

Changing Your Name

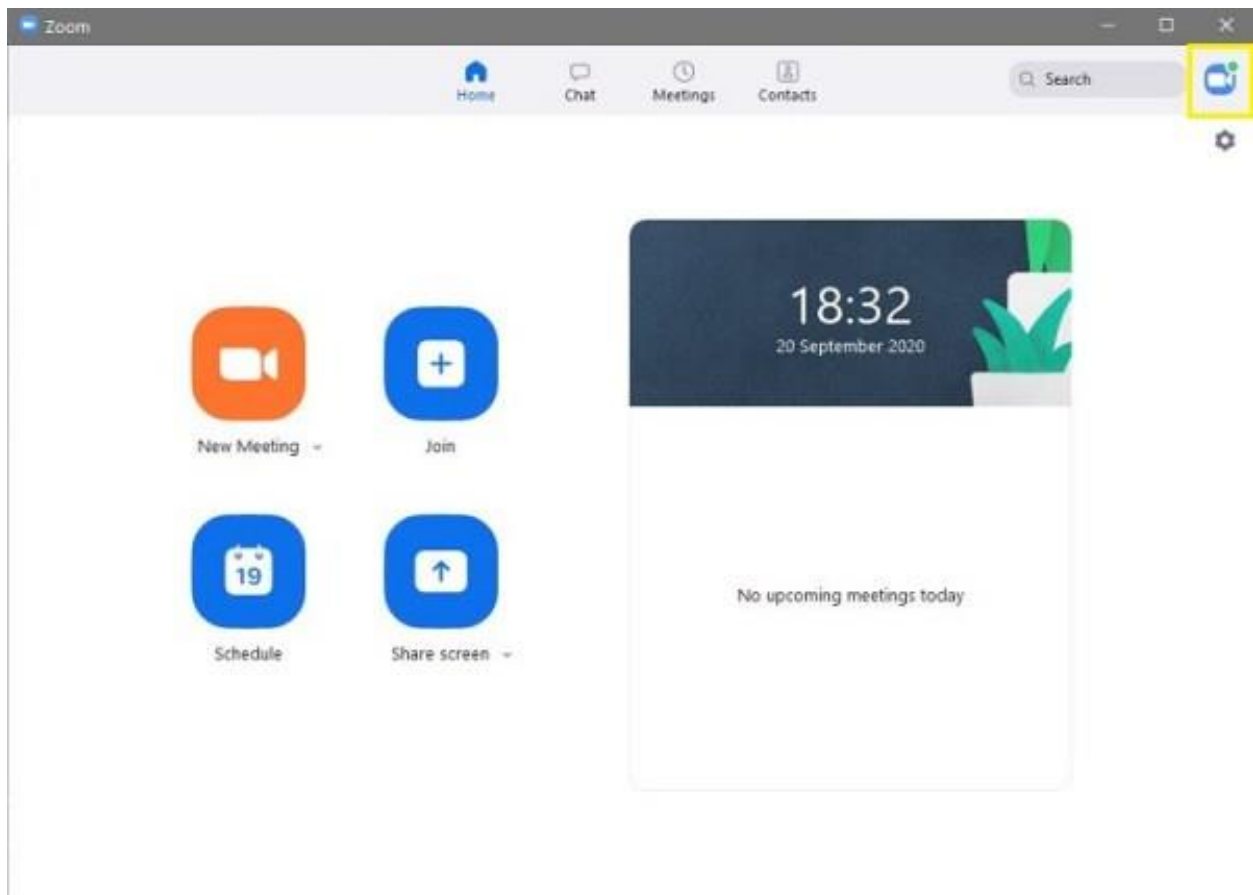
There are three ways to change your name before your audition. Your options include the website, desktop client, and mobile app, depending on your preferences. We will cover all three options in the following sections.

Change Your Name via the Desktop Client

Here is how to change your name before a meeting using your desktop client.

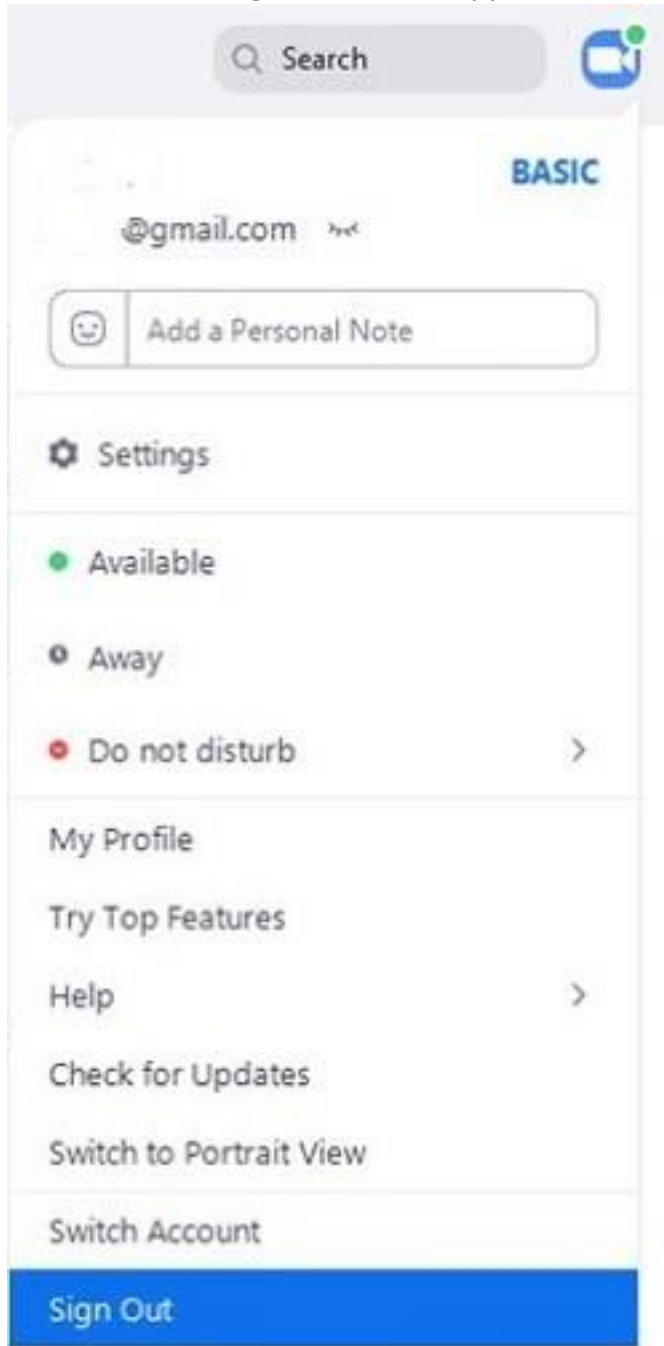
1. Step 1

With the desktop client up and running, click on your profile icon in the upper-right corner of the Zoom window.



2. Step 2

Zoom will open a dropdown menu. Click on the Sign Out option toward the bottom of the menu. Do not forget to exit the app.



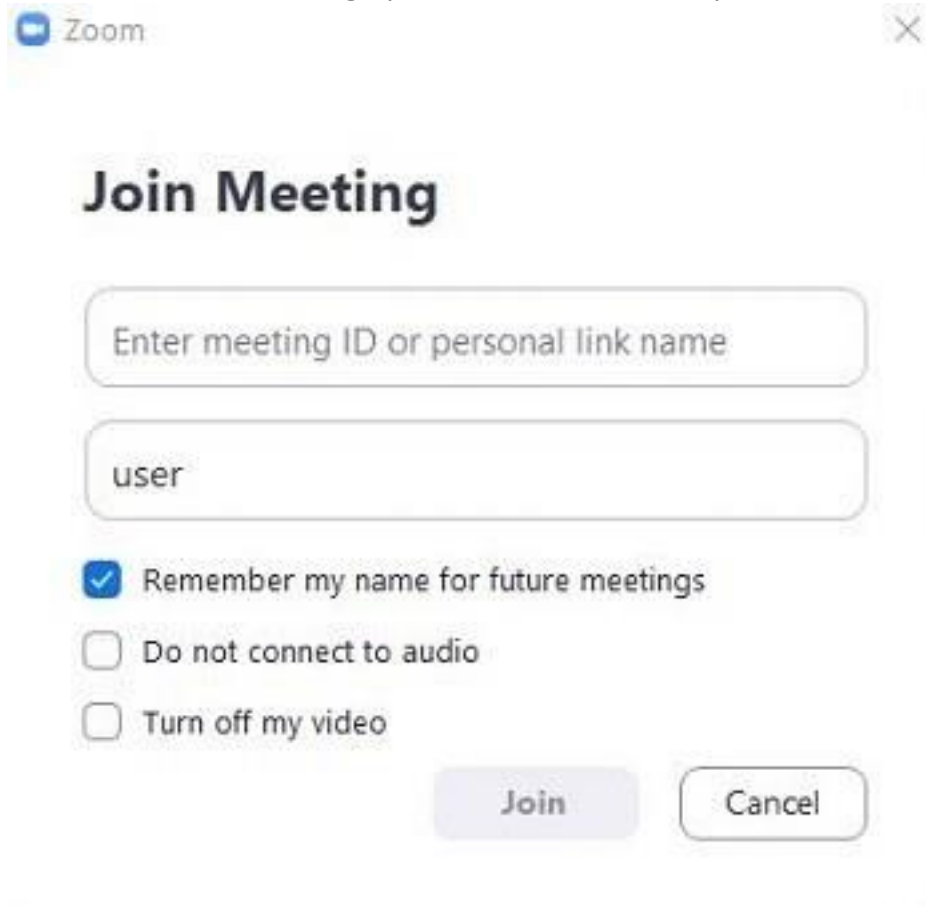
3. Step 3

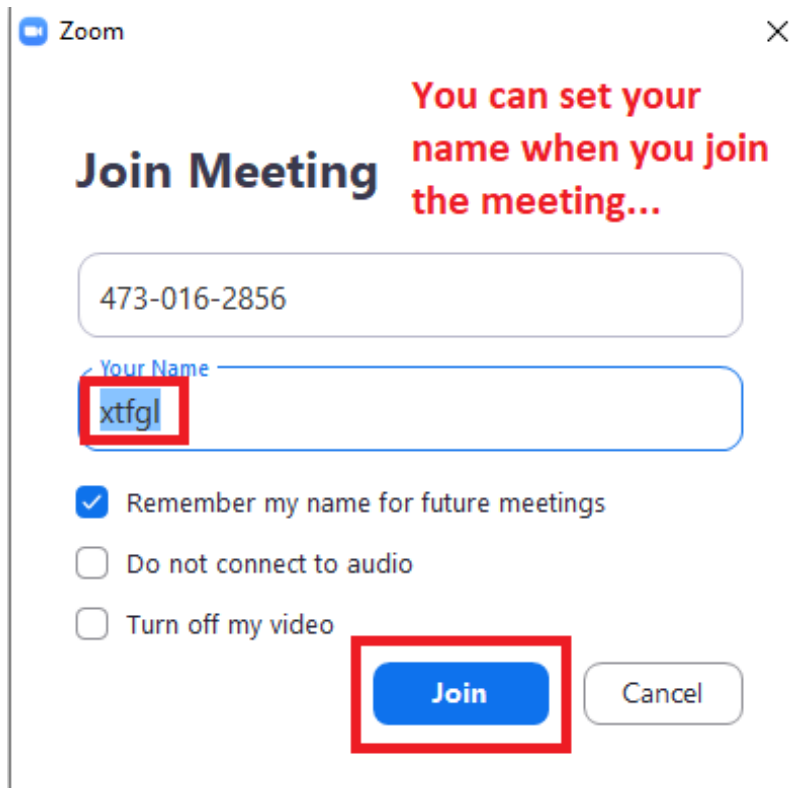
Launch the Zoom desktop client once more.



4. Step 4

Select the Join a Meeting option. Zoom will then open the Join Meeting screen.





The image shows a Zoom 'Join Meeting' dialog box. At the top left is the Zoom logo and a close button (X). The main heading is 'Join Meeting'. To the right, in red text, it says 'You can set your name when you join the meeting...'. Below this is a text box containing the meeting ID '473-016-2856'. Underneath is another text box labeled 'Your Name' containing the text 'xtfgl', which is highlighted with a red box. Below the name box are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom right are two buttons: 'Join' (highlighted with a red box) and 'Cancel'.

5. Step 5

Type the meeting's ID in the upper text box. Write a name in the lower text box. **It can be anything you want it to be.** When done, click on the Join button.

Change Your Name via the Website

Here's how to change your name before a meeting using the official Zoom website:

1. Step 1

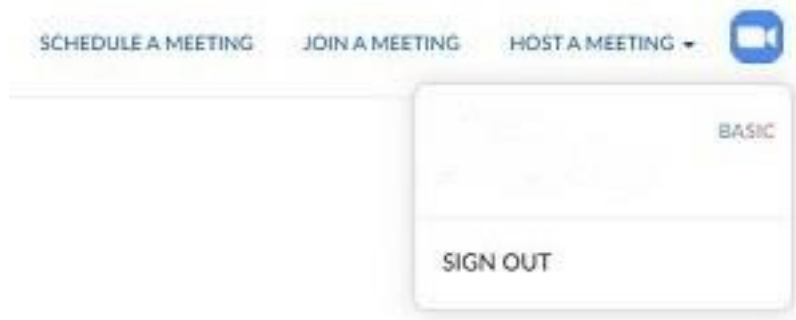
Launch the browser on your computer and go to your profile page. Once there, click on the small profile icon in the upper-right corner of the browser window.



The image shows the Zoom website's profile page. The top navigation bar includes the Zoom logo, links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', and buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. On the left is a sidebar with 'PERSONAL' settings: 'Profile' (selected), 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The main content area shows a profile card with a Zoom logo icon and an 'Edit' button. Below the card, it displays the 'Personal Meeting ID' as '*** **115' with a 'Show' button. At the bottom, it shows a URL starting with 'https://us04web.zoom.us/j/' followed by a masked ID and a 'Show' button.

2. Step 2

Zoom will then open a dropdown menu. You will see your username, account status, email, and the Sign Out button.



3. Step 3

Select the Sign Out option. Zoom will redirect you to the site's Home page. There, click on the Join a Meeting link in the upper menu.



4. Step 4

The site will then request the Meeting ID. Alternatively, you can get in with a Personal Link Name. Enter either the Meeting ID or your Personal Link name, and click the Join button.



5. Step 5

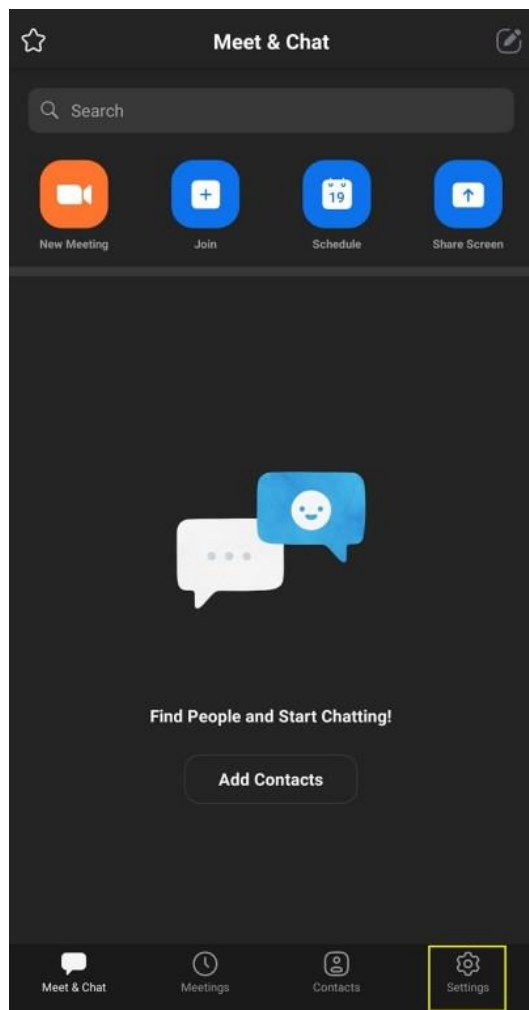
You will then see the Launching page. Once Zoom hooks you up, you will notice the Join a Meeting page once more. There, Zoom will ask you to write your name and check the Captcha to confirm that you are not a robot. Use the name that is listed on your audition sign-up and click on the Join button.

Change Your Name Before a Meeting via the Mobile App

Now, we will look at how you can change your name before a meeting using the Zoom app installed on your phone. We used an Android device for this tutorial, though the steps are the same for iOS users, as well.

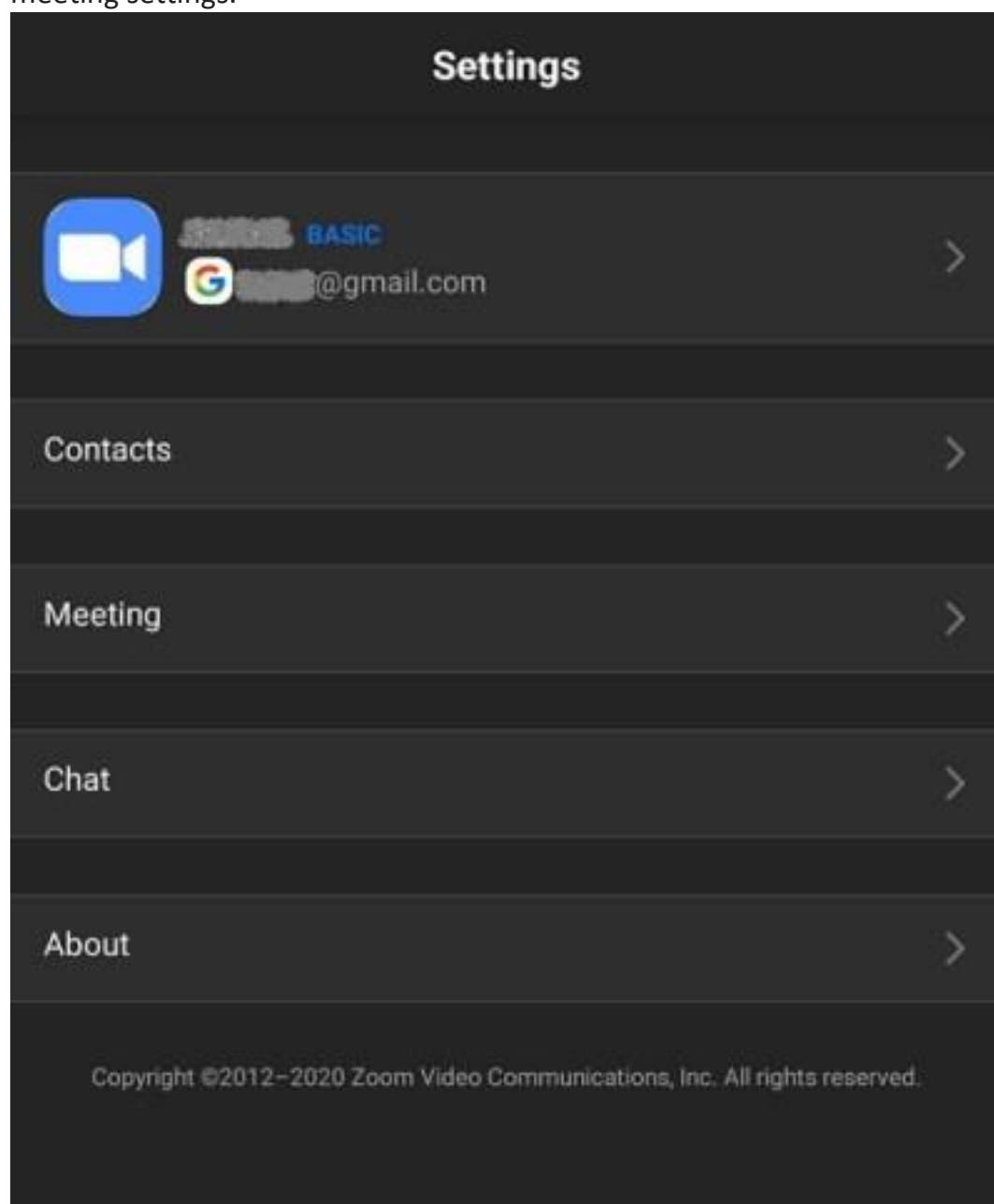
1. Step 1

Launch the Zoom app on your phone then tap on the Settings cog in the bottom-right corner of the screen.



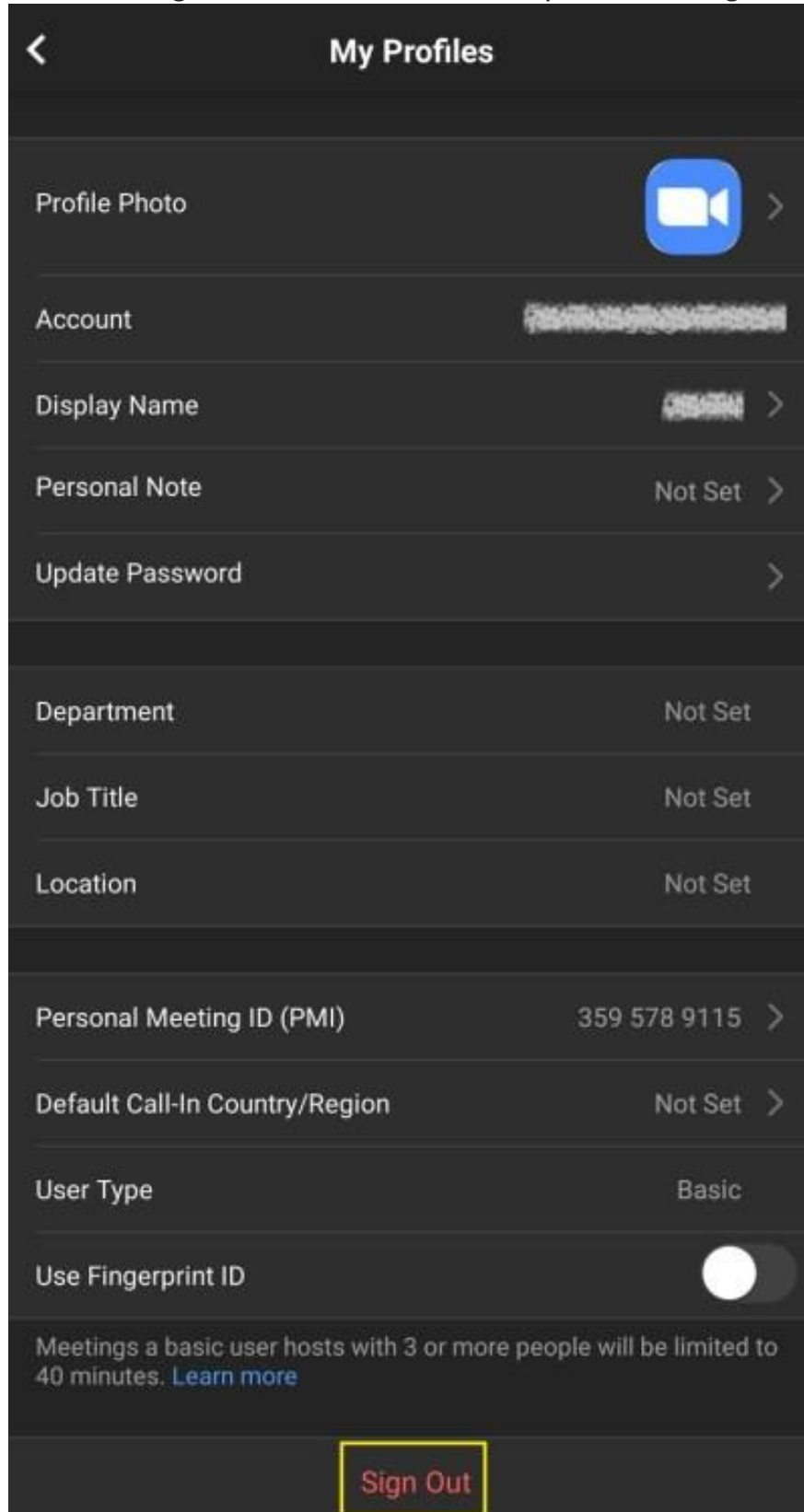
2. Step 2

You will land on the Settings screen, where you can see the account info and tweak chat and meeting settings.



3. Step 3

Tap on your account name at the top of the screen. Zoom will then redirect you to the My Profiles screen. That is where you can change advanced settings. Scroll to the bottom and tap on the red Sign Out button. Confirm that you want to sign out.



4. Step 4

After that, you will land on the Start a Meeting screen. Select the Join a Meeting option at the bottom of the screen.



5. Step 5

The Join a Meeting screen will appear. Enter the Meeting ID in the top text box and your new name in the one below it. Tap on the Join Meeting button.

Cancel **Join a Meeting**

Meeting ID

Join with a personal link name

1XICvUJKKKuBD3ET2_901SwKgrYRFBbmRyb2lkU2hhcmVfNjgz

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio ☐

Turn Off My Video ☐