

Borrowed from Insider, <https://www.businessinsider.com/how-to-change-name-on-zoom>, Devon Delfino, 8/12/2022

How to change your name on Zoom before or during a meeting

***You can change your name on Zoom even if you've already started a meeting.**

***If your meeting hasn't started yet, you can change your name in the profile section of your account using the Zoom website or the desktop or mobile app.**

***If the Zoom meeting has already started, you can change your name via the "Participants" section, or in your personal "square". Hover over the top right corner of your "square" and click Rename.**

How to change your name on Zoom before a meeting

There are a few places you can change your name on Zoom: the website, the desktop app, or the mobile app.

On the Zoom website

1. Sign in to the Zoom web portal.
2. Click Profile in the left sidebar.
3. Click Edit, located to the right of your name.

Zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- User Management
- Device Management
- Room Management

When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the [account owner](#) and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.

Devon Delfino
Devon Delfino

Personal

Phone Not set [Add Phone Number](#)

Language English [Edit](#)

Click the "Edit" option to the right of your name on the Profile page.

4. Enter your full name and Display Name. The latter is what you'll display for other users in a meeting.

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Devon Delfino
Devon Delfino

First Name: Devon Last Name: Delfino

Display Name: **Devon Delfino**

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom

Pronouns: she/her Share in a meeting or webinar?: Ask me every time

Pronouns are always visible to your contacts on your profile card

Your Display Name is what will show up beside you on a call.

5. Scroll down and click Save.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

she/her Ask me every time

Pronouns are always visible to your contacts on your profile card

Department
e.g. Product

Manager
Enter manager's name or email

Job Title
e.g. Product Manager

Company
Company/Organization Name

Location
e.g. San Jose

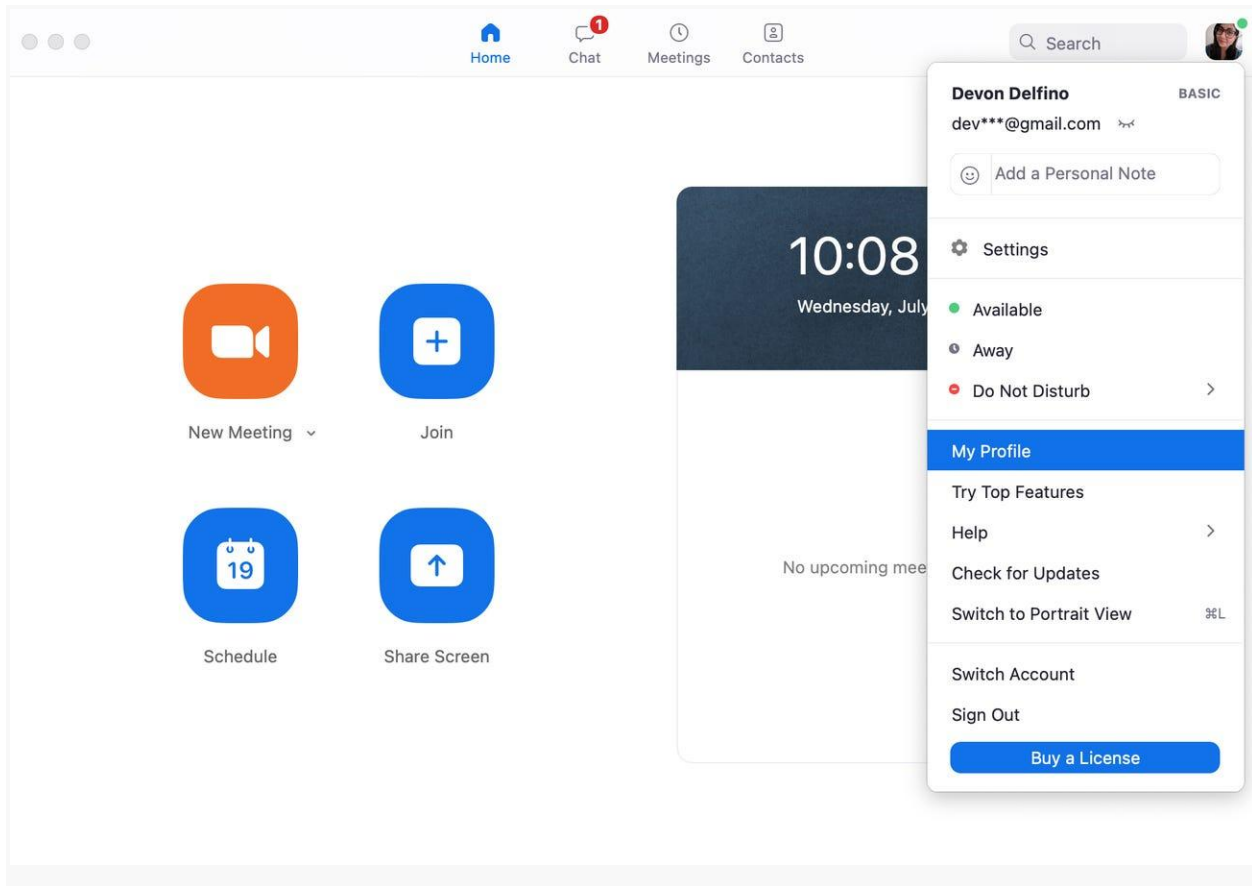
Save Cancel

Click "Save" at the bottom of the page.

From the same page, you can also update things like your pronouns, job title, location, and company.

On the desktop app

1. Open the app and log into your account, if needed.
2. Click your profile icon, located in the top-right corner of the window.
3. Select My Profile from the dropdown menu — this will prompt a pop-up window to open.



Select "My Profile" from the dropdown.

4. Click Edit, located to the right of your name.

5. Enter your desired name.

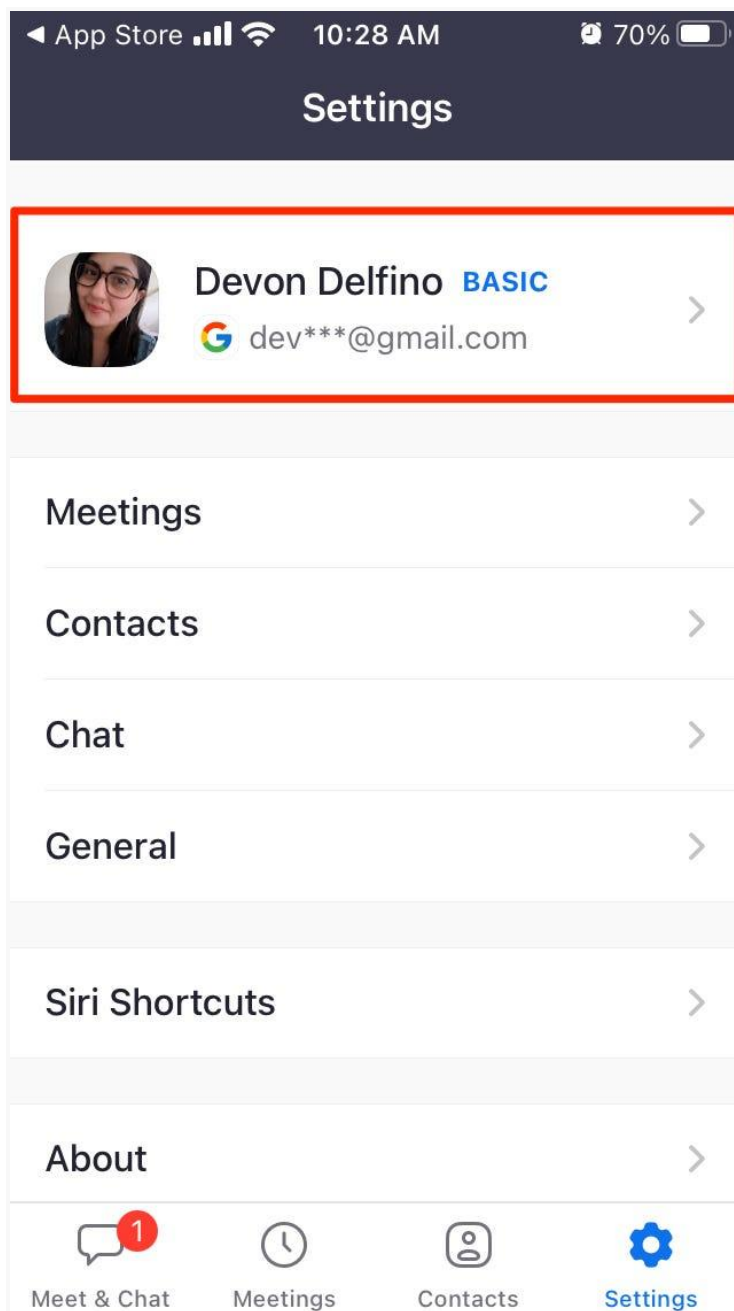
6. Click Save.

On the mobile app

1. Open the app (iOS, Android) and log into your account, if needed.

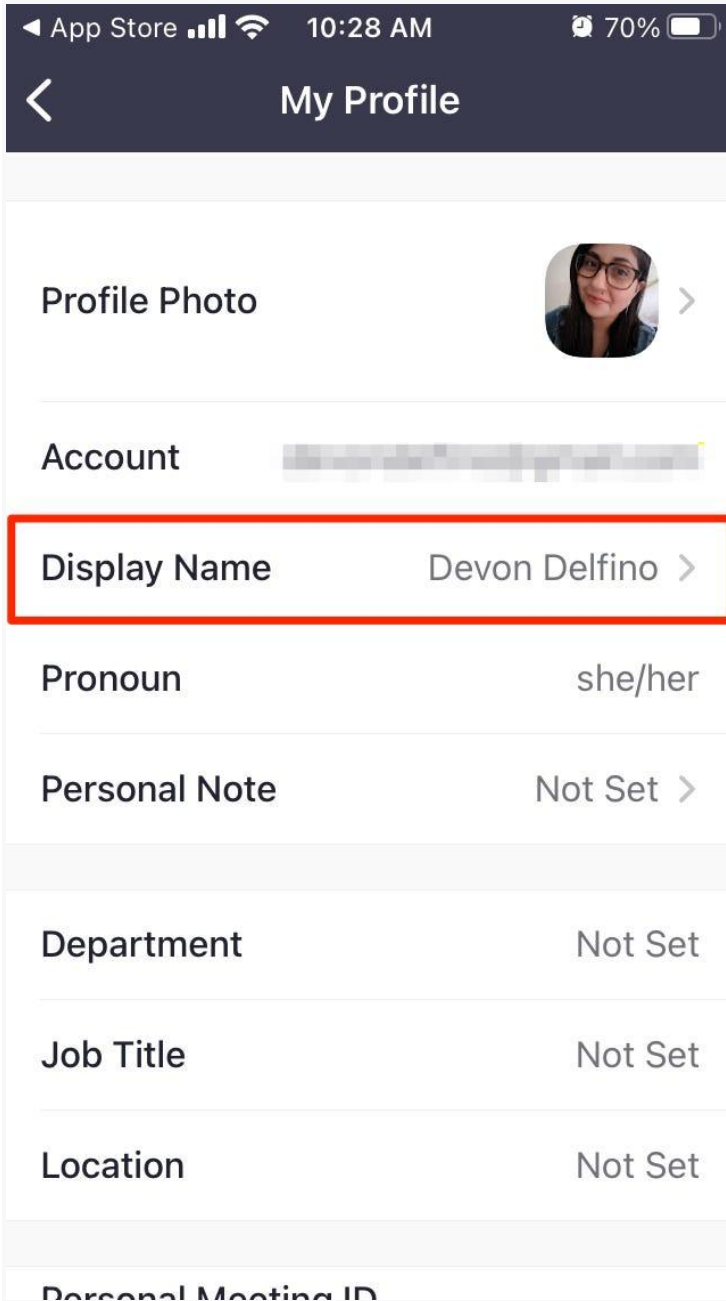
2. Select Settings, located on the bottom-right corner of the screen.

3. Select the banner with your name and email address at the top of the screen.



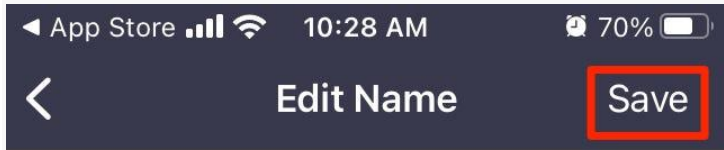
Tap the banner at the top of the page.

4. Tap Display Name.



Tap "Display Name."

5. Enter your desired name and/or display name and tap Save.



Change your name or display name and tap "Save."
