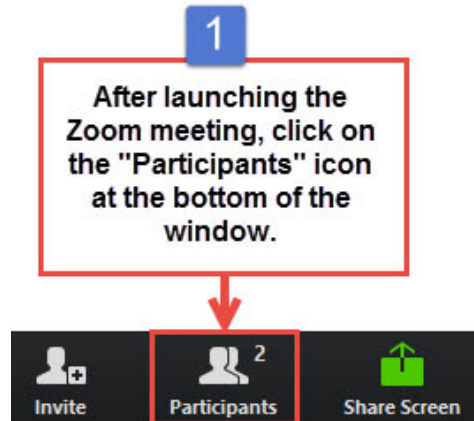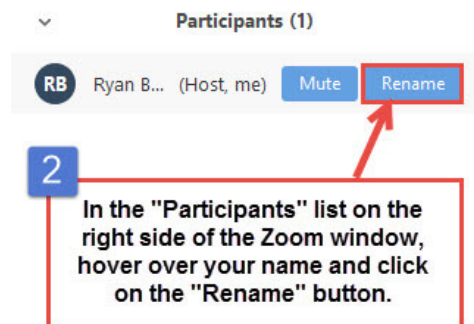In efforts to speed up the introduction process we ask for you to change your name on your Zoom account to your name and what you represent for the committee. Example- MaryAnn Demchak- Universities North. Below you will find instructions on how to change your name once you are in the meeting or before you enter the meeting. Thanks!
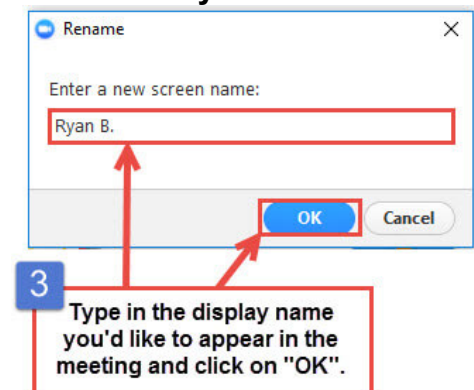
Changing your Name in a Zoom Meeting

- To change your name after entering a Zoom meeting, click on the **"Participants"** button at the top of the Zoom window.

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

Invite   Participants   Share Screen

- Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on **"Rename"**.

Participants (1)

RB   Ryan B... (Host, me)   Mute   Rename

2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

- **Enter your name and what you represent for SEAC** and click on **"OK"**.

Rename   ✕

Enter a new screen name:

Ryan B.

OK   Cancel

3

Type in the display name you'd like to appear in the meeting and click on "OK".

Adding your Name in before a Zoom Meeting (web browser)

- Go to zoom.us in a browser (Chrome, Internet Explorer). -- Do not sign in.
- Click on the Join a Meeting link.
- In the next window, select the "join from your browser" option.
- The next window will allow you to **enter your name and what you represent** and check the box that you are not a robot.

Adding your Name in before a Zoom Meeting (App)

- Open the Zoom app on your computer. -- Do not sign in. Click on the blue "Join a Meeting" button.
- Enter the Meeting ID number in the first section.
- Enter your **name and what you represent** in the second section.
- Click the "Join" button at the bottom of the window.