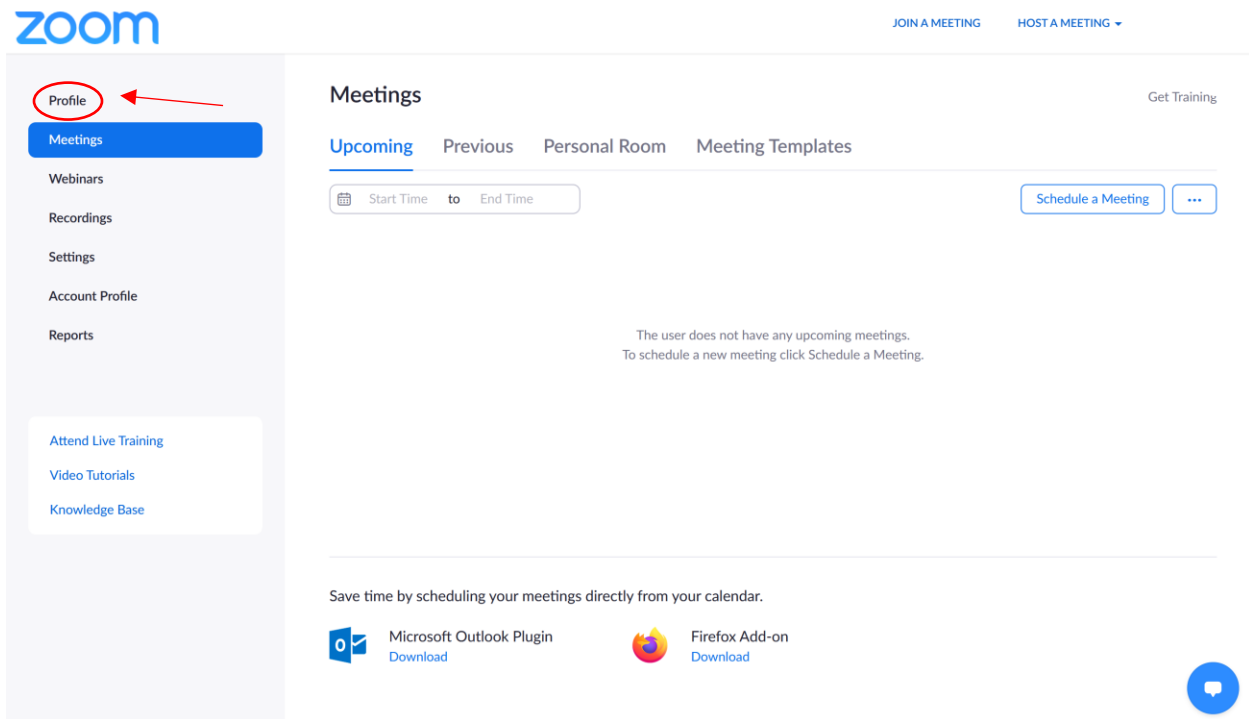




How to Add Pronouns to Your Name on Zoom

Using the Browser Version

1. Log on to Zoom using the link: <https://www.ucdenver.zoom.us>
2. Click on **Profile** to the left.

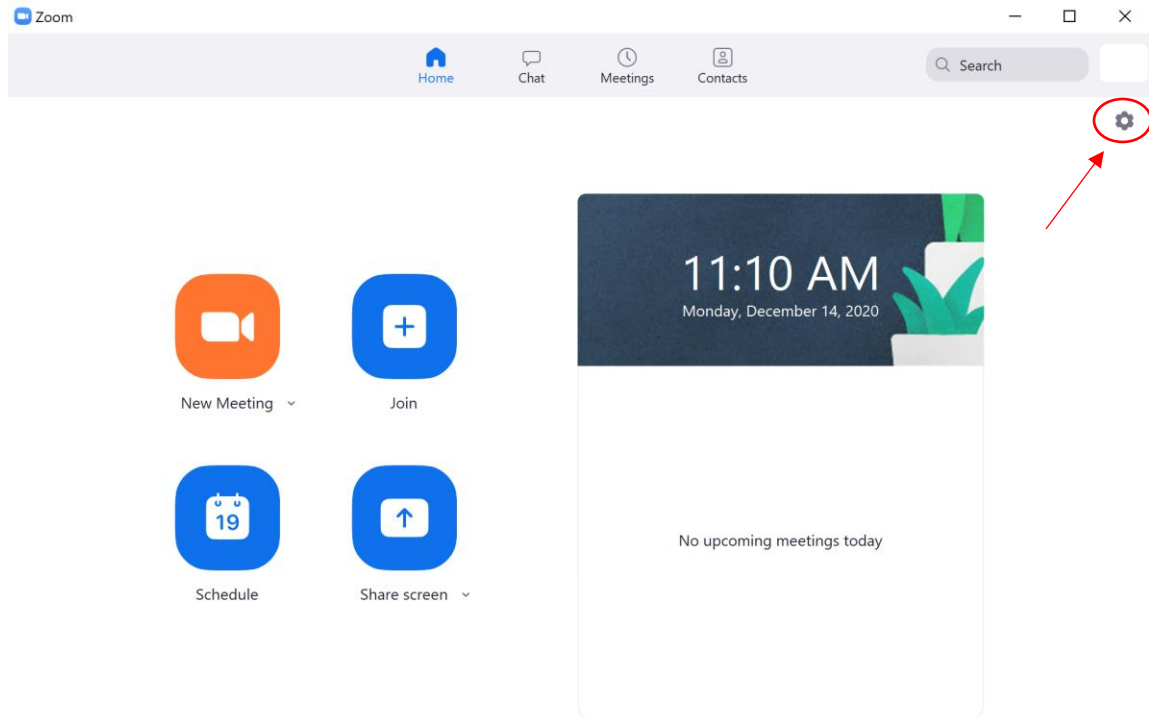


3. Follow the instructions under “Using Zoom Desktop Software” starting from Step 6.



Using Zoom Desktop Software:

1. Click the **Gear icon** to the top right of the application window.





2. Select Profile -> Edit My Profile

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile** 1
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Yunliang (Lily) Luo (She|Her|Hers) •

Single Sign On

2 Edit My Profile

Change My Subscription

View Advanced Features

3. This should bring up Zoom in your default browser, prompting you to sign in. Select **Sign-in with SSO**.

zoom

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SIGN IN

SIGN UP, IT'S FREE

Sign In

Email Address

Email Address

Password

Password

[Forgot?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

☒ Stay signed in

New to Zoom? [Sign Up Free](#)

or



Sign in with SSO



Sign in with Google



Sign in with Facebook



BRAIN HEALTH for all, for life.



4. Enter the company domain: **ucdenver**

Sign In with SSO

Company Domain

ucdenver|

.zoom.us

Continue

I don't know the company domain

< Back

5. You should be redirect to the **University log-in page**, enter your University credentials.
6. You should now be directed to your profile page on Zoom. Here, you can add a profile picture and change your name. Click **Edit** to the right.

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Yunliang (Lily) Luo (She|Her|Hers)

Account No. 108295

Personal Meeting ID *** **740 Show Edit

https://ucdenver.zoom.us/j/*****740 Show

× Use this ID for instant meetings

Personal Link Not set yet. Customize

Sign-In Email YUN***@CUANSCHUTZ.EDU Show

Linked accounts: [icon]

License Type Licensed ⓘ

Meeting 500 participants ⓘ

Language English Edit

Date and Time Time Zone (GMT-7:00) Mountain Time (US and Canada) Edit

7. Now you can edit your **First Name**, **Last Name**, and **Display Name**.





8. Add your preferred pronouns at the end of your last name so this shows up at the end of your name when displayed.
9. If you would like to include a display name, make sure your preferred pronouns is at the end of the display name as the **display name** overwrites the information you entered in the **First and Last name box**.

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Change Delete

First Name
Yunliang (Lily)

Last Name
Luo (She|Her|Hers)

Display Name
Yunliang (Lily) Luo (She|Her|Hers)

Display name could be your first name or your nickname, or other name you want other people know you on Zoom.

Phone
Select Country/Region Phone Number

Department
e.g. Product

Job Title
e.g. Product Manager

Company
Company/Organization Name

Location
e.g. San Jose

Save Changes Cancel

10. Click **Save Changes** and your preferred pronouns will show up every time you are using Zoom.

