

Guide to Changing Your Zoom Name — METHOD 2

Inside a Zoom account, change your name in the Profile.

OVERVIEW

Step 1: If you do not already have an account, go to “zoom.us” and create a free account. The usernames given to students for Google Classroom are not set up as email addresses, therefore they cannot be used to create Zoom accounts.

STEP 2: Once you are in your account, click on “Profile” in the top left corner of the screen.

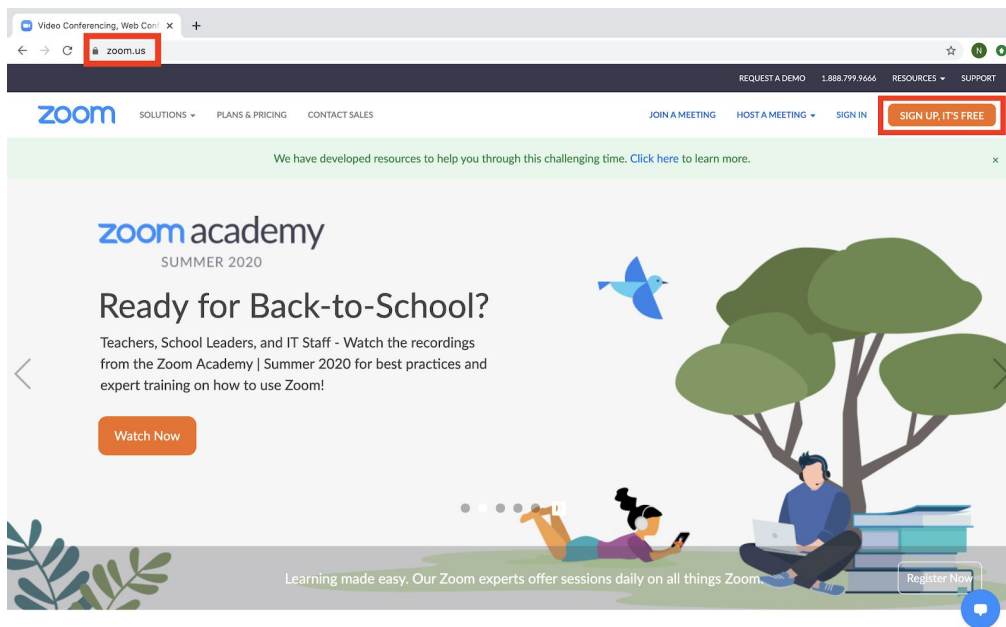
STEP 3: Click on “Edit” in the top left hand corner.

STEP 4: For Upper School students, for the First Name, type in "Mr." or "Miss", and for the Last Name, type in the student's Last Name. Then click “Save Changes.” As long as you are signed into your Zoom account, every time you click on a Zoom Link, this name should show up.

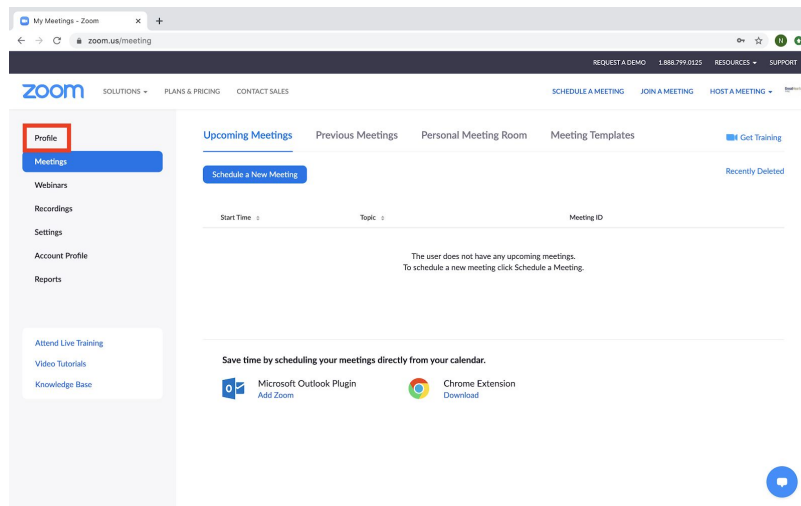
STEP 5: Find the Zoom information provided by your teacher under “Classwork” in Google Classroom.

STEP-BY-STEP WITH PICTURES

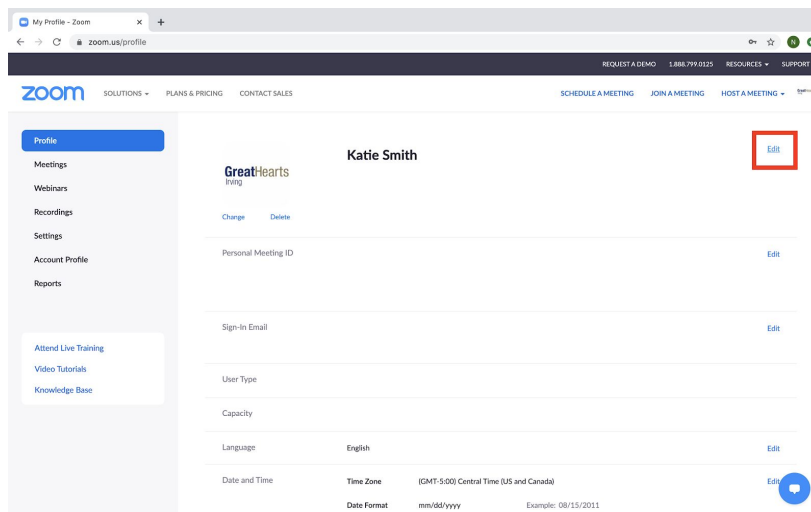
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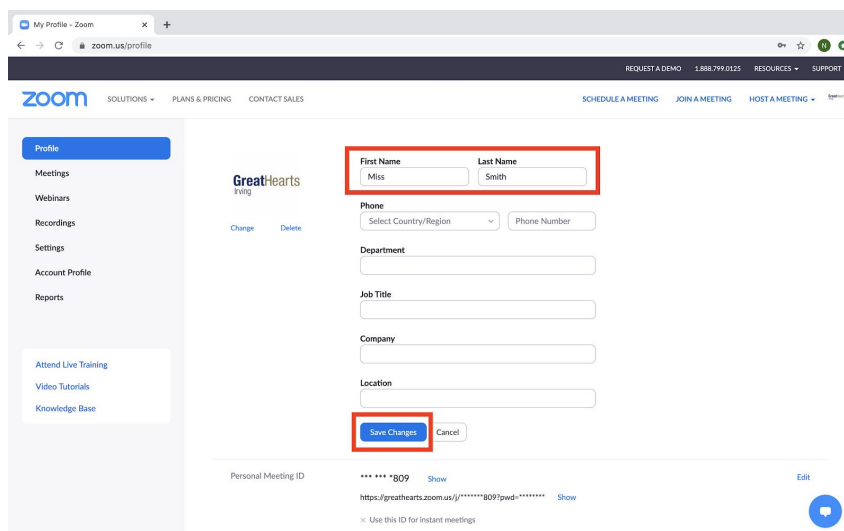
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STEP 5: Find the Zoom information provided by your teacher under “Classwork” in Google Classroom, click on the link, and (if the meeting has been opened by the teacher) you will be brought directly to the meeting Waiting Room.

