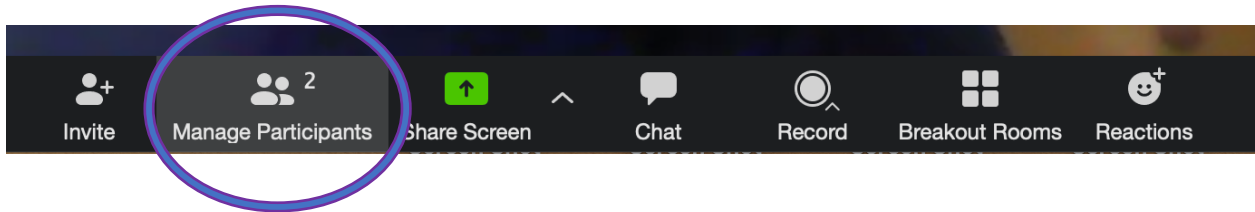


Ensuring Privacy: How to Edit Your Name in Zoom

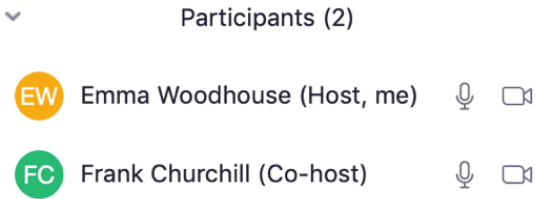
1. Once you are logged into Zoom, you will see a tool bar at the bottom of your screen. If one isn't there, hover your mouse over the bottom of your Zoom screen. You should see something like this:



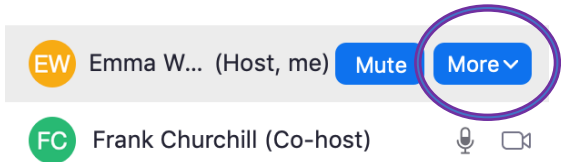
Q: Why would I want to change my name in Zoom?

A: When you log into Zoom, the platform saves your username. It often saves your first and last name, both which appear at the bottom of your screen in your Zoom mediation. If you want to keep your last name private, it's easy to edit your name.

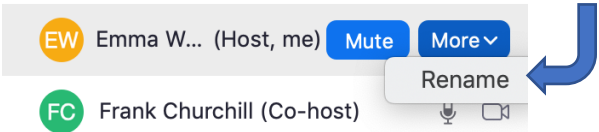
2. Click on "Manage Participants."
3. You will see a pop-up on the right side of your screen with all participant names.



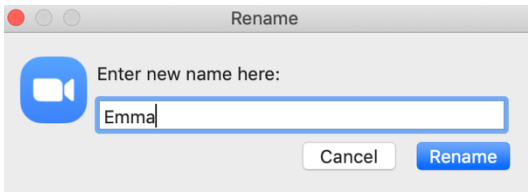
4. Hover your mouse over your name and click "More."



5. On the drop-down menu, click "Rename."



6. Enter your first name only. Click "Rename."



7. Your new name will be saved.

