**Windows Computer – Change your Zoom screen name**

When you're in a Zoom meeting: Select 'Gallery View' via the "View' control in the top right hand corner of the screen.

Place your mouse cursor over your image on the screen.  In the top right hand corner of your image window, a blue box with three white dots should appear. Click on the three dots.  A window should appear, with the bottom choice 'Rename.'  In the popup 'Rename' window, in the box below the instruction "Enter a new screen name" enter your first and last name, then click 'OK.'

Before a Zoom session starts:  If you use the Zoom app to 'Join' the Zoom meeting by entering the meeting number and passcode, (rather than by entering the meeting via a web link) you can enter your name in the first popup window.

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