

## **SSC Academic Advising Zoom Drop-Ins – Changing Your Display Name**

*If you have already joined the SSC Academic Advising Zoom Drop-Ins waiting room without setting your display name, you will need to leave the meeting, attempt to re-join the meeting, enter the meeting details, and change your display name **before** clicking “Join” to be taken to the waiting room. You will not be able to change it from within the waiting room.*

### **To Change Your Display Name Without Signing In to a Zoom Account:**

- Open Zoom
- Click on “Join a meeting”
- Enter the Meeting ID details into the “Meeting ID or personal link name” field
- Update the “Enter your name” field to show your Student ID Number and First Name
- Click “Join” to be taken to the waiting room
- You should see your display name in the top left corner along with your microphone and camera settings

### **To Change Your Display Name After Signing In to a Zoom Account:**

- Open Zoom
- Sign in to your account
- Click on “Join” from the Home tab
- Enter the Meeting ID details into the “Meeting ID or personal link name” field
- Update the “Enter your name” field to show your Student ID Number and First Name
- Click “Join” to be taken to the waiting room
- You should see your display name in the top left corner along with your microphone and camera settings

### **If You Are Unsure of Your Student ID Number:**

- Log in to your UR Self Service account, click on “Student”, then “Student Profile”, and your Student ID Number will be displayed along the top bar beside your name
- If you are unable to find your Student ID Number using your UR Self Service account, email [academic.advising@uregina.ca](mailto:academic.advising@uregina.ca) for further support (please be sure to include your full name and date of birth along with your request to look up your Student ID Number)

**NOTE:** If you do not have access to a desktop or laptop computer and find that you are unable to change your display name on a mobile device or tablet, you may need to download the Zoom app before you can proceed. Some mobile devices will not let you access Zoom meetings through their website without the app, although an account is not required.