



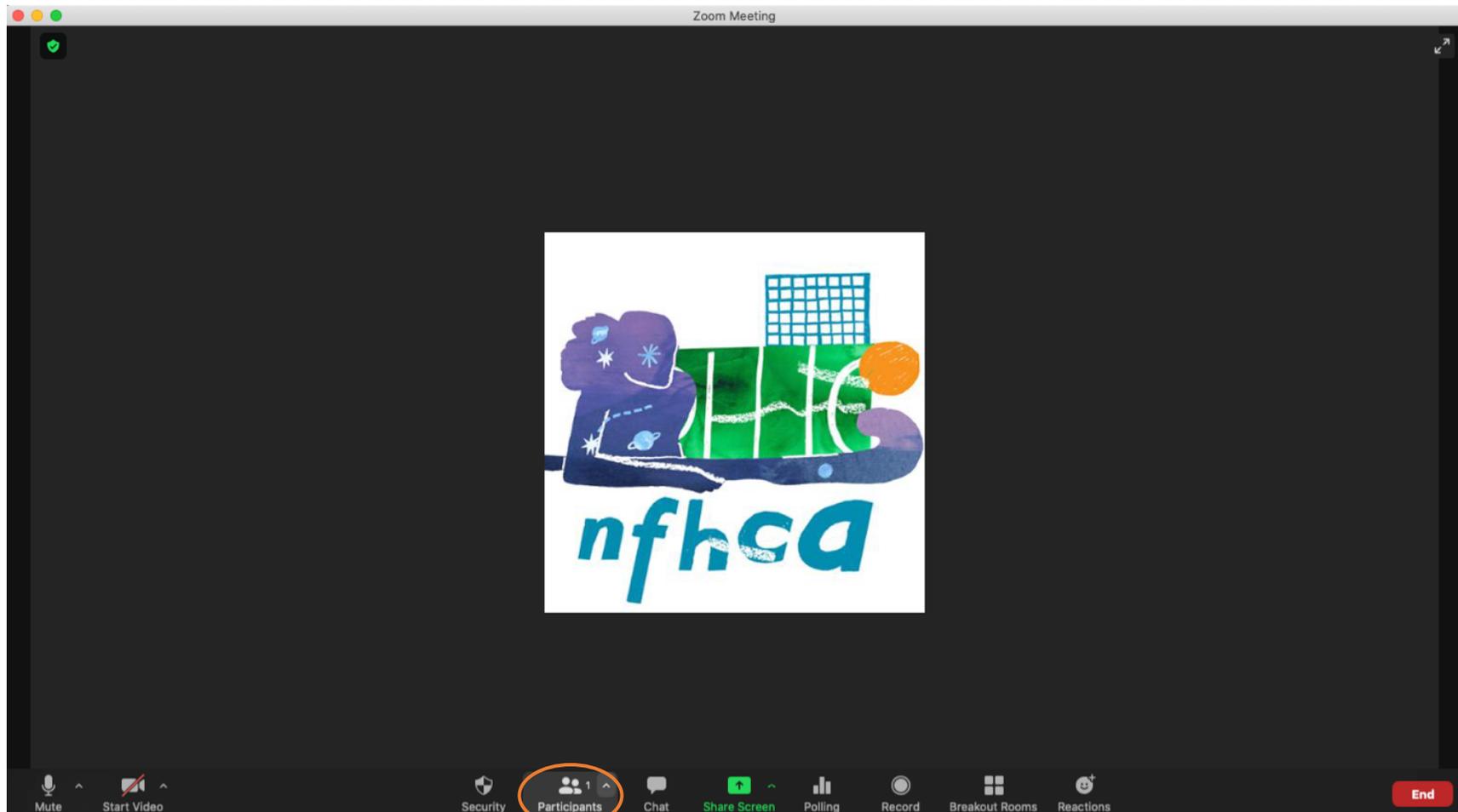
NATIONAL FIELD HOCKEY COACHES ASSOCIATION

VIRTUAL COACHES' CAUCUS

January 5 –10, 2021

Step-by-Step: How to Update Your Name in Zoom

Step 1: Open the “Participants” panel.





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Step 2: Hover over your name and select “More.”

The screenshot displays a Zoom meeting window. The main content area is black with the NFHCA logo centered. The top bar indicates 'Zoom Meeting'. The right sidebar shows 'Participants (1)' with a list containing 'Kirstin G... (Host, me)'. A blue 'More' button next to the name is circled in orange. At the bottom of the sidebar, there are buttons for 'Invite', 'Mute All', and 'More'.



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Step 3: In the dropdown, choose "Rename."

Zoom Meeting

Participants (1)

Kirstin G... (Host, me) Mute More

Rename

Edit Profile Pict

Invite Mute All More

Kirstin Gebhart



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Step 4: Enter your full name and institution, then click “Rename.”

