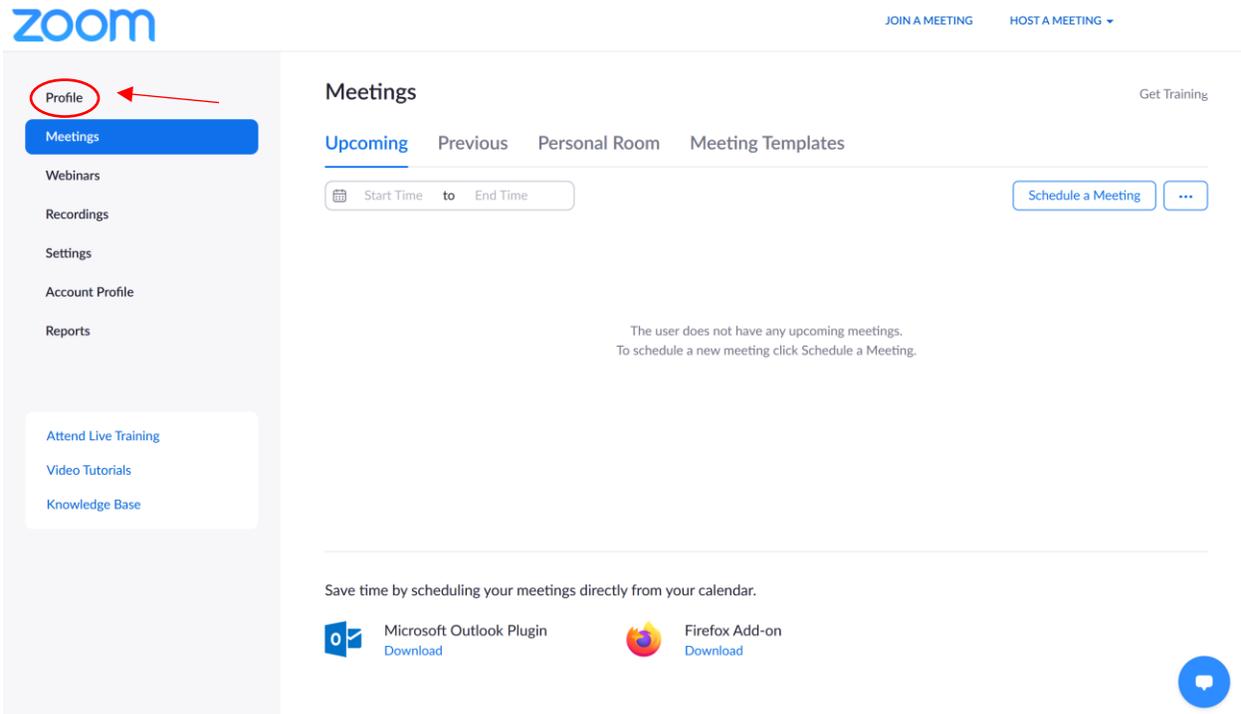


## How to Add Pronouns to Your Name on Zoom

### Using the Browser Version

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

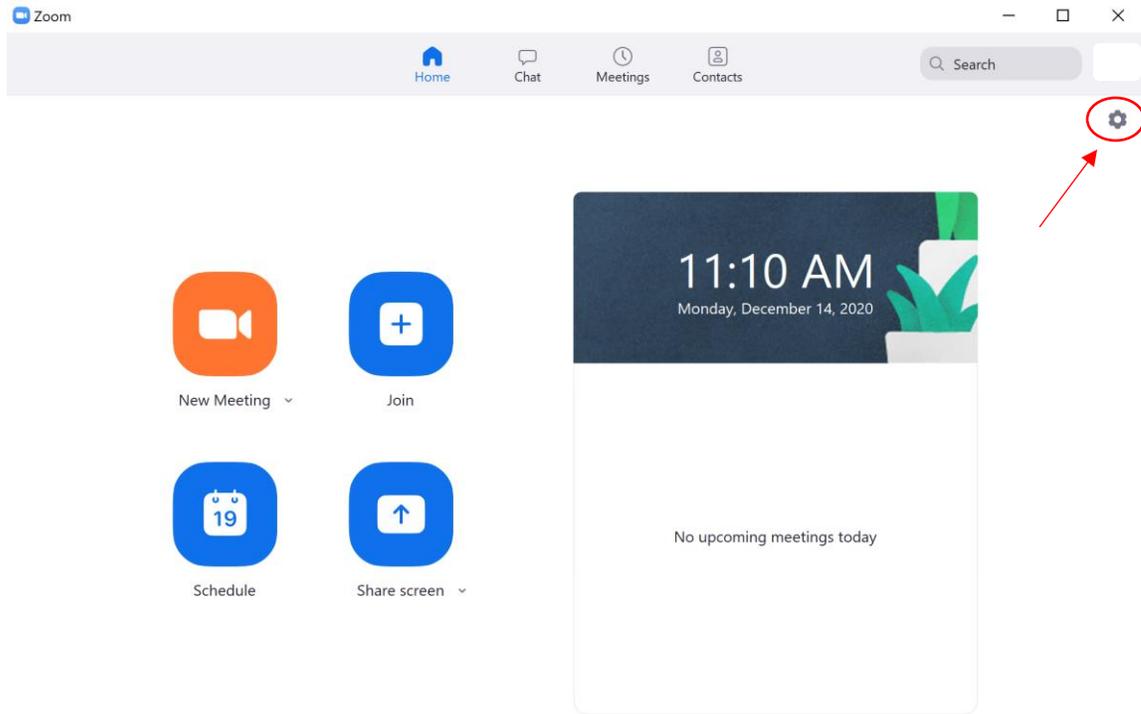


The screenshot shows the Zoom web interface. On the left sidebar, the 'Profile' menu item is circled in red with a red arrow pointing to it. The main content area is titled 'Meetings' and includes a 'Schedule a Meeting' button. Below the main content, there are links for 'Microsoft Outlook Plugin' and 'Firefox Add-on'. A blue speech bubble icon is visible in the bottom right corner.

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**.

### Sign In

Email Address

Password

 [Forgot?](#)

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

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

or



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

## Sign In with SSO

Company Domain

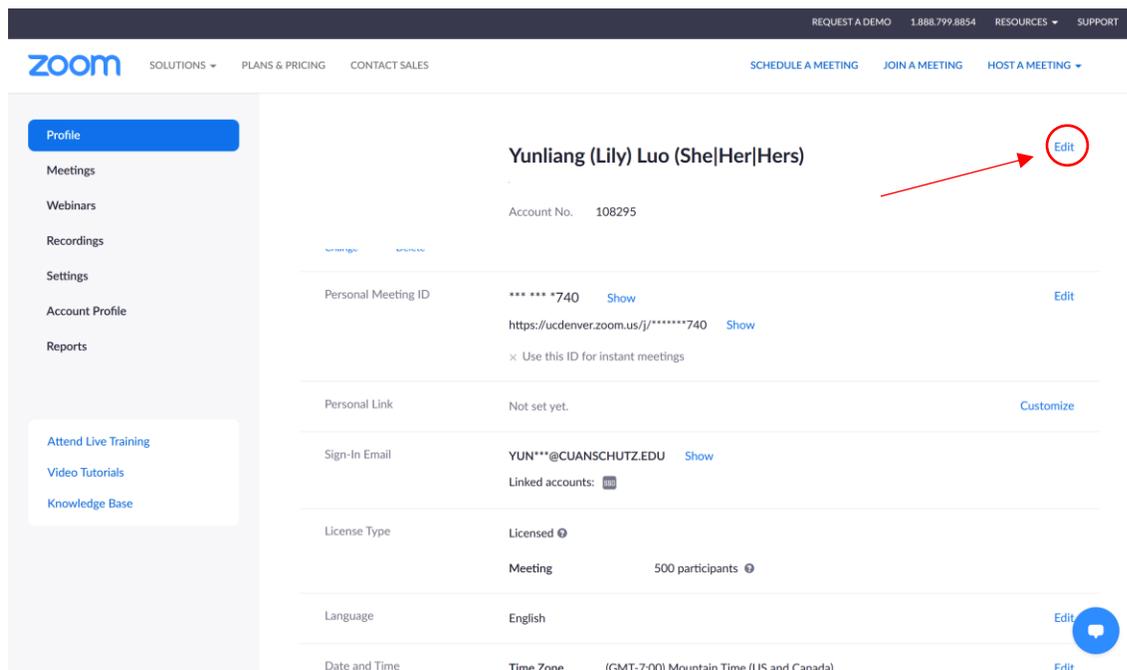
 

[Continue](#)

[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.



The screenshot shows the Zoom user profile page for Yunliang (Lily) Luo (She|Her|Hers). The page includes a navigation sidebar on the left with options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area displays the user's name, account number (108295), and various settings such as Personal Meeting ID, Personal Link, Sign-In Email (YUN\*\*@CUANSCHUTZ.EDU), License Type (Licensed Meeting, 500 participants), and Language (English). A red circle highlights the 'Edit' button next to the user's name, with a red arrow pointing to it.

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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Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Change Delete

First Name Last Name

Yunliang (Lily) 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.