

How to Change Your Zoom Screen Name (as it appears on the screen)

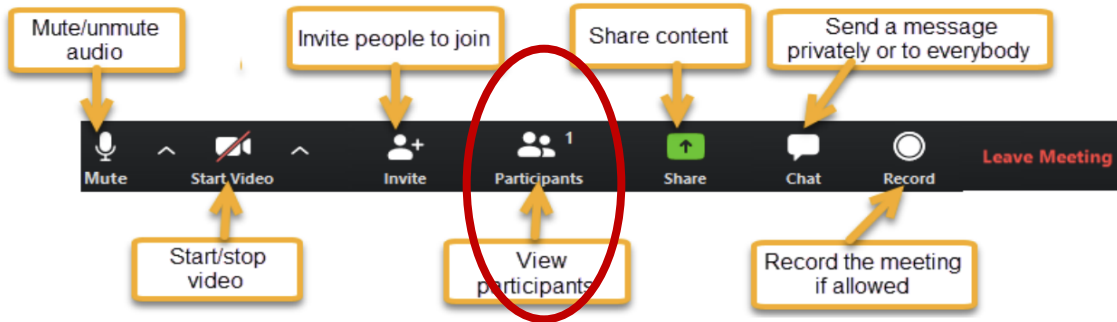
STEP 1: Join the Zoom meeting on Saturday, October 17, 2020 between 8:00 – 8:15 a.m.

<https://us02web.zoom.us/j/76473478985?pwd=MTgyRUREeU1vZ1hjTHpwN1I4Vm51dz09>

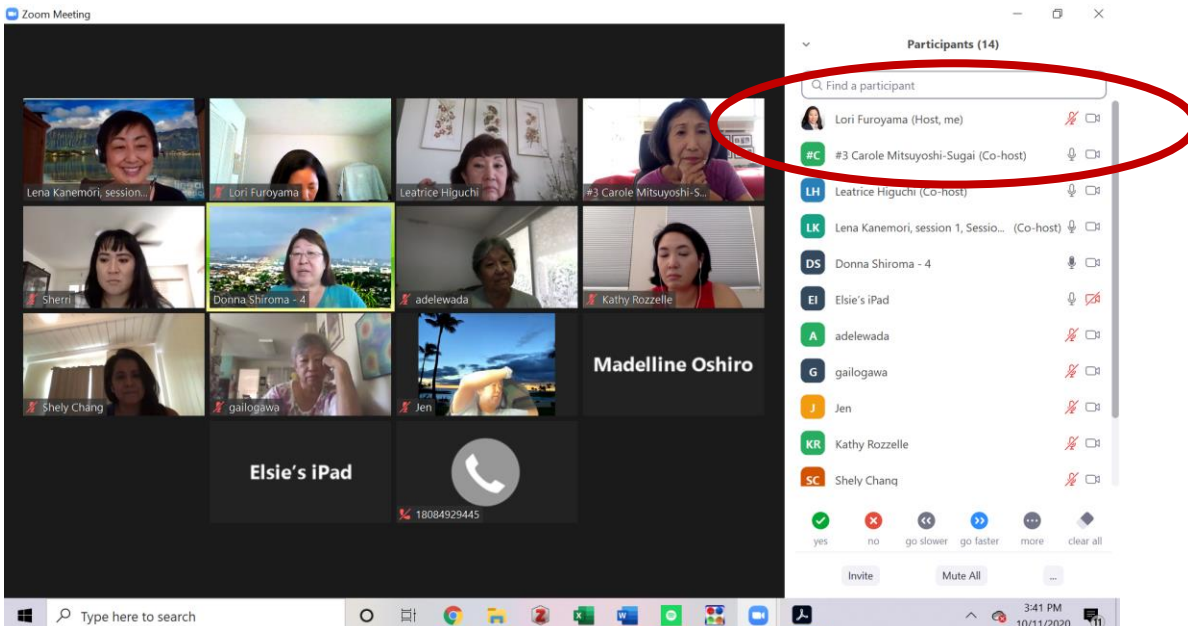
Meeting ID: 764 7347 8985

Passcode: DKG

STEP 2: Look for the Participants icon on your screen.

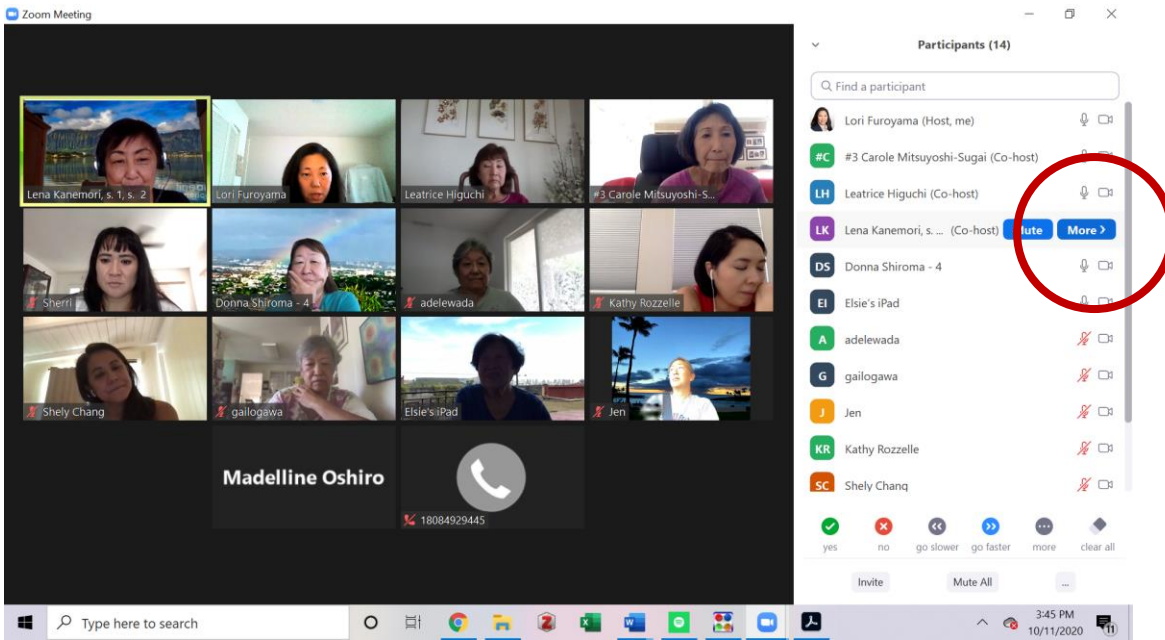


STEP 3: Once you see the list of names, look for your name

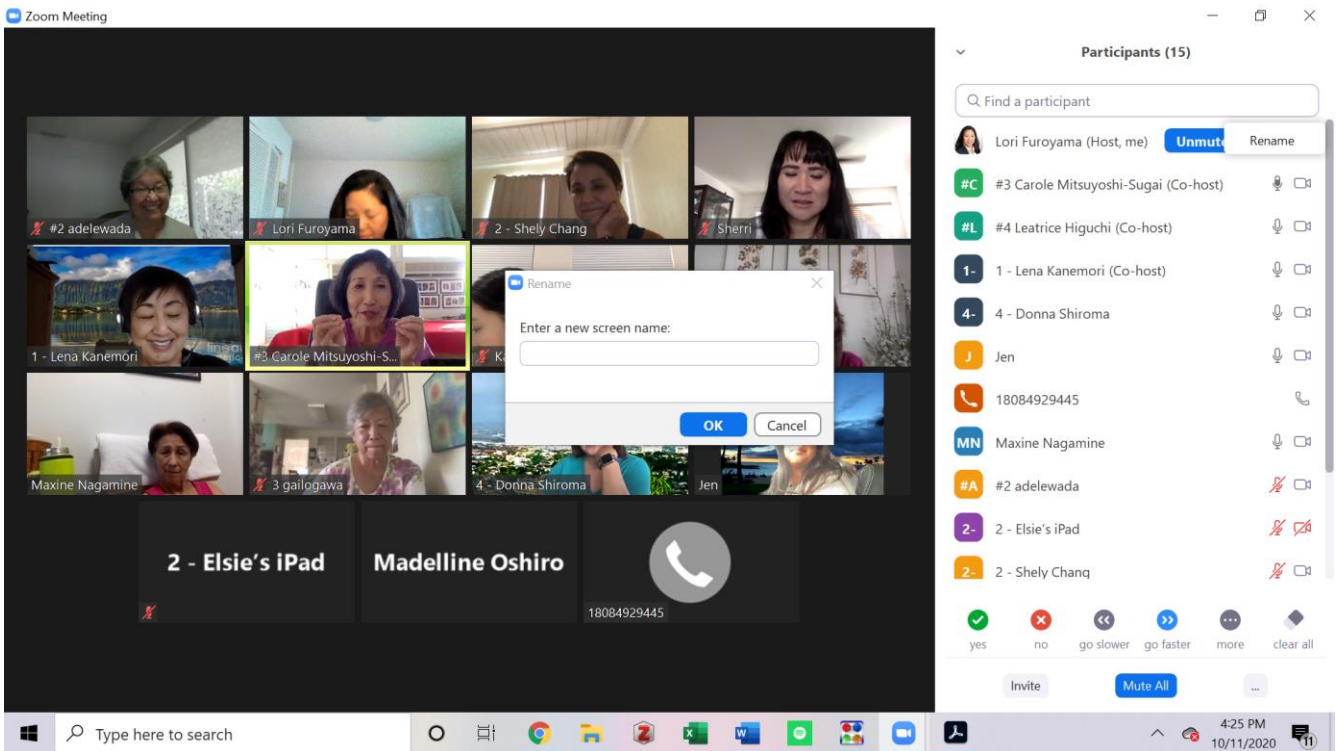


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STEP 4: Hover over your name. The blue “More” button will appear.



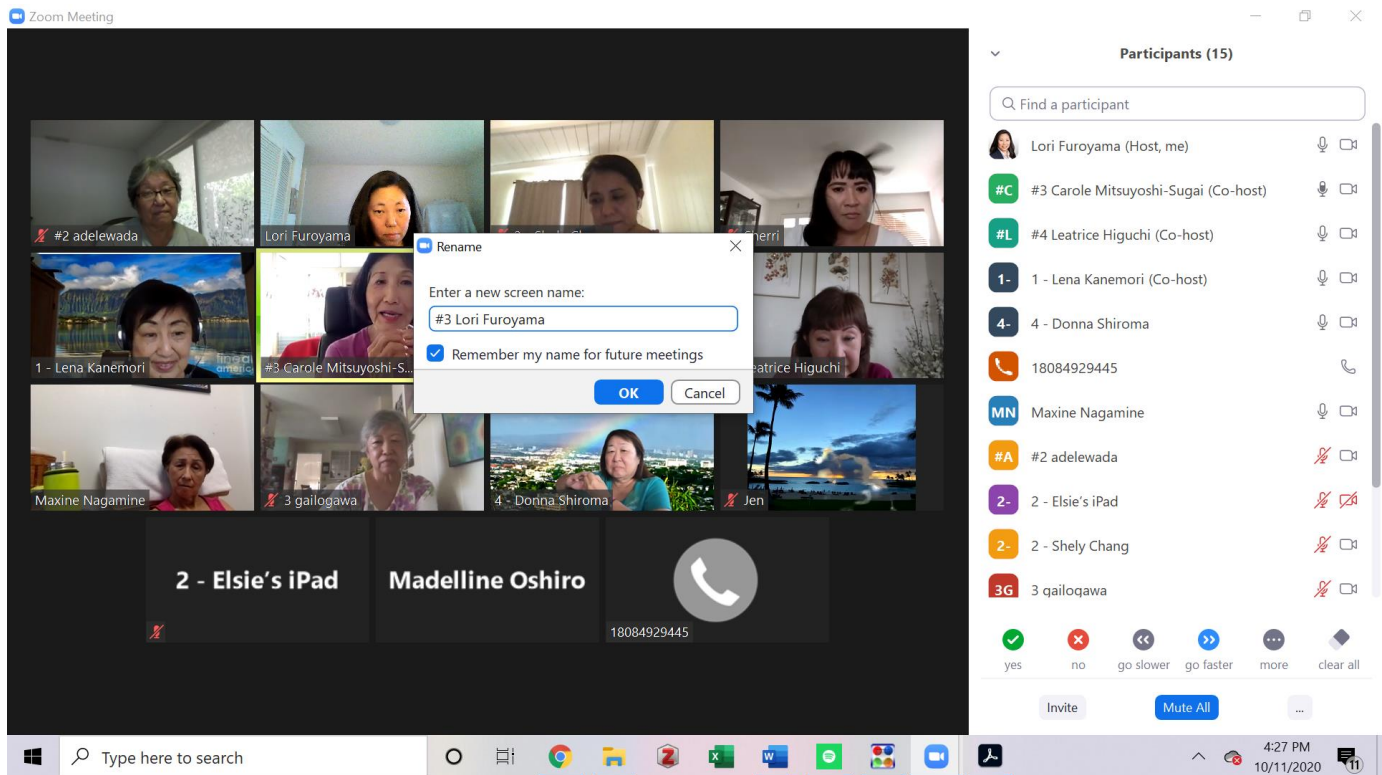
STEP 5: Select the blue “More” button. Scroll down the available selections to find the “rename” option. Once you select that a window should pop up to rename yourself.



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STEP 6:

Type in your breakout session # and your name. For example, “#3 Lori Furoyama”.



The screenshot shows a Zoom meeting in progress. A 'Rename' dialog box is open in the center, prompting the user to 'Enter a new screen name:' with the text '#3 Lori Furoyama' entered. Below the input field, there is a checked checkbox for 'Remember my name for future meetings' and 'OK' and 'Cancel' buttons. The background shows a grid of video thumbnails for various participants. On the right side, the 'Participants (15)' list is visible, showing names like 'Lori Furoyama (Host, me)', '#3 Carole Mitsuyoshi-Sugai (Co-host)', and others. At the bottom, the Windows taskbar is visible with the search bar and several application icons.

At 11:45 a.m., we will begin our breakout sessions. To be placed in corresponding breakout room, please select “Join Breakout Room” when the message appears on your screen.

