

Change Your Zoom Display Name

Your Zoom profile allows you to update your user information that is displayed to other users in the account, such as your name, department, and job title.

1. Sign In

Navigate to <u>https://virginiatech.zoom.us/</u> and click **Sign in**; *log in with your PID and Password*

Join	Connect to a meeting
Host	Start a meeting
Sign in	Configure your account

Profile Meetings Webinars Personal Audio Conference	Charge	Your Name	
Recordings Settings Account Profile Reports	Personal Meeting ID	ID Number Show https://viginiatech.acom.us × Uhe this ID for instant meetings	Edit
	Personal Link	https://virginiatech.zoom.us/my/******** Show	Customize
	Sign-In Email	Email Show Lisked accounts:	
	User Type	Licensed O	
	Capacity	Meeting 300 O	•
	Language	English	Edit

2. Edit Your Profile

Click Edit in the upper right of your Profile

3. Save Changes

Change to your desired display name and click **Save Changes**. You can also click **Change** to add your headshot.

In order for your changes to apply, log in to the Zoom application before you join your next meeting.

First Name	Last Name
John	Doe
Phone	
Select Country/Region	 Phone Numb
Department	
Job Title	
e.g. Product Manager	
C	
Company Company/Organization	Name
Company/Organization	Name
Location	