Changing your Zoom display name:

When you log in to assembly, you will be placed in a waiting room. You are unable to change your display name at that time. However, if our registration team is able to identify you, they may admit you to the meeting. Once admitted to the meeting, please right-click on your personal window (Name, video, or image) and select "Rename." You can then change your display name to your full name, last name first. (ie. Doe, John).

If our registration team is unable to identify you, they may transfer you to a dedicated registration room in order to assist you with changing your display name and properly verifying your status as an assembly voting member. This could slow down the registration process.

If you are a frequent Zoom user and your device defaults with your name in a traditional format (ie. John Doe) or a generic format (ie. John's Computer). We ask you to follow these steps to help facilitate the check in process for synod assembly.

Therefore, we ask that you do one of the following. . .

1. **Change your default display name:**

    1. In you web browser, navigate to www.zoom.us
    2. Select "MY ACCOUNT" in the upper right-hand corner of the page.
    3. If not directly taken the Profile page, click "Profile" on the left-hand side of the page.
    4. On the right-hand side of the page next to your name, click "Edit"
    5. Change the Display Name (3rd field) to your full name, last name first. (ie. Doe, John)
    6. Scroll down and click the blue "Save" button.

One this is complete, you can click on the Zoom link for assembly and you will be signed in with the appropriate display name.

2. **Log in to assembly without using the link. . .**
    1. opening the Zoom app on your computer.
    2. Enter the ID* and your full name, last name first. (ie. Doe, John)
    3. click join.
    4. Enter the meeting password*

    *Meeting ID and password will be sent to registered voting members the week of assembly.

If you log in with the improper display name format. . .
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