Change Your Name Before a Meeting via the Desktop Client

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

1. With the desktop client up and running, click on your profile icon in the upperright corner of the Zoom window.



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.

Q Search	C
@omail.com	BASIC
G Add a Personal Note	
© Settings	
Available	
• Away	
 Do not disturb 	>
My Profile	
Try Top Features	
Help	>
Check for Updates	
Switch to Portrait View	
Switch Account	
Sign Out	

3. Launch the Zoom desktop client once more.

Zoom Cloud Meetings		 (a)- ×
	zoom	
(Join a Meeting	
	Sign In	
	Version: 5.0.2 (24046.0510)	

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

Com		×
Join Meetir	ng	
Enter meeting ID	or personal link name)
user		Your Name here
🕑 Remember my na	me for future meetings	
Do not connect to	audio	
Turn off my video		
	Join Cancel)

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.