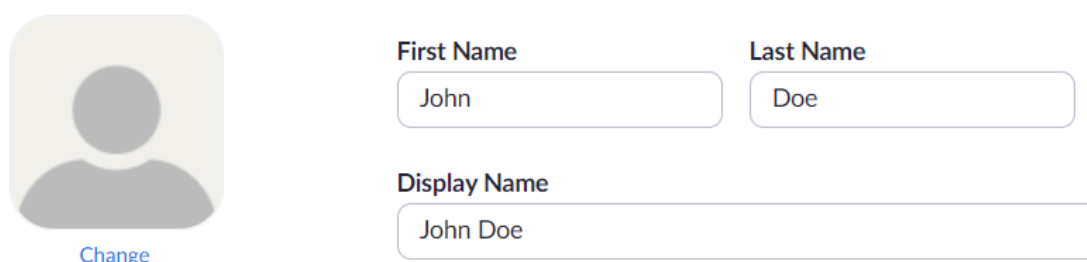


Change your display name in Zoom

Version: 1.0 dated 04 February 2021

Overview

This document explains how you can change your display name in Zoom. The display name is one of two different names in Zoom. Zoom distinguishes between the real name and the display name of a registered person:



The diagram illustrates the relationship between a person's real name and their display name in Zoom. On the left, there is a placeholder for a profile picture with a 'Change' link below it. To the right, there are three input fields: 'First Name' containing 'John', 'Last Name' containing 'Doe', and 'Display Name' containing 'John Doe'. This shows that the display name is a combination of the first and last names.

The **real name** of a person consists of first name and last name. It is automatically transmitted from RWTH Aachen University Single Sign On to Zoom and cannot be changed.

The **display name** is any text that appears in the list of participants and in the Zoom tile during a Zoom meeting. It can be changed before and during a meeting.

Note: Only a person's display name is visible to third parties in Zoom. It is impossible for the host and for other participants to see the real name or other account information of other people. This applies during a meeting and before and after it. Only the Zoom administrator can connect display name and real name.

The display name can be changed permanently or temporarily for a meeting only. All variants are described below.

1. Permanently change display name

- Open the website <https://rwth.zoom.us/> and click on „Sign In“.
- You will be forwarded to the RWTH Single Sign On, where you can log in with your TIM username.
- Your profile page should now be displayed. If not, click on "Profile" in the menu.

1. Click on „Edit“ next to your user name.



Change

John Doe

John Doe

Department

Employee ID

Account No. 112069777

Edit

2. Enter the desired display name.



Change

First Name

John

Last Name

Doe

Display Name

Jonathan Smith

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

3. Then, click on the “Save Changes” button at the bottom.

Location

Aachen

Save Changes

Cancel

4. This name will now be used as your display name in all new Zoom meetings until you change it in the exact same way.
This also applies if you change your display name in the list of participants during a meeting. Such a renaming is only effective for the current meeting.

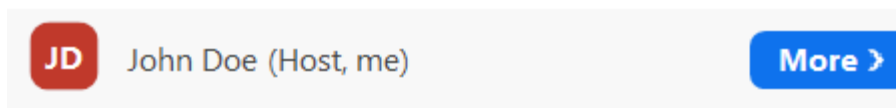
2. Temporarily change display name during a meeting

- You must already be in a meeting.

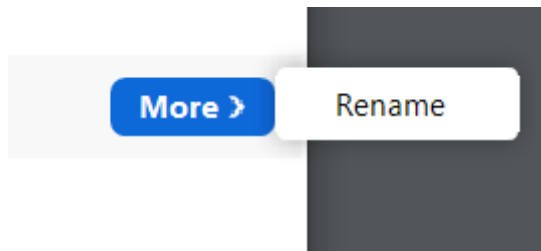
1. Click the “Participants” button in the meeting control bar.



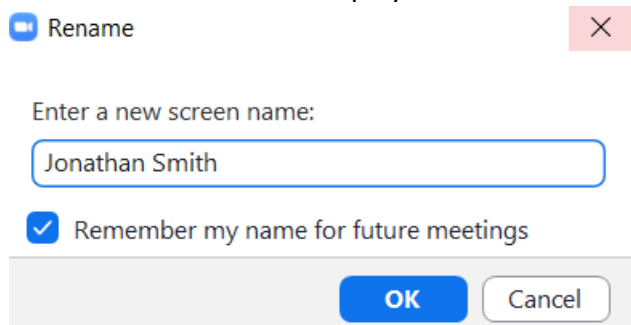
2. Then, click on the “More” button next to your name in the list of participants. If you can't see the "More" button, just hover over your name to display the button.



3. Click on “Rename”.



4. Enter the desired display name and click on “OK”.

A dialog box titled 'Rename' with a close button (X) in the top right corner. It contains a text input field with the text 'Jonathan Smith', a checked checkbox labeled 'Remember my name for future meetings', and two buttons at the bottom: 'OK' and 'Cancel'.

5. This changes your display name temporarily for the current meeting. As soon as you enter a new meeting, the display name that is set in your zoom profile (see 1.) is used again.



3. Temporarily change display name before a meeting

- You must not be logged into your Zoom account. Otherwise, when you open a zoom link, you will always be directly admitted to the Zoom meeting and the display name set in your Zoom profile will be used.
- This option is not available for meetings that require authentication. In this case, proceed as described in 1. to change your display name for the meeting.

1. Enter your desired name in the appropriate field before entering the meeting and then click on "Join".

Join a Meeting

Your Name

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Join

2. The entered name will be used as your display name during the meeting. There, you can change it at any time (see 2.).