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

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.



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

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Recordings	Change Delete			
Settings Account Profile	Personal Meeting ID			Edit
Reports				
Attend Live Training	Sign-In Email			Edit
Video Tutorials Knowledge Base	User Type			
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	Language	English		Edit
	Date and Time	Time Zone (GMT-5:00) Central Time (US an Date Format mm/dd/yyyy	d Canada) Example: 08/15/2011	Edit

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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.

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	Week Schedule	Posted Aug 19	
	Friday 8/21 Attendance Question: What are	Due Aug 21, 11:59 PM	
	Friday 8/21 To-Do	Posted Aug 21	
	Friday 8/21 Assignment	Due Aug 24, 8:00 AM	
	Thursday 8/20 Attendance Question: Which	Posted Aug 20	
	Thursday 8/20 To-Do	Posted Aug 20	
_	Thursday 8/20 ZOOM LINK (8:10am)	Posted Aug 20	:
	Thursday 8/20 Assignment	Due Aug 21, 8:00 AM	
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