

How to change your name BEFORE you join a meeting on ZOOM

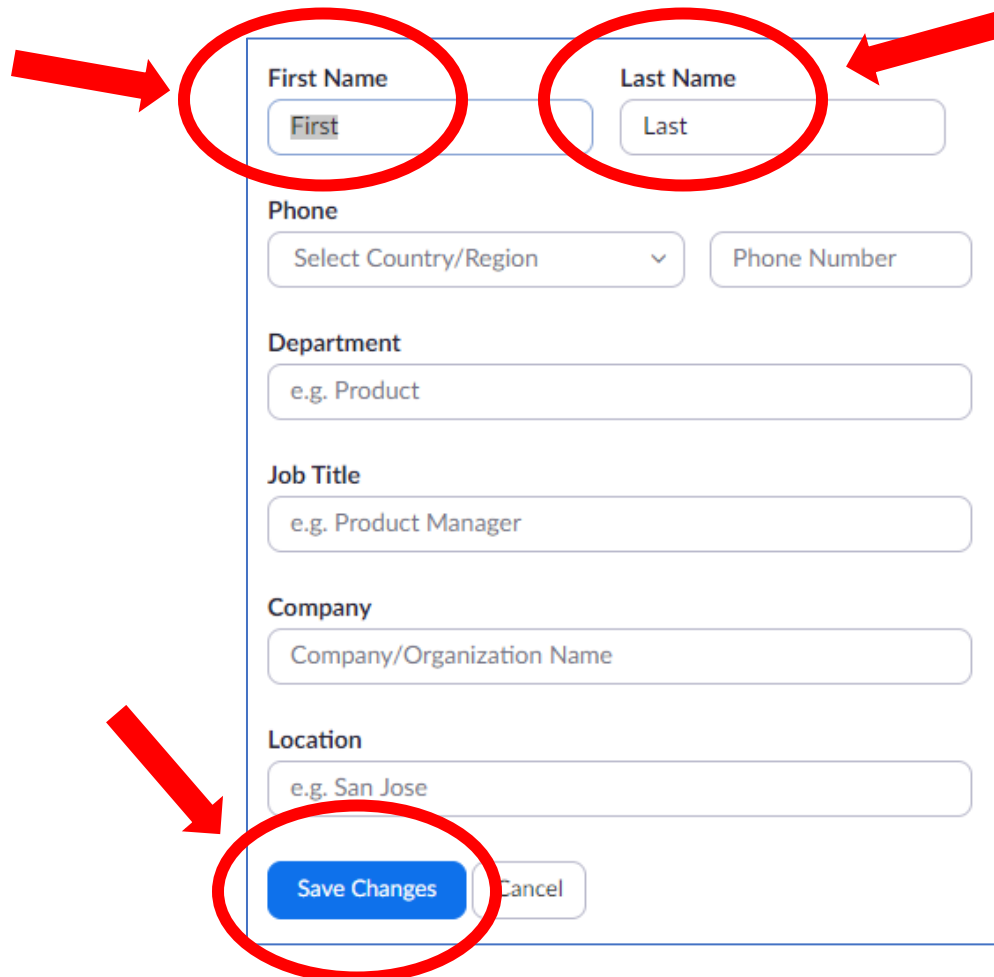
- Create a **FREE** Zoom account first.
- When you log in, click **MY ACCOUNT**



- Your full name will be listed at the top in bold letters. Click **EDIT** on the far right to edit your information.



- Fill in your First & Last name – click **SAVE CHANGES** at the bottom once you are done

A screenshot of the Zoom profile edit form. The form has several sections: 'First Name' with a text input field containing 'First', 'Last Name' with a text input field containing 'Last', 'Phone' with a dropdown for 'Select Country/Region' and a text input for 'Phone Number', 'Department' with a text input containing 'e.g. Product', 'Job Title' with a text input containing 'e.g. Product Manager', 'Company' with a text input containing 'Company/Organization Name', and 'Location' with a text input containing 'e.g. San Jose'. At the bottom, there are two buttons: 'Save Changes' (highlighted in red) and 'Cancel'. Red arrows point to the 'First Name' and 'Last Name' input fields, and another red arrow points to the 'Save Changes' button.