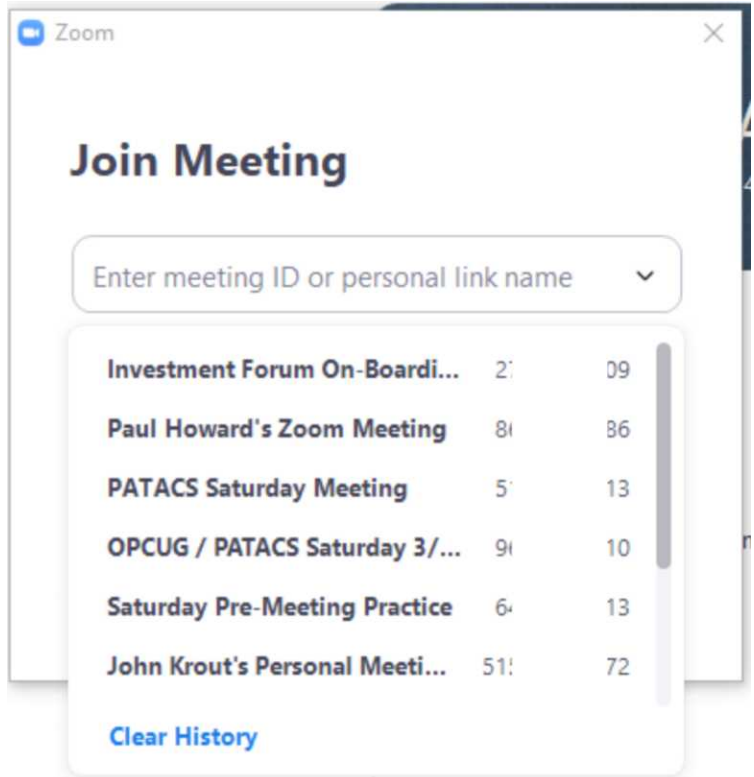


**Illustration 4**

To re-join the **Zoom Webinar** in progress, tap the down-arrow to the right of the Meeting ID field. A drop-down menu of recent meeting titles and corresponding Meeting IDs appears, with the most recent Meeting ID and title at the top. An example of that drop-down menu appears in **Illustration 5**.

Select the top row of the menu, and you can rejoin the Webinar in progress quickly. In the illustration, I removed the Meeting IDs to the right of each meeting title.

After selecting that Meeting ID, tap the Join button at the bottom of the Join Meeting dialog box. Done!



**Illustration 5**