

How to Rename Yourself in Zoom

(For Computer, Phone, and Tablet Users)

Before the Meeting (Joining Zoom)

You can choose your name *before* entering the meeting:

On a Computer:

1. Click the Zoom meeting link.
2. A box will pop up asking for your name.
3. **Type the name you want to use.**
4. Click “Join.”

On a Phone or Tablet:

1. Tap the Zoom meeting link or open the Zoom app.
 2. Tap “Join a Meeting.”
 3. Type the **Meeting ID** and your **name**.
 4. Tap “Join.”
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In a Meeting (After You've Joined)

You can also change your name once you're already in the meeting:

On a Computer:

1. Move your mouse to see the Zoom menu bar.
2. Click “**Participants.**”
3. In the list, **hover over your name**.
4. Click “**More**” or the **three dots**
5. Click “**Rename.**”
6. Type your new name and click “**OK.**”

On a Phone or Tablet:

1. Tap the screen to bring up the Zoom menu.
 2. Tap “**Participants.**”
 3. Find your name and tap it.
 4. Tap “**Rename.**”
 5. Type your new name.
 6. Tap “**Done**” or “**OK.**”
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Tips:

- Use your **first and last name** so others know who you are.
- If the **Rename** option is missing, the **host may have disabled it**.
- You can **change your name anytime** unless restricted by the host.