Zoom Features & Tips

The Feature Rename

Why – When you join a Zoom meeting, the name which is displayed comes from when your device was first set up. It could even be that you are using someone else's device for the Zoom Meeting. Well it is easy to change, and it only lasts for the Zoom Meeting. It is not permanent. This makes it easier for others in the meeting to know who is talking. Like they say, "A Face To Go With A Name".
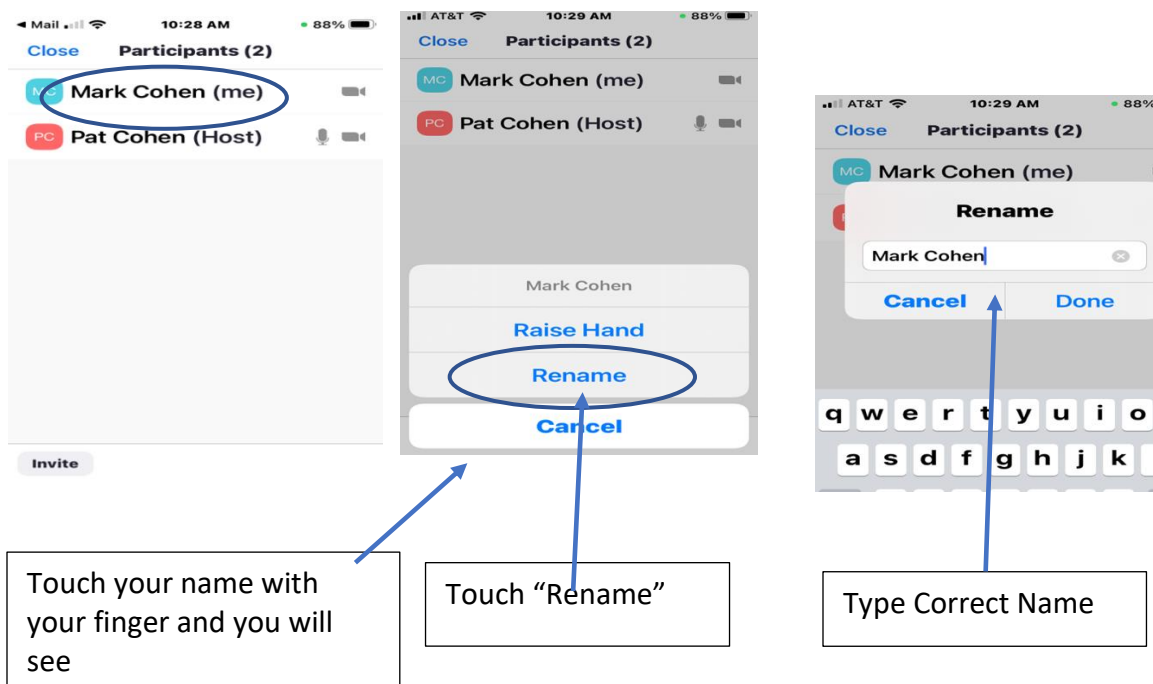
Here is how to do it.

On the iPhone –
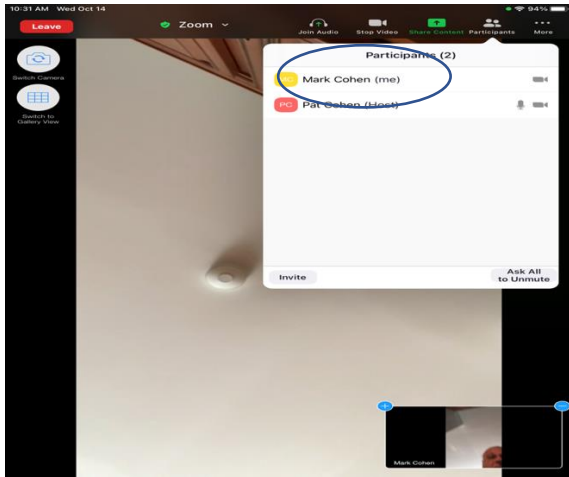After you are in the Zoom Meeting "touch" the screen.
On the top of the screen you will see four features.
Touch the one that says "Participants". It only shows for a few seconds. If it disappears, just touch the screen again.
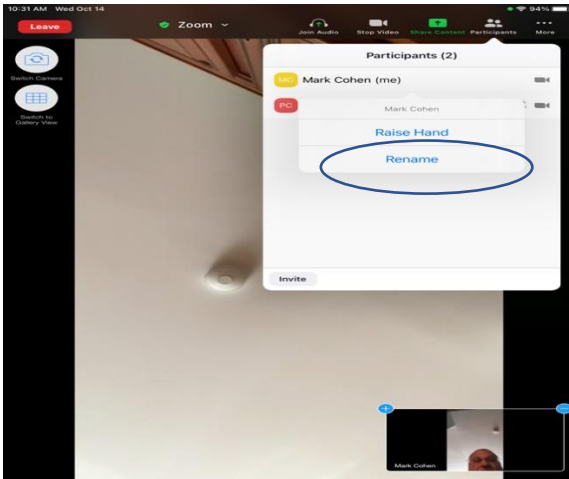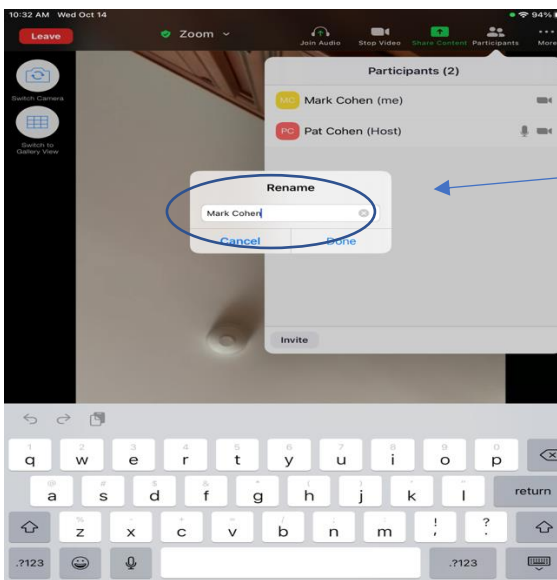You will then see the following: Your name will be showing

Touch your name with your finger and you will see

Touch "Rename"

Type Correct Name

On an IPad – The same applies but just a slightly different look. Click on "Participant"

This is what you will see. TOUCH your name

This is what you will see. TOUCH "Rename"

Type Correct Name

The Feature "Raise Hands"

This feature in Zoom lets the Host know who would like to be recognized. It is quite valuable for the efficient running of a meeting. With a lot of participants, it is quite difficult to see all the video boxes of those who are participating. It is easy for the host to see the little blue hand that will show on the participant screen listing.

On the above screens (iPhone or iPad) for the Rename feature, you can see that another choice is the "Raise Hand" feature. After you are recognized to ask your question or give your comments, you can once again go back to this same screen and it will then show and allow you to "Lower Hands" so you can in effect put your hand down. Note: The Host also has the ability to Lower Your Hand.

On a PC or MAC

It is basically the same process. You select Participants, then you look for your name. There should then be a **"More"** selection when you hover your mouse pointer over your name. You click this and you should see Rename or Raise Hand as a selection. Follow the same as outlined above to use this feature that allows the Host to know that you have a question.

Try it when you are in a meeting. You cannot hurt anything.