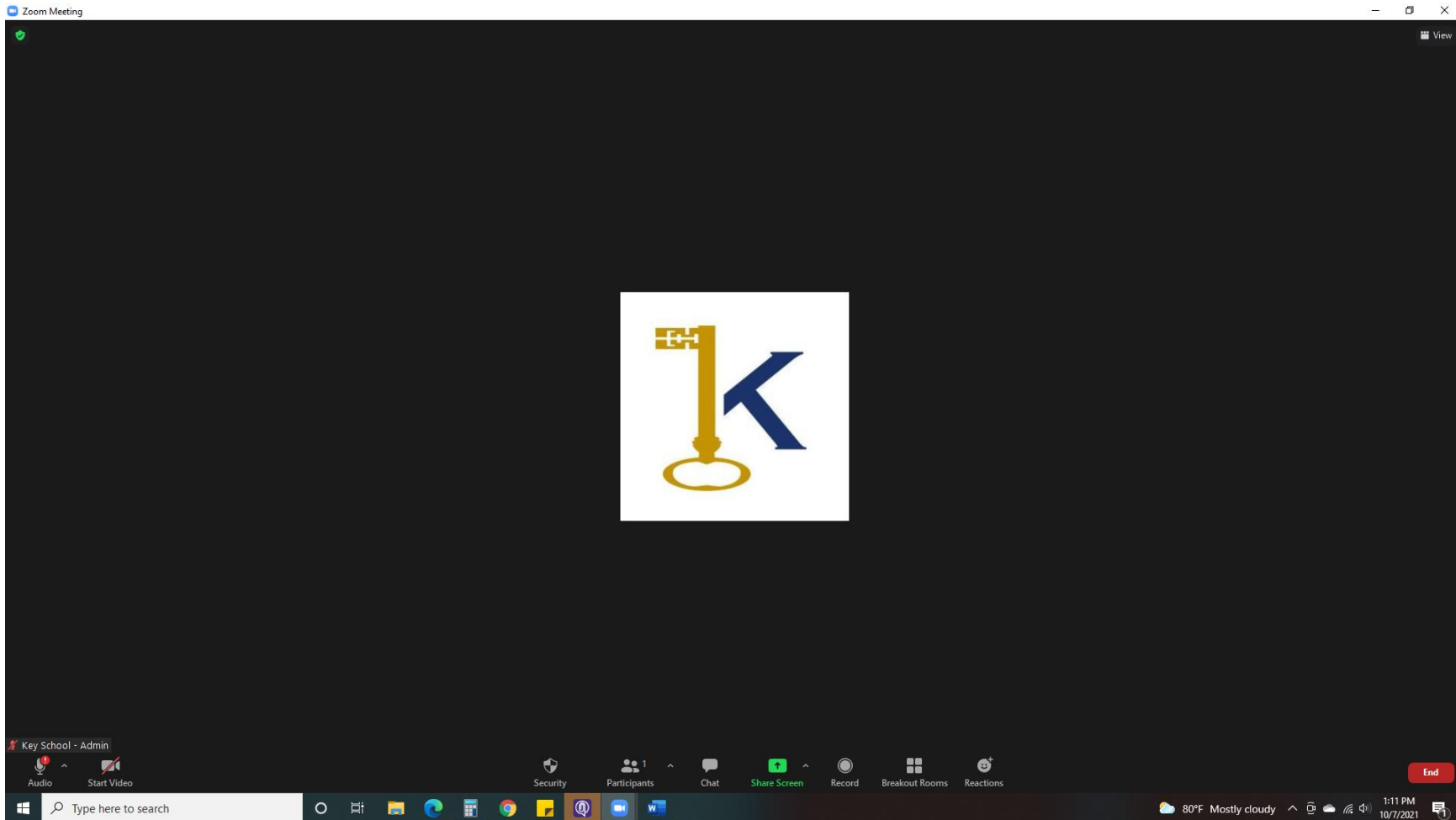


Rename Guidance on a computer -

Formatting may appear to be mildly different based on the operating system but the functionality and systematic approach is the same regardless of the operating system.

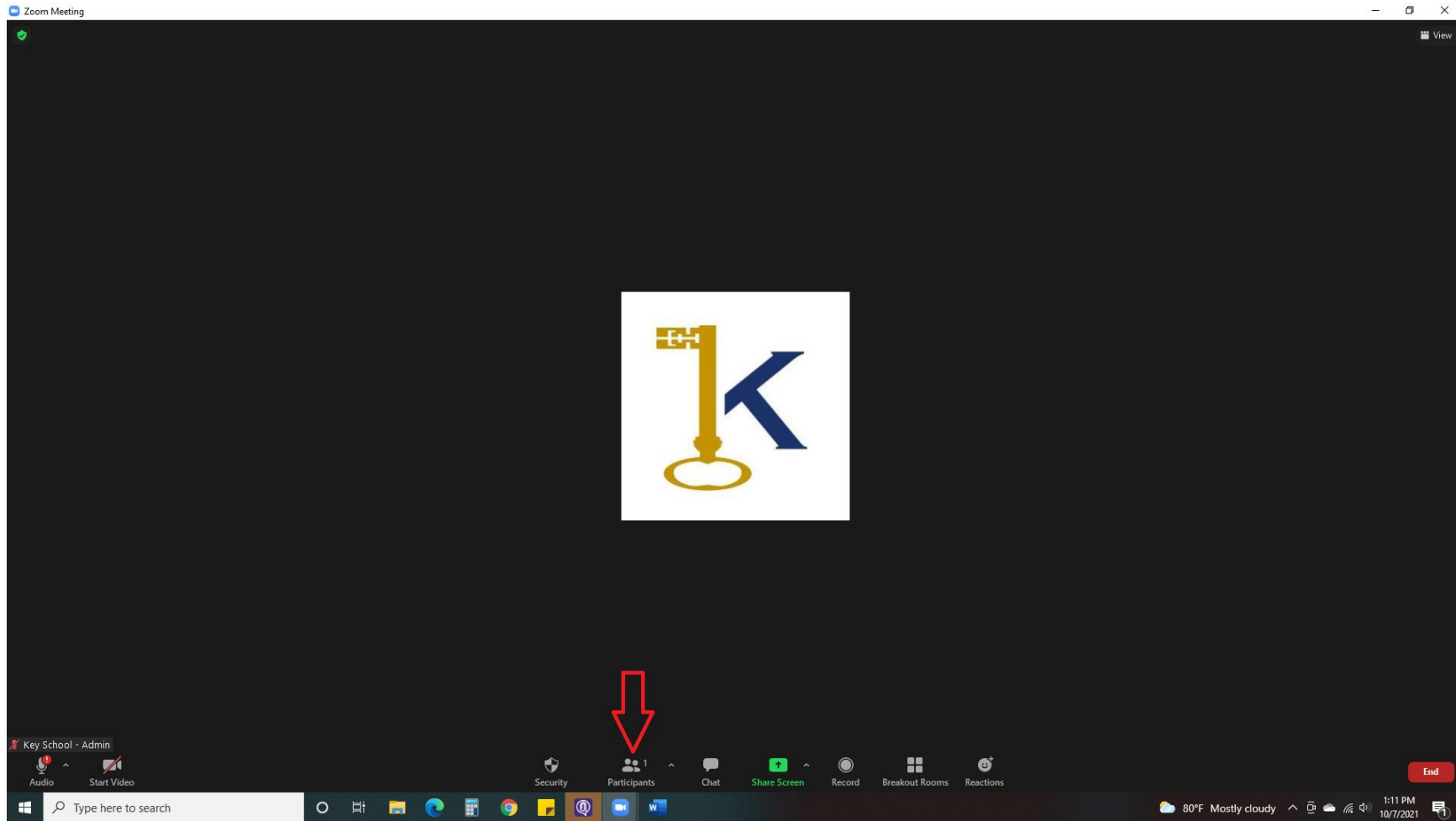
Step 1

Once the student has entered into the Zoom Meeting, this is the main screen a student will see (or similar to).



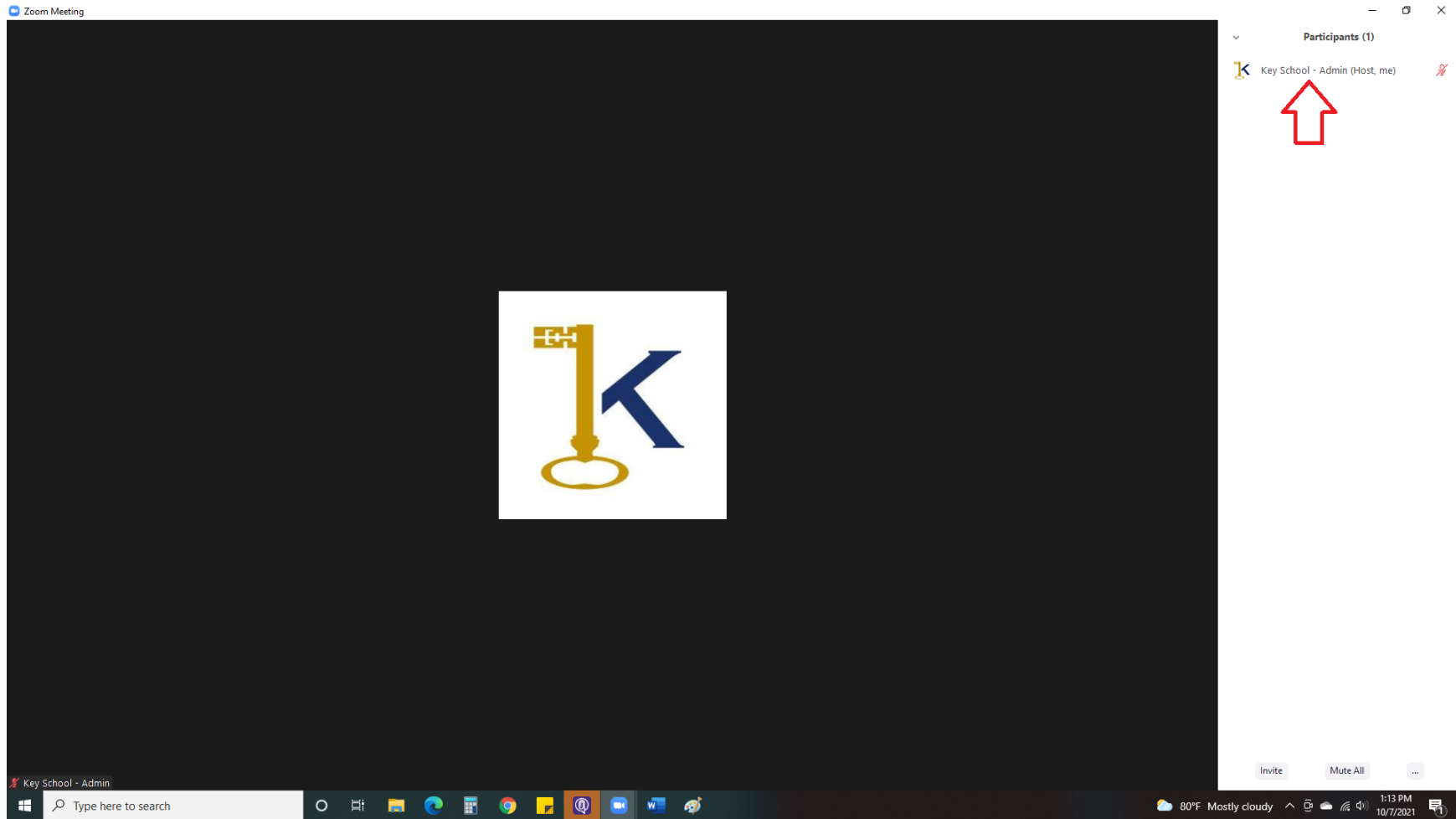
Step 2

After inactivity, the ribbon of functions from the top and bottom will disappear. Therefore, the student may need to move their cursor to pull the ribbon up. To rename themselves, the student will need to click on "Participants".



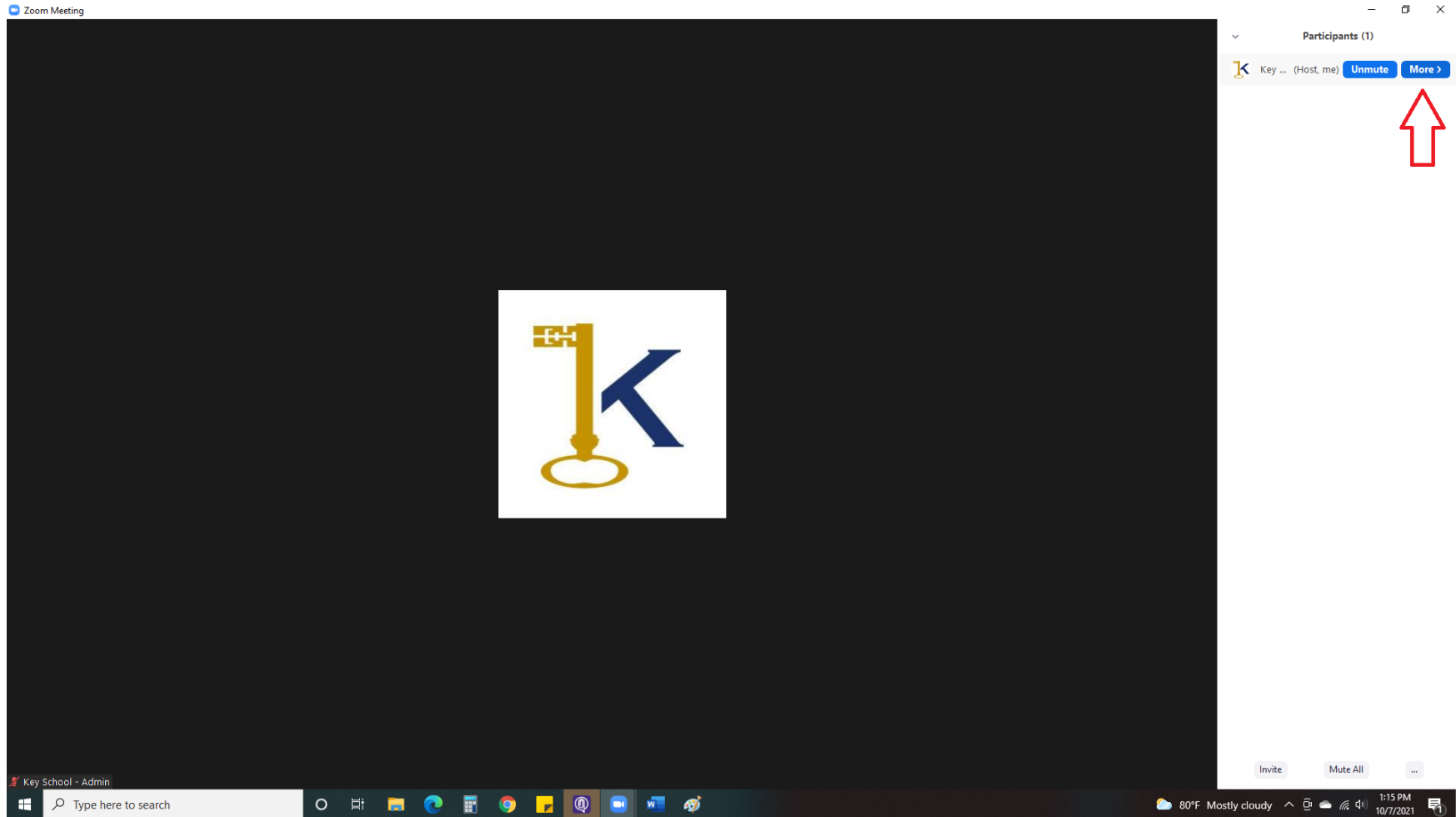
Step 3

The student will need to place their cursor over their name (in the right-side panel). Please note that the panel may NOT be imbedded into the main window and may pop-up into it's independent window.



Step 4

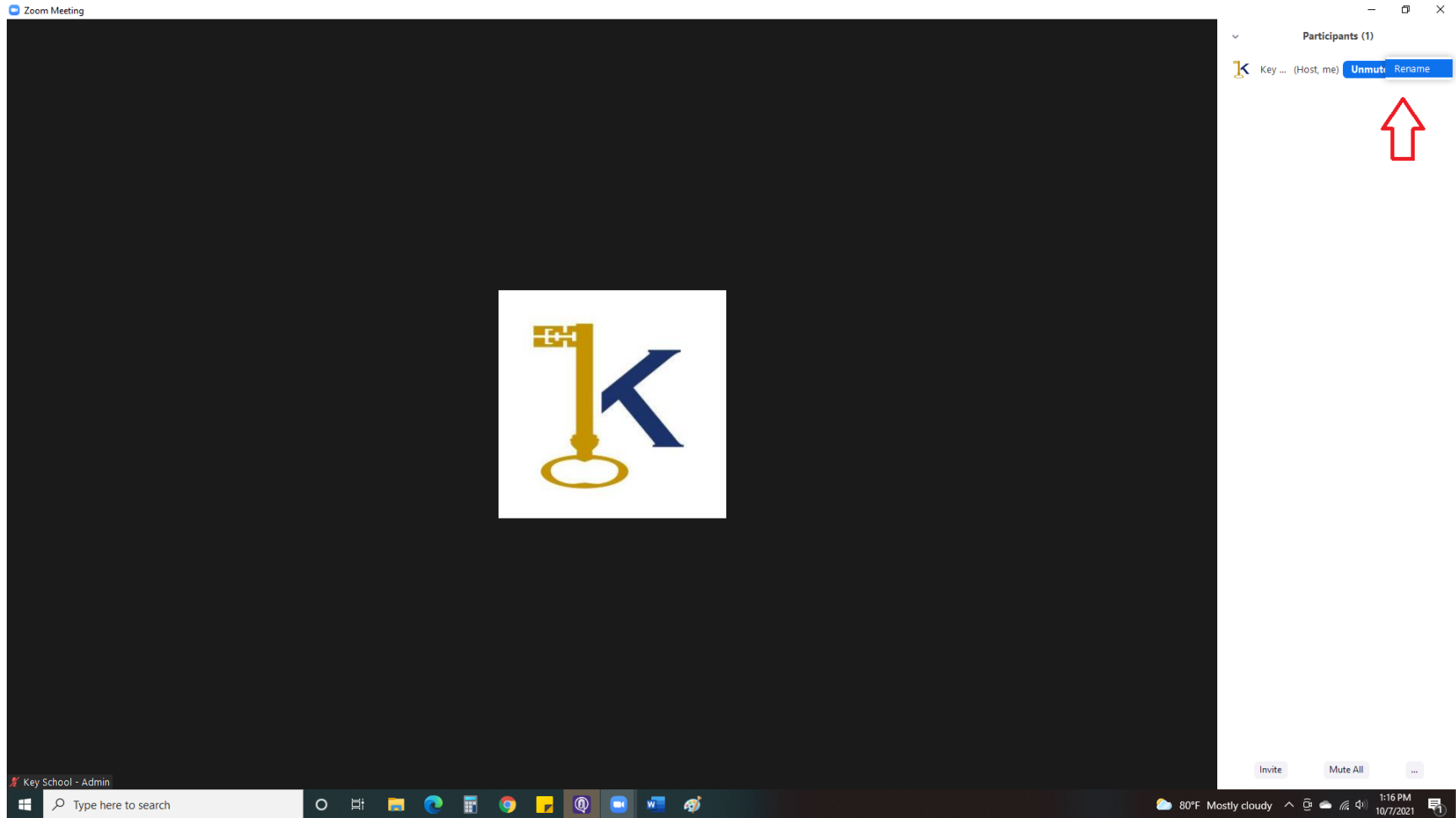
The student will need to click on "More."



The image shows a Zoom meeting window. The main content area is black with a white square in the center containing a logo of a yellow key and a blue letter 'K'. The top right corner of the window displays the 'Participants (1)' list. The list shows a participant named 'Key ... (Host, me)' with an 'Unmute' button and a 'More >' button. A red arrow points to the 'More >' button. The bottom of the window shows the Windows taskbar with various application icons and system tray information including the time '1:15 PM' and date '10/7/2021'.

Step 5

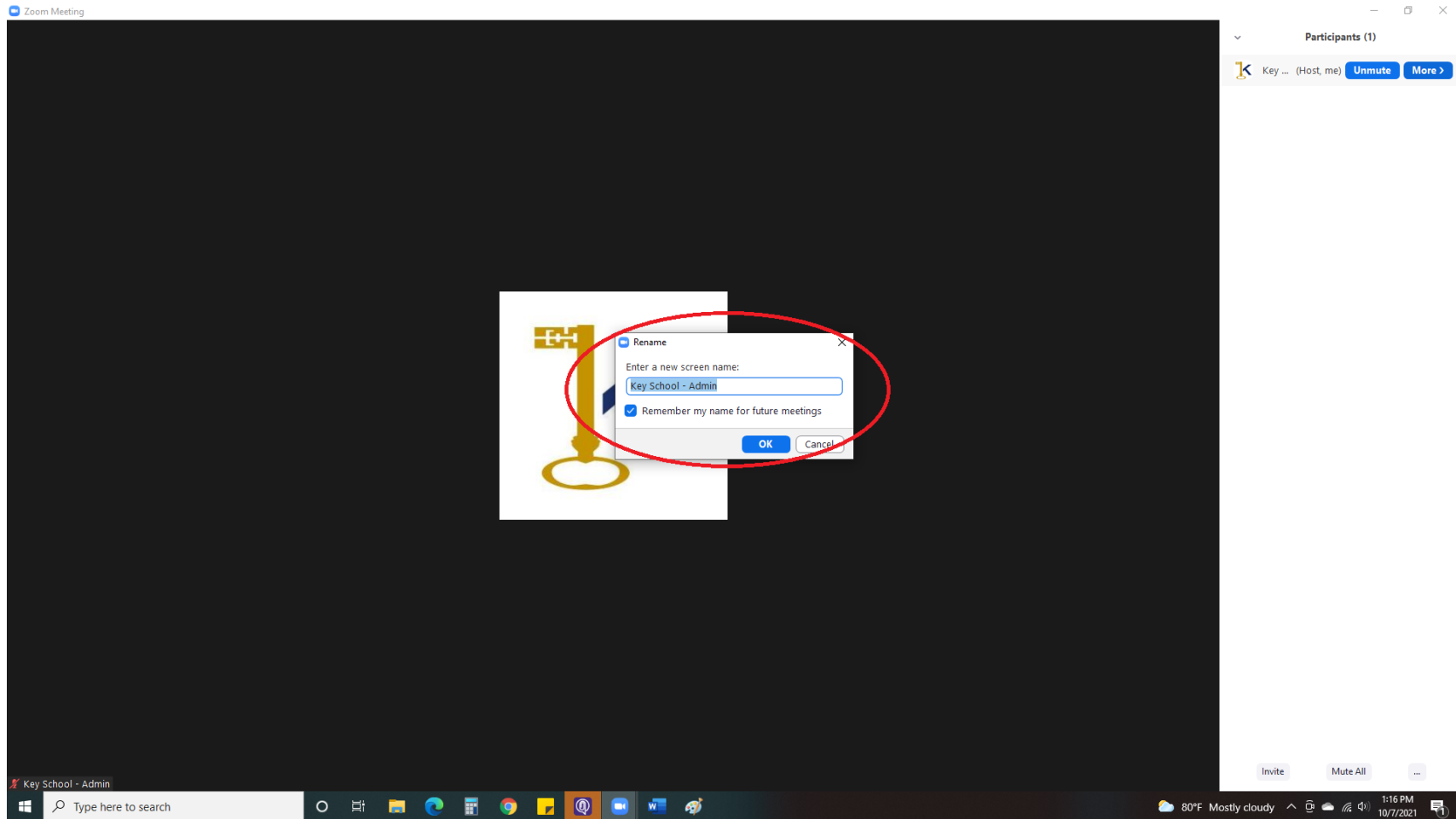
The student will need to click on "Rename."



The screenshot displays a Zoom meeting window. The main content area is black with a white square in the center containing a logo of a golden key and a blue letter 'K'. The top-left corner of the Zoom window shows the title 'Zoom Meeting'. The top-right corner features a 'Participants (1)' panel with a dropdown arrow, a participant name 'Key ... (Host, me)', and two buttons: 'Unmute' and 'Rename'. A red arrow points to the 'Rename' button. The bottom of the screen shows the Windows taskbar with the search bar, taskbar icons, and system tray information including the date and time (1:16 PM, 10/7/2021).

Step 6

The student should enter in their first name, last name and license number with no leading zeros and click “Done.”



The screenshot displays a Zoom meeting window. In the center, a 'Rename' dialog box is open, overlaid on a large yellow key icon. The dialog box contains the following elements:

- Title: Rename
- Text: Enter a new screen name:
- Text input field: Key School - Admin
- Checked checkbox: Remember my name for future meetings
- Buttons: OK and Cancel

The 'Rename' dialog box and the text input field are circled in red. The Zoom interface also shows a 'Participants (1)' list in the top right corner with the user 'Key ... (Host, me)' and buttons for 'Unmute' and 'More >'. At the bottom, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the date and time '1:16 PM 10/7/2021'.