

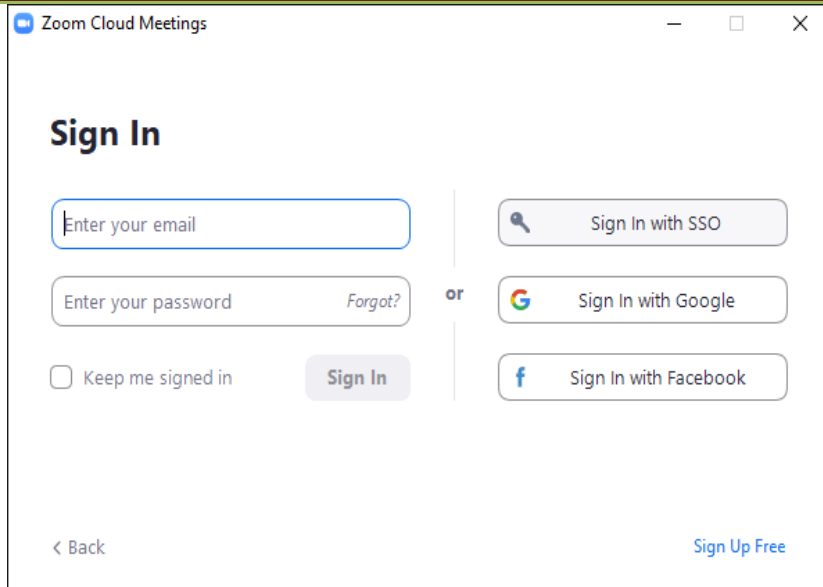
# How to Change Display Name in Zoom Meetings

## Zoom Application

The Zoom application is the program that runs when you connect to or host a meeting. When you run the Zoom application, the screen will show you two options:

### [Join a Meeting] or [Sign In]

Click on **Sign in**, select **Sign In with SSO**, under Company Domain type MTSU and click **Continue**. Use your MTSU credentials to authenticate to Zoom.



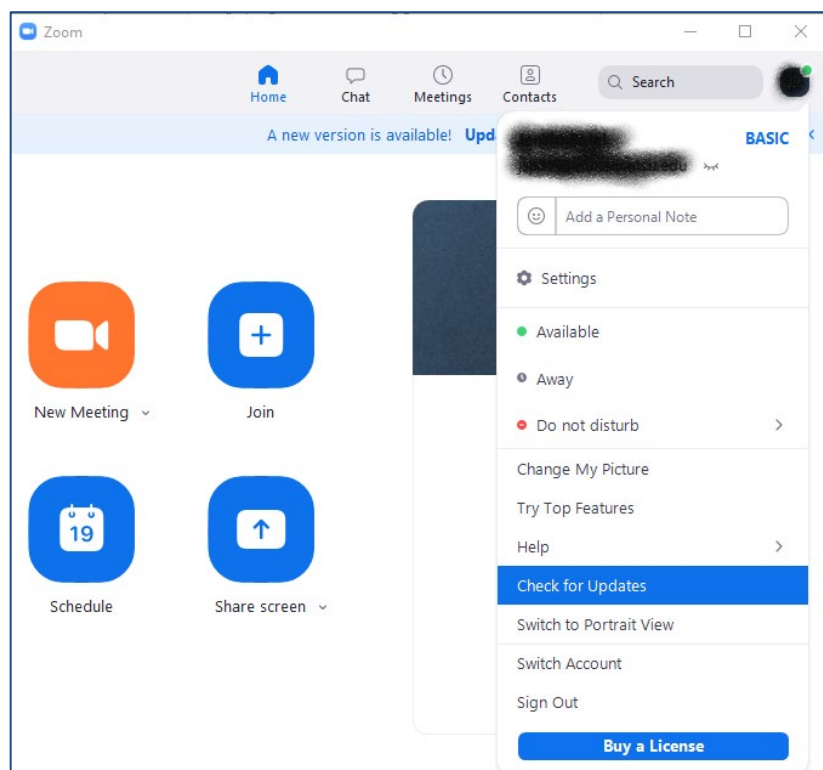
## Update Zoom Application

To use some of the features indicated here, you must have the Zoom program's latest version. Please make sure you upgrade the Zoom program.

To update the Zoom program, please follow the steps below:

1. After signing in, click on your initials or picture on the Zoom window's top right on the main page.
2. A menu of options will appear (see picture).
3. Click on **Check for Updates** to update the Zoom program to the latest version.
4. On the next screen, follow the prompts to update the program.

This process will update the Zoom program to prepare for enhanced security while in meetings.



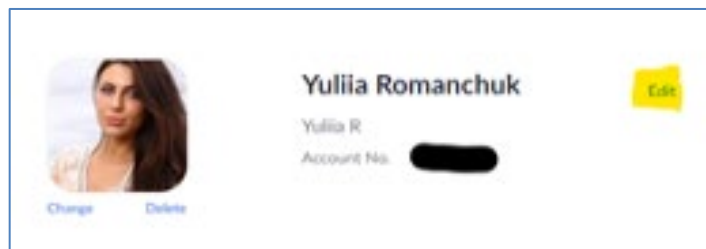
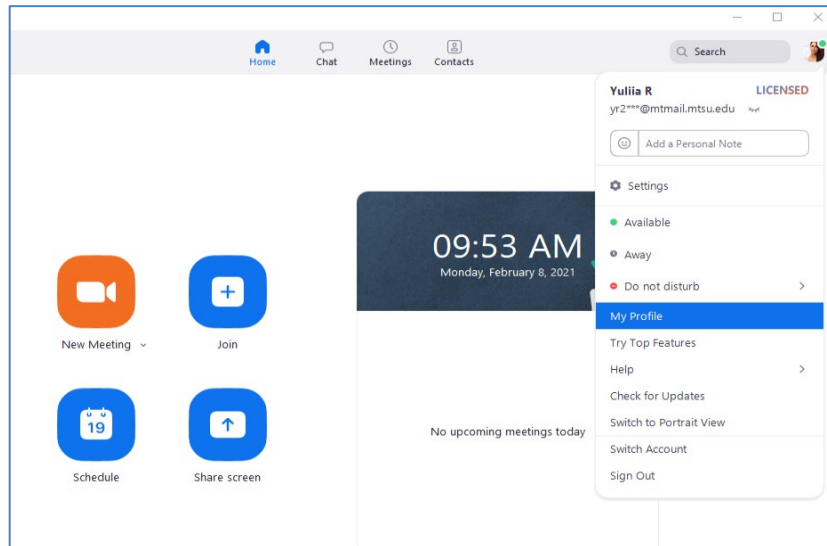
# How to Change Display Name in Zoom Meetings

## Set your display name in Zoom

To edit the name displayed on your Zoom account, follow the steps below:

4. On the Zoom program, click on your picture or initials on the top right of the window.
5. Click on **My Profile**, the Zoom website opens with your account.
6. Click on **Profile** under *Personal* in the left side navigation.
7. To the right of your picture or name, click on **Edit** to edit your profile.
8. Enter **First Name**, **Last Name**, and **Display Name**.  
  
Click on **Save Changes**.
9. If needed, update your picture, click on **Change** under your picture.
10. Select a picture and click on **Save**.
11. Restart your Zoom program and log in again.

Your profile should now show your name and picture next time you join a meeting.



**First Name**  **Last Name**

**Display Name**   
Display name could be your first name or your nickname, or other name you want other people know you on Zoom.

**Phone**

**Department**

**Job Title**

**Company**

**Location**