

Change your Zoom screen name

OLLI asks that you use your first and last name as your Zoom screen name. If you did not log in with your first and last name you can change it in one of two ways.

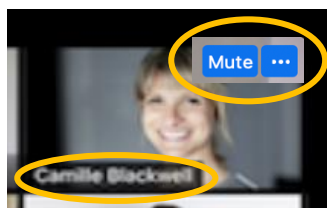
1. Change your Zoom screen name from your thumbnail image in the grid view
2. Change your Zoom screen name from the participants list

Changing your Zoom screen name from your thumbnail image in the grid view

While you are in a meeting, find your image in the grid view. Let's assume the circled picture is you. (Image copied from the Zoom.us support page)

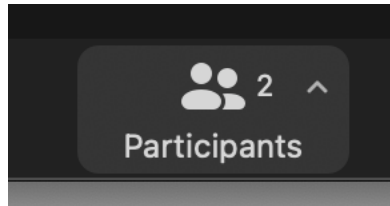


Move your mouse cursor over your picture. The word "Mute" and 3 dots ("...") will appear in the upper left of your picture. Click the 3 dots. Select "Rename" from the popup menu. Type in your name and click "Rename". Your name will now appear in the lower left corner of your picture.



Changing your Zoom screen name from the participants list

While you are in a meeting, move your mouse cursor to the bottom of the Zoom window. Click on the “Participants” icon. Click on the two stylized people. Do not click on the carat (^) to the right of the number.



A window will pop up with your name and all of the participants in the class. Scroll down to your name if it is not at the top of the list. Your “name” will be the one that has “(me)” after it.

Move your mouse cursor over the microphone and camera symbols to the right of your name. Two buttons will appear “Mute” and “More”. Click on the “More” button. Select “Rename” from the popup menu. Type in your full name and click “Rename”. Your full name will now appear in the lower left corner of your picture and in the participants list.

