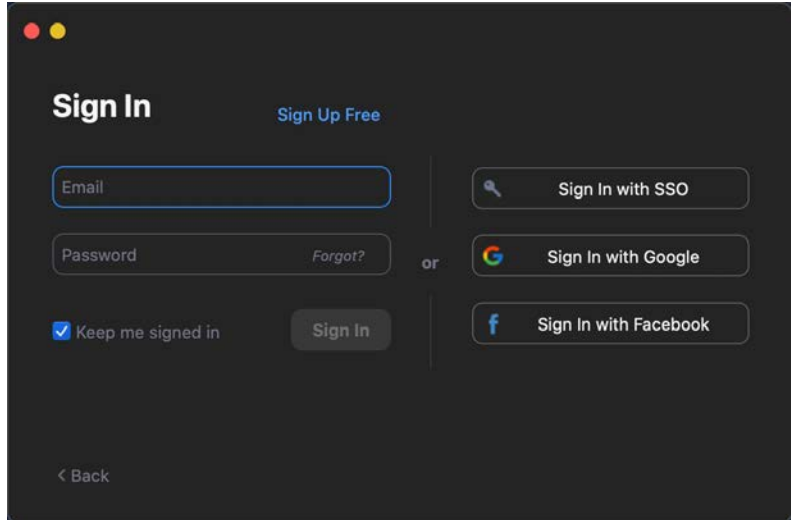


ZOOM Profile Settings

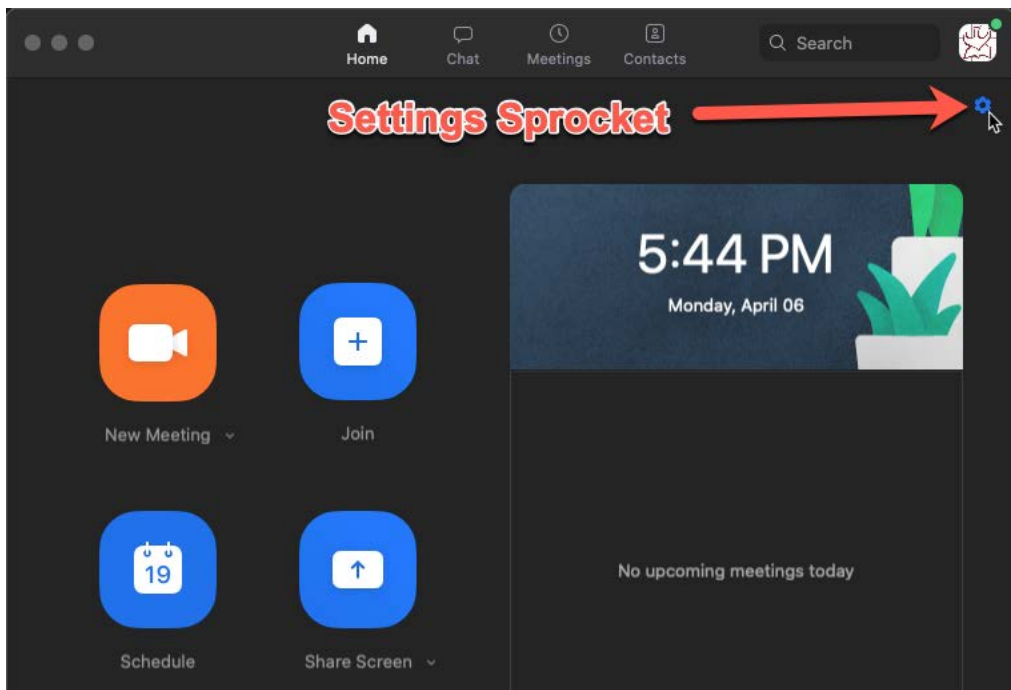
OLLI is asking that members include their full name in the Zoom Participants display so we can manage attendance in classes and prevent non-OLLI people from attending our classes. Your full name can be typed in the display field of your profile. If you have not created a free account, please do that. Otherwise if you have created an account, but not provided full name, follow these steps.

Mac (iMac & MacBook)

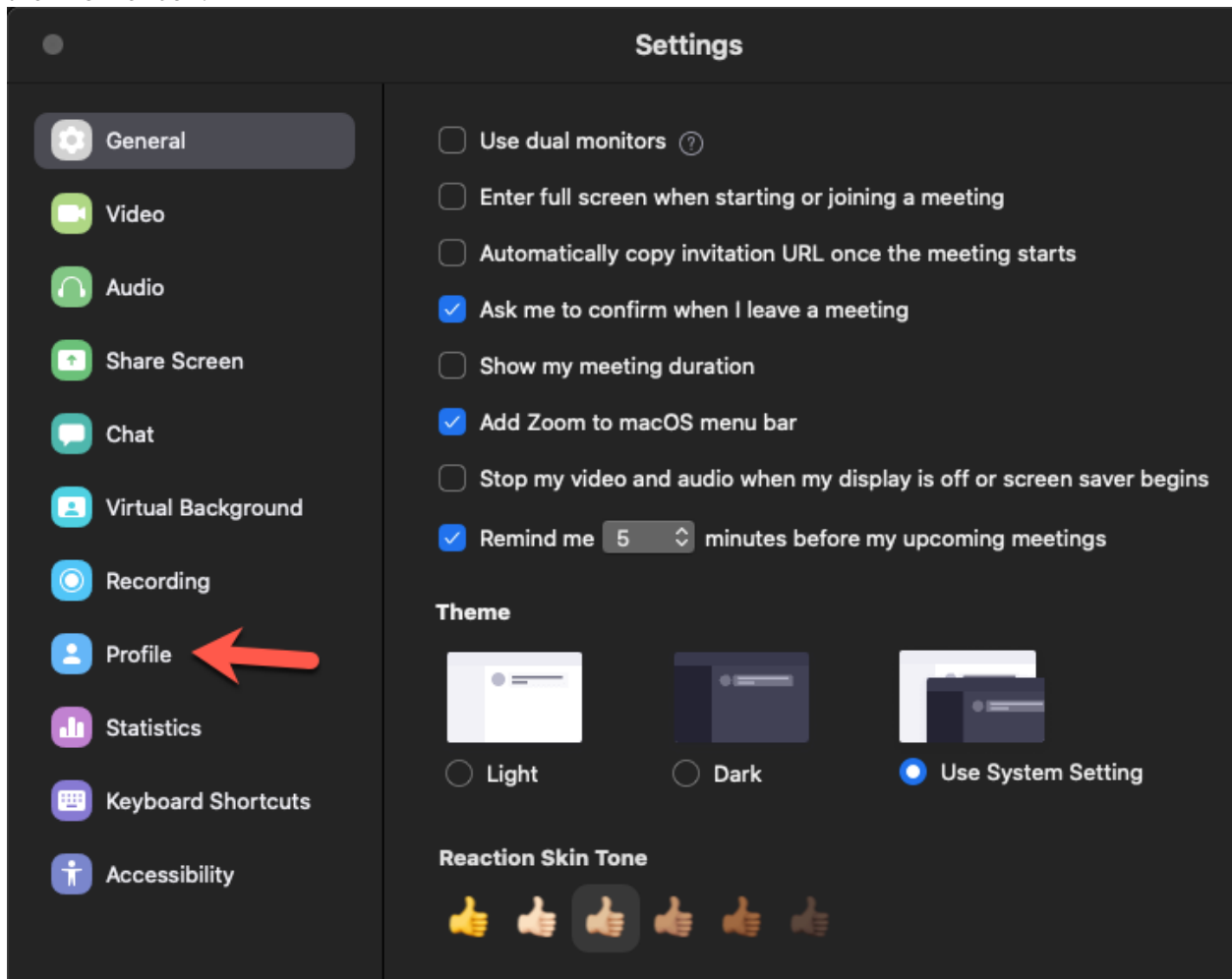
Start the Zoom app and have it sitting on your desktop. If you have not created a free account, or have not signed in, you should see a window like the one on the right. Please sign in or click on “Sign Up Free” to create an account. When creating an account, just follow the screen prompts, filling in all fields including first and last name, and you have set how your name will display when in a meeting or webinar. If you have not fully configured your account, you can follow the steps below.



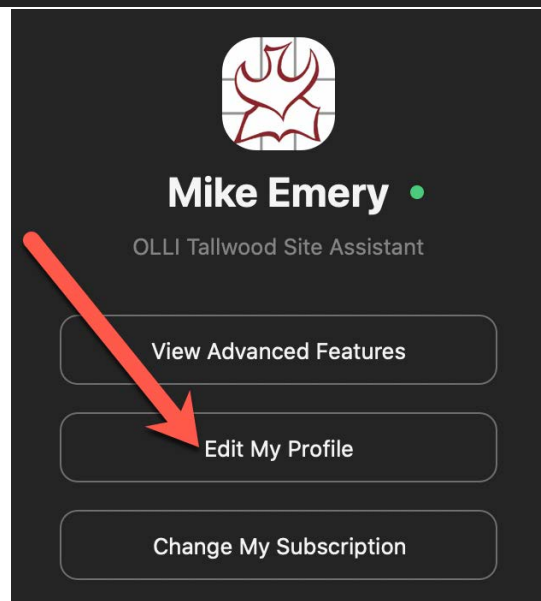
You should see a gear or sprocket icon near the upper right corner. Please click on that icon.



Once you click on the Settings icon, you gain access to many controls you can use to improve and personalize your Zoom virtual session settings. The main component for this instruction is the Profile icon.



Clicking on Profile gives you access to Zoom on the web through the next screen. Edit My Profile will provide access to the Zoom web page where your profile can be managed. You can log into Zoom or create your free account, then fill in the appropriate fields to include your full name.



You can see in the image below that your name will be displayed. You also can click on Edit to the right of your name and modify all the information grouped with your name. Please at a minimum provide your first and last name. Save the changes you made and for each meeting or webinar you enter your full name will be displayed.

Mike Emery [Edit](#)

Department OLLI VTC Support

Job Title Mike Emery

Location Tallwood

Account No. [REDACTED]

Personal Meeting ID [REDACTED] [Edit](#)

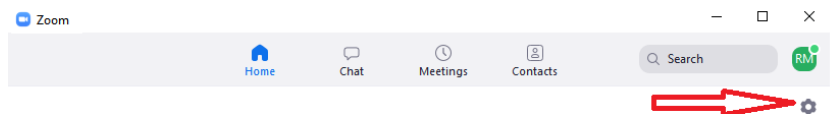
× Use this ID for instant meetings

Sign-In Email **memery6@gmu.edu** [Edit](#)

Linked accounts:

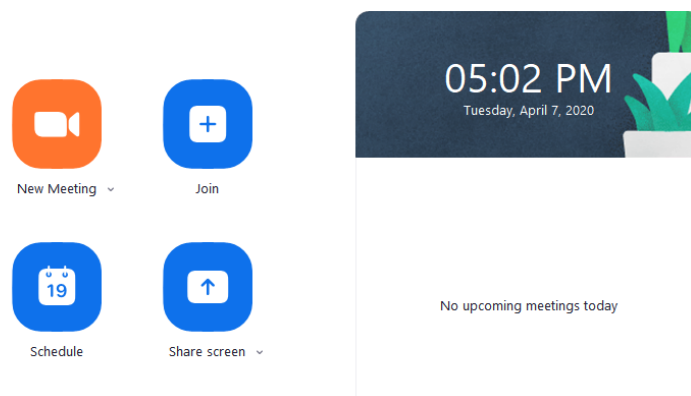
Personal Computer (PC or Laptop)

The editing and features on a Windows PC or laptop are the same, and in most cases the controls are located in the same locations. This portion details the look of a Windows system.

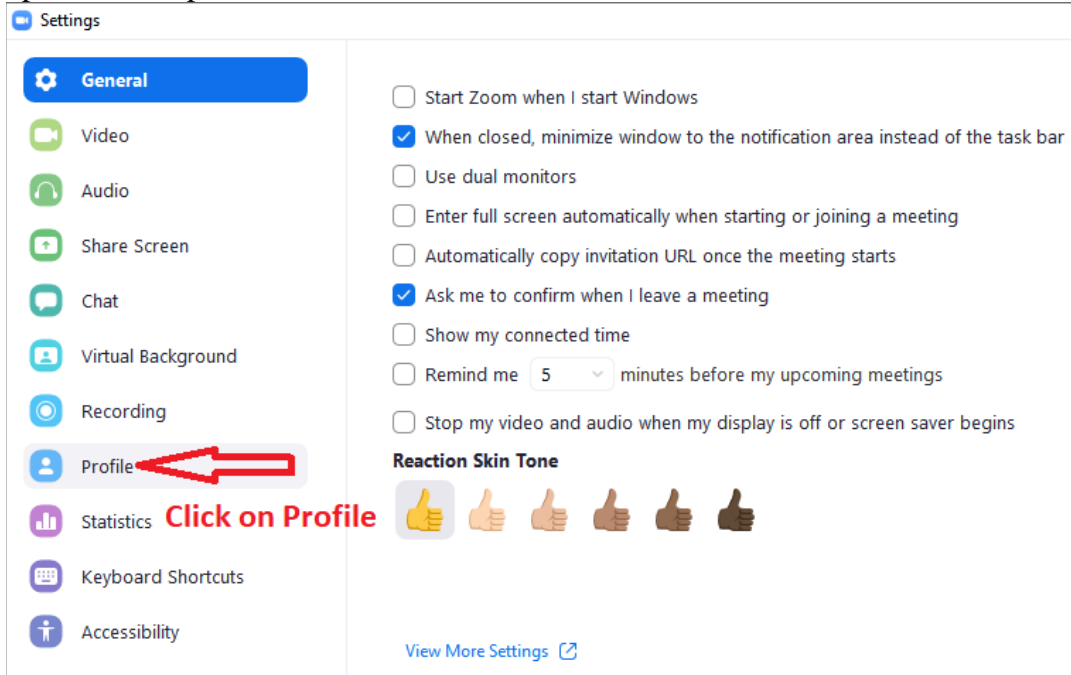


Click on Settings

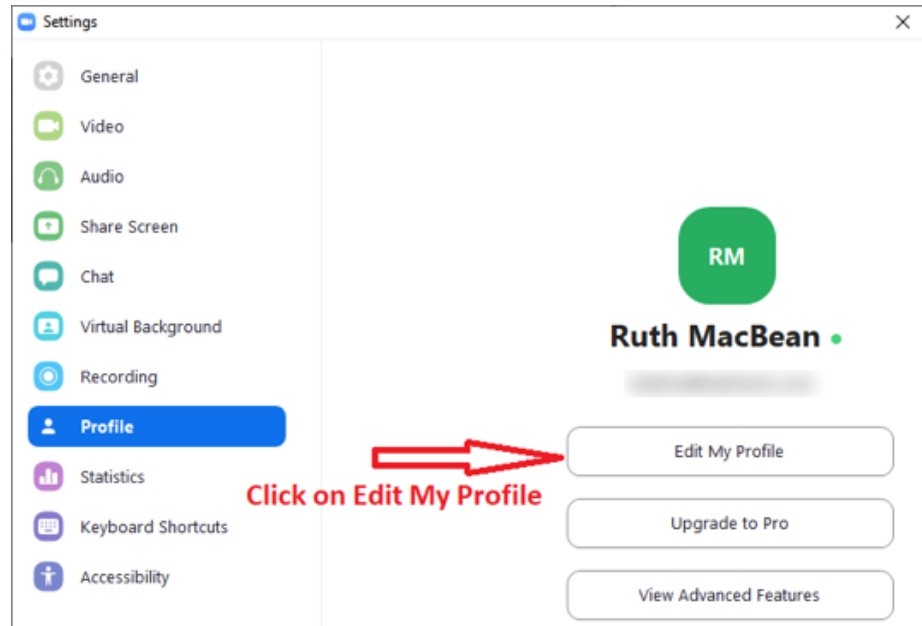
When you first load Zoom on a Windows system, the look differs mainly only by the color of the Zoom application. The settings control is the same sprocket or gear located in the upper right corner of the Zoom window. Please click on the settings icon.



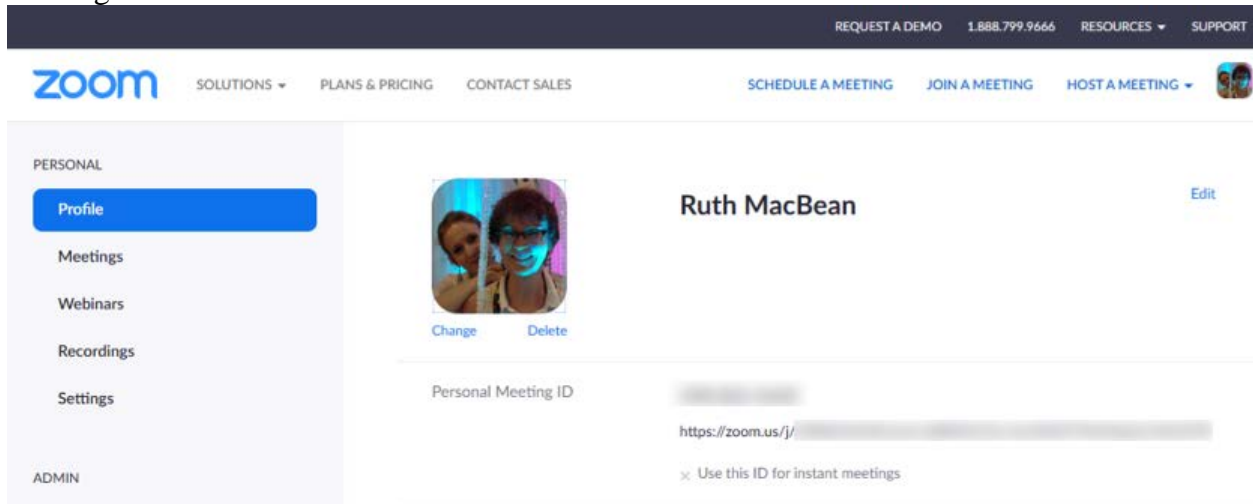
Once Settings opens, the component to modify the display name is Profile. So click on Profile to open that component.



Once you click on Profile, the window to the right will open. This will have a button labeled Edit My Profile that you use to access your profile on Zoom.us.



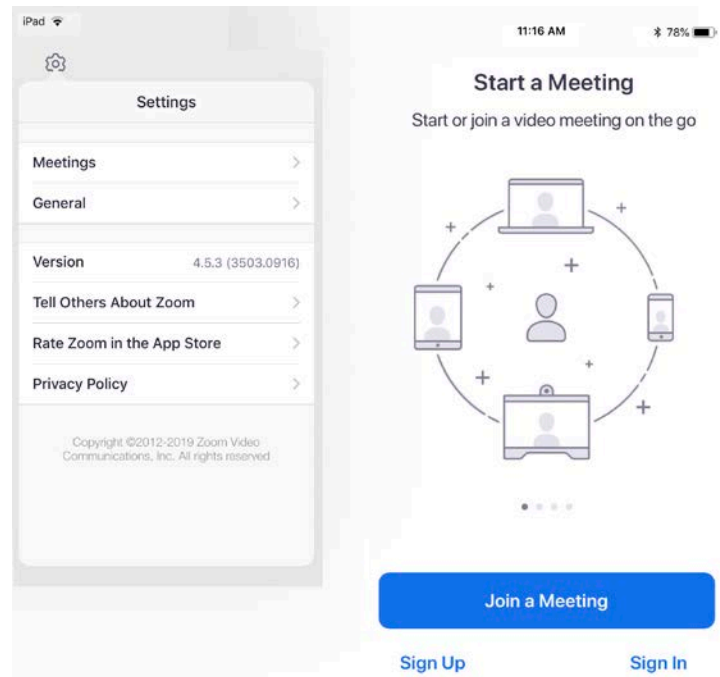
You will be in your profile on Zoom.us, where you can modify your display name. The Edit button to the right side of the screen is clicked to provide you with a screen to modify or enter your first and last name. This will be displayed on your video window when you join an OLLI meeting or webinar.



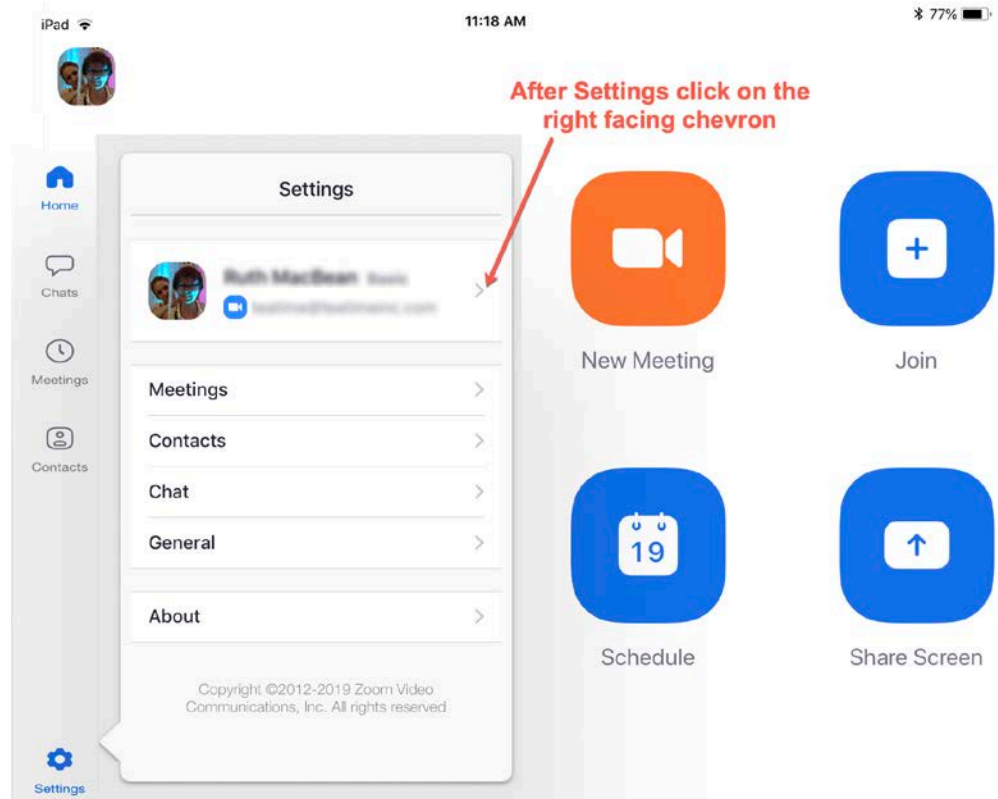
Apple iPad

The Apple iPad presents a different view for certain controls. Please follow these steps for updating your profile in Zoom using your iPad.

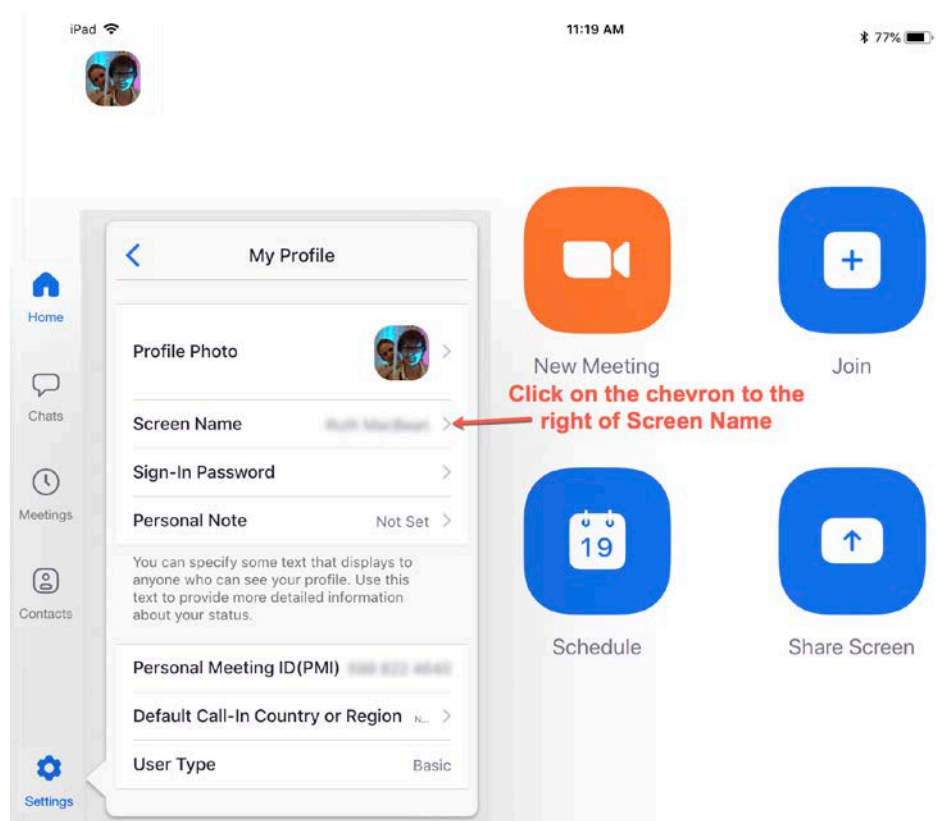
The first screen you see when you start up Zoom is the Sign Up/Sign In screen if you haven't already created an account and remained signed in. If you haven't created an account, click on Sign Up and follow the prompts, including your first and last name. If you have created an account, but not provided your full name, sign into Zoom with your ID and password.



Once you're signed into Zoom, you will have a new window to manage meetings. Click on settings in the lower left corner (the gear or sprocket again), then click on the right facing chevron to the right of the name/email fields.



The next screen provides a new small window that gives the ability to click on the right-facing chevron to the right of Screen Name, which will allow you to modify the display name.



The next screen finally is the First Name and Last Name fields where you full name can be provided. Type in the information, click on Save and you're all done.

