

Cindy Drozda

"The Fine Art of Woodturning"

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Display your full name in Zoom

One of the problems we have is that people will show up in the Zoom Waiting Room with an unidentifiable display name like "CD's laptop". I ask participants to join with their full name, so I will know they belong in the meeting. Here is how to choose the name that Zoom displays before you get into the waiting room.

You can set your Display Name in your Zoom account.

Open a browser window, navigate to Zoom.us, and sign in to your account. Click "Profile" over on the left side of the screen. Click "edit" on the far right of your profile name. This opens choices for editing your profile. Display Name is the name that will be displayed when you join a meeting while signed in to that account.

You need to be signed to Zoom when you join the meeting for Zoom to automatically use the Display Name in your account, whichever device you join the meeting with. If you join without signing in, it might use the name of the device, or your spouse's name if he/she is signed in on the device you're joining from.

If you get to the Waiting Room and are not displaying the name you want, you need to leave the meeting, sign in, and join again to display your name.

Another way to choose your display name is to join the meeting using the Meeting ID and Passcode, instead of clicking the link. Open your Zoom desktop app, click Join, and you will be prompted to enter the Meeting ID and Passcode. There should be a field where you can enter (or change) your display name. You do not have to be signed in to do this. Again, if you end up in the Waiting Room with the wrong name, you will have to leave the meeting to make changes.