In efforts to speed up the introduction process we ask for you to change your name on your Zoom account to your name and what you represent for the committee. Example- MaryAnn Demchak- Universities North. Below you will find instructions on how to change your name once you are in the meeting or before you enter the meeting. Thanks!

**Changing your Name in a Zoom Meeting**

- To change your name after entering a Zoom meeting, click on the “Participants” button at the top of the Zoom window.

1. After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.

3. Enter your name and what you represent for SEAC and click on “OK”.

Type in the display name you’d like to appear in the meeting and click on “OK”.
Adding your Name in before a Zoom Meeting (web browser)

- Go to zoom.us in a browser (Chrome, Internet Explorer). -- Do not sign in.
- Click on the Join a Meeting link.
- In the next window, select the “join from your browser” option.
- The next window will allow you to enter your name and what you represent and check the box that you are not a robot.

Adding your Name in before a Zoom Meeting (App)

- Open the Zoom app on your computer. -- Do not sign in. Click on the blue “Join a Meeting” button.
- Enter the Meeting ID number in the first section.
- Enter your name and what you represent in the second section.
- Click the “Join” button at the bottom of the window.