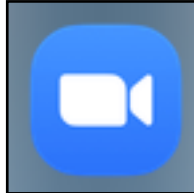


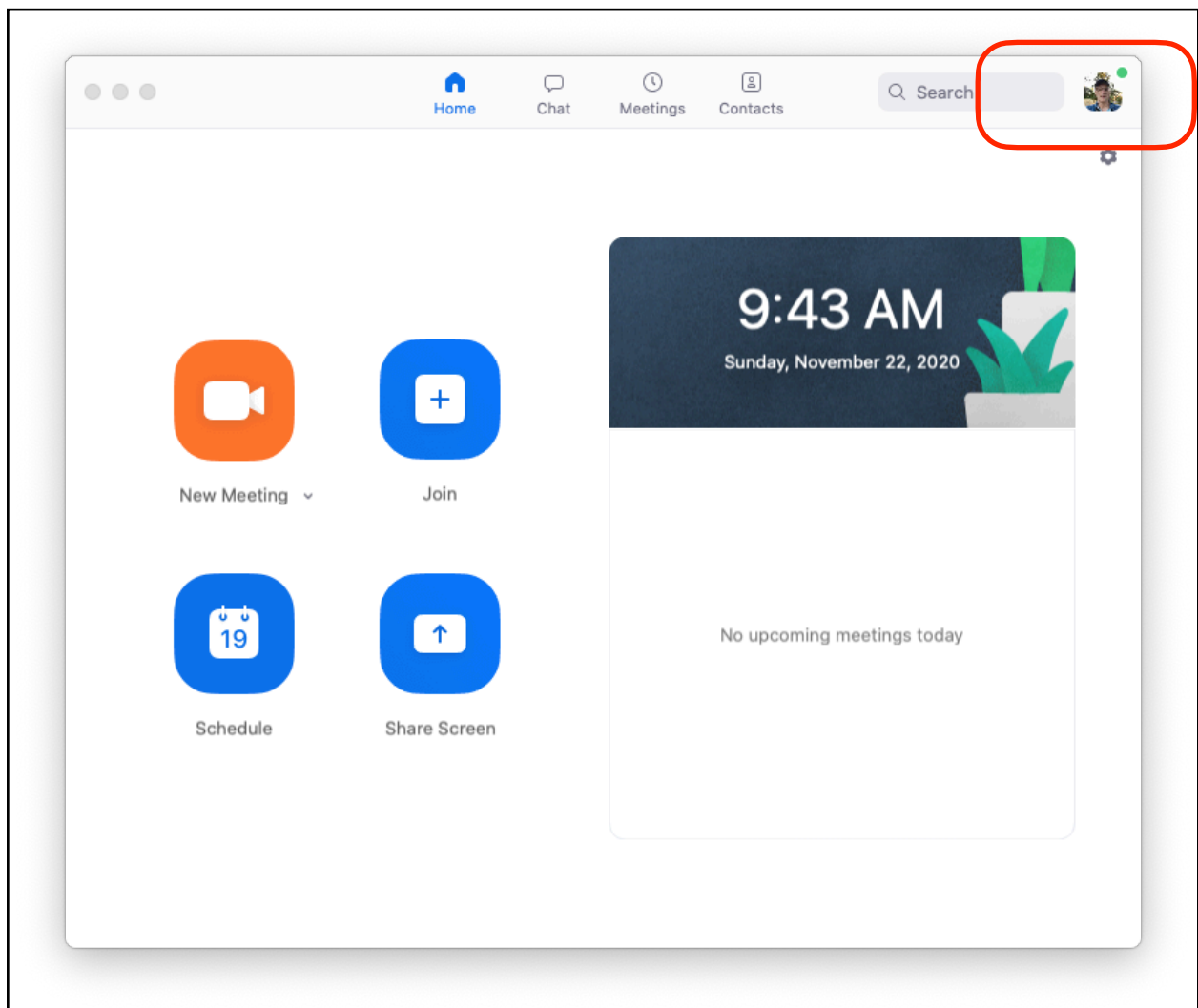
ZOOM Meetings

Changing Your Profile:

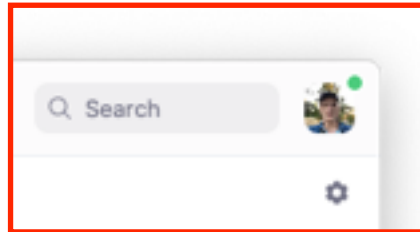
Click on the Zoom icon:



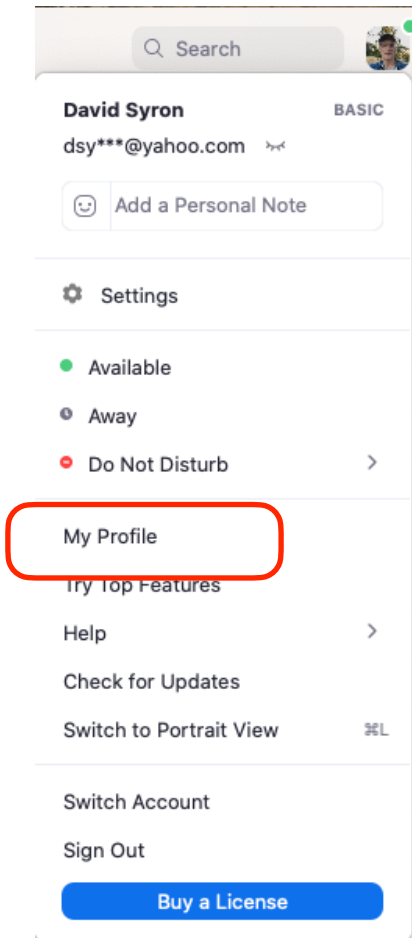
You will see this window:



Click on the profile in the upper right corner:



Click on "My Profile"



You should see this webpage open up:

Far right, Click on the “Edit” button.

The screenshot shows the Zoom user profile page for David Syron. The page is divided into a left sidebar and a main content area. The sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays the user's profile information, including a profile picture, name, and various settings. A red rounded rectangle highlights the 'Edit' button next to the name 'David Syron'. Below the name, there are sections for 'Personal Meeting ID', 'Sign-In Email', 'License Type', 'Language', and 'Date and Time', each with an 'Edit' button. The 'Personal Meeting ID' section shows a masked ID and a URL. The 'Sign-In Email' section shows the email address and linked accounts. The 'License Type' section shows 'Basic' and 'Upgrade' options. The 'Language' section shows 'English'. The 'Date and Time' section shows 'Time Zone' (GMT-8:00 Pacific Time (US and Canada)), 'Date Format' (mm/dd/yyyy), and 'Time Format' (Use 24-hour time).

Section	Field	Value	Action
Personal Meeting ID	Personal Meeting ID	*** ** *965	Show
	URL	https://us04web.zoom.us/j/*****965?pwd=*****	Show
Sign-In Email	Sign-In Email	dsy***@yahoo.com	Show
	Linked accounts	[icon]	
License Type	License Type	Basic	Upgrade
	Meeting	100 participants	
Language	Language	English	Edit
Date and Time	Time Zone	(GMT-8:00) Pacific Time (US and Canada)	Edit
	Date Format	mm/dd/yyyy	Example: 08/15/2011
	Time Format	Use 24-hour time	

Go to the “Display Name” area and type in your name.

Click on the “Save Changes” button at the bottom.

The screenshot shows the Zoom profile settings page. At the top, there are navigation links: "CONTACT SALES", "SCHEDULE A MEETING", and "JOIN". On the left, there is a profile picture of a man with a "Change" and "Delete" link below it. The main form contains the following fields:

- First Name:** Input field with "David" and a dropdown arrow.
- Last Name:** Input field with "Syron".
- Display Name:** Input field with "David Syron", highlighted with a red oval.
- Phone:** A dropdown for "Select Country/Region" and an input for "Phone Number".
- Department:** Input field with "e.g. Product".
- Job Title:** Input field with "e.g. Product Manager".
- Company:** Input field with "Company/Organization Name".
- Location:** Input field with "e.g. San Jose".

At the bottom, there are two buttons: "Save Changes" (highlighted with a red oval) and "Cancel".

Done!

You can close the windows that remain open.