

JOB AID

This Job Aid covers how to change the display names of patients and/or providers for a Zoom tele-video visit.

Changing Display Name for Patients

- Once in the meeting, from the Participants window, click the More button and select Rename.

	_		×	
~	Participants (1)			
ST	(Host, me, participant ID: 3143	More	•>	Rename
				Add Profile Picture

- From the Rename window modify the name displayed from the Enter a new screen name field and click OK.

📮 Rename	Х
Enter a new screen name:	
Sandy	
ОК Сап	cel

Changing Display Name for Providers

- Log into the Zoom application.
- In the upper right corner select the gear icon. The Settings screen will display.
- Select Profile, Edit My Profile.
- Click on the Edit button on the right side of your name.

	Sandy U	Mass	Edit
	Department	п	
	Job Title	IS Applications Team Lead	
	Location	Front st	
Change	Account No.	57369344	

Update your name in your profile then click Save Changes.

First Name	Last Name
Sandy	Taubert UMass 🗙
Phone	
Select Country/Region	Y Phone Number