How to Change Your Name in Zoom

(Please note: Zoom may look different from the images below depending on the type of device and operating system you are using.)

1) From the Desktop Application
(Follow these steps to change the display name that will be used for every meeting.)

Open the Zoom Desktop Application
If you do not know where the application is, you can follow the steps below to find it:
**PC:** Click on start menu (icon lower left) and look for **Zoom**
**MAC:** Search for **Zoom** in the FINDER

If it looks like this, you are not signed in:
Enter the “Domain”. The “Domain” is “cccedu” (with no period between “ccc” and “edu”)

Then click “Continue” (If anything goes wrong, you can always click on “I do not know the company domain” instead. You will then be asked to enter your school email address.)
The Zoom sign-in page will open in a web browser. Sign in with your CCC username and password (the same username and password you use for other City Colleges applications, such as email and Brightspace).

After you sign in, your Zoom application will look like the picture below.

Click on your profile picture.
Click on “My Profile”

Next to your name, click “Edit”
Your “Display Name” is what other users will see when you are in a meeting. Change your “Display Name” to what you want to be called.

Your “First Name” and “Last Name” will be the official names that are on your school account. You can also change these, but be aware that they may reset to the names listed on your account.

2) During a Meeting
(Follow these steps to change the display name when you are already in a meeting. Some versions of Zoom have a check box asking if you want this name to appear in future meetings, and some do not. So please be aware that these changes will may not carry over to future meetings.)

Open the “Participants” window, and put your mouse cursor over your name.

Click the “More” button, and then click “Rename”.

Note: These changes are just for the current meeting.
3) From the Mobile App
(Please note: Zoom may look different from the images below depending on the type of device and operating system you are using.)

If you are not signed in, you can change your display name from the “Join a Meeting” screen.

If you are signed into your account, look for the “Settings” button.
Click on the arrow next to your name.

Change your name to what you want to be called.