**How to Change Your Name While in a Zoom Meeting**

**On a Computer and Phone**

When you join a Zoom meeting, sometimes you will need to change your name in the meeting so the host (instructor) will know it’s you. It is important to share your first and last name with the host so they can admit you to the room if they have a waiting room enabled and so they can take attendance, if needed. We recommend that you use your first and last name when you rename yourself in Zoom meetings.

On Computer (Mac and Windows)

1. During your Zoom meeting, click **Participants** at the bottom of your screen.
2. A list of participants will show to the right. Hover the mouse pointer over your name until you see the option **More**.
3. Click **More** and select **Rename**.
4. In the pop-up box, enter your first and last name and click **OK or Rename** to confirm.

On Phone (Android and iOS)

1. During your Zoom meeting, tap **Participants** to bring up the list of participants in the meeting.
2. Find and select your name from the list.
3. When prompted, select **Rename** and enter your first and last name.

If you have not installed the Zoom app for your mobile device, we highly recommend that you do. The app is available for [Android on Google Play](https://play.google.com/store/apps/details?id=us.zoom.videomeetings) and for [iPhone on the App Store](https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307).