

## Instructions for changing your Zoom screen name

### Desktop/Laptop computer or tablet

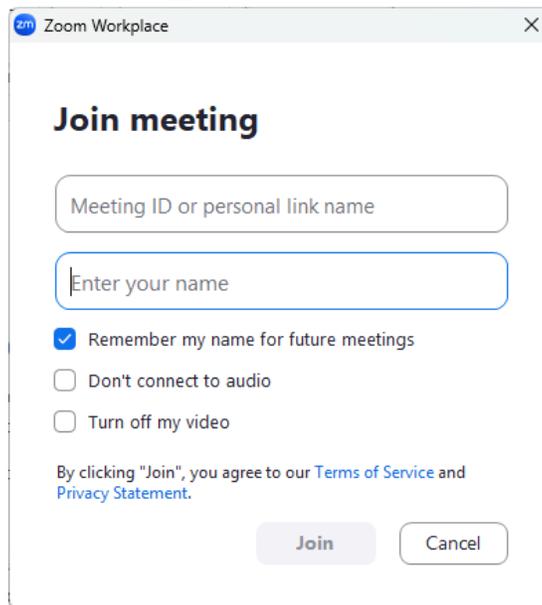
You need to have Zoom installed on your computer. If you do not, do a search for “zoom download” and install the app.

Next, launch Zoom. By default, the Home tab should be opened; if not, open it.

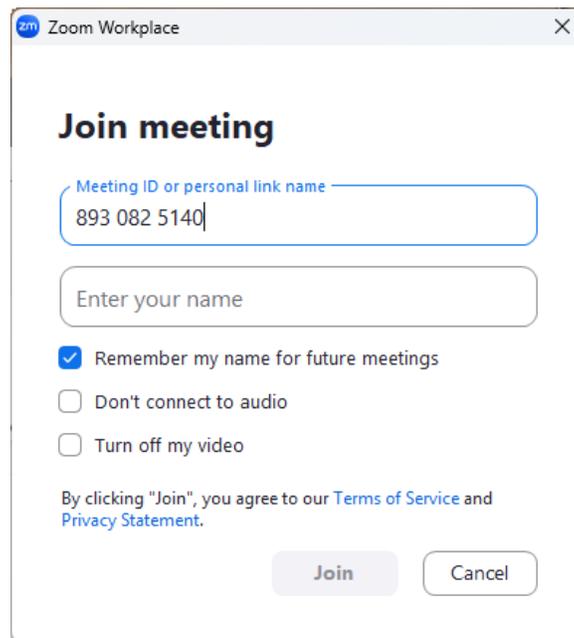
If you do not have a zoom login account (required for hosting a meeting, but not required to participate in one), or are not logged in, you will see something like the following:



Click the “**Join a meeting**” link. The next dialog box will look like the following:



Enter the meeting ID **893 082 5140** as shown below. If this is your first time joining a Zoom meeting, the second field will say “Enter your name” in grey letters, as shown. Otherwise, it will display the screen name used the last time.

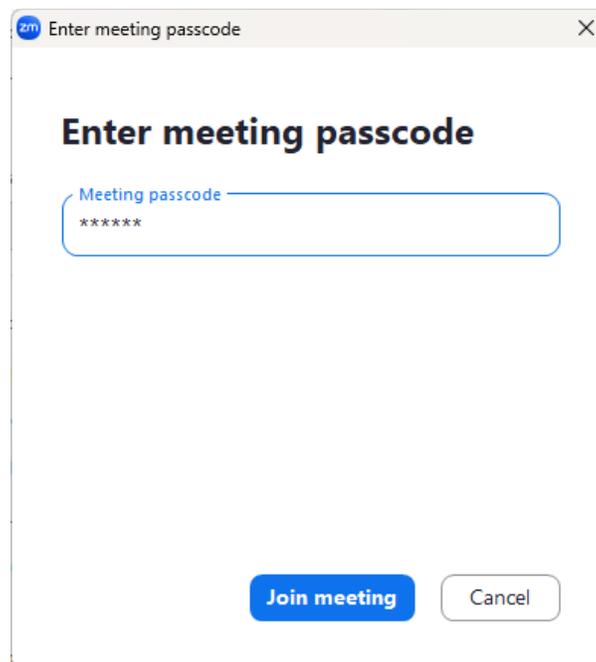


The image shows a 'Join meeting' dialog box from Zoom Workplace. It features a title bar with the Zoom logo and the text 'Zoom Workplace'. The main heading is 'Join meeting'. Below this, there is a text input field labeled 'Meeting ID or personal link name' containing the text '893 082 5140'. Underneath is another text input field labeled 'Enter your name'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom, there is a line of text: 'By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#)'. Finally, there are two buttons: 'Join' and 'Cancel'.

Enter your full name in the field below the meeting ID, and click **Join**. You may check the three boxes to indicate if you wish to save your name for future meetings, and for not connecting audio and video.

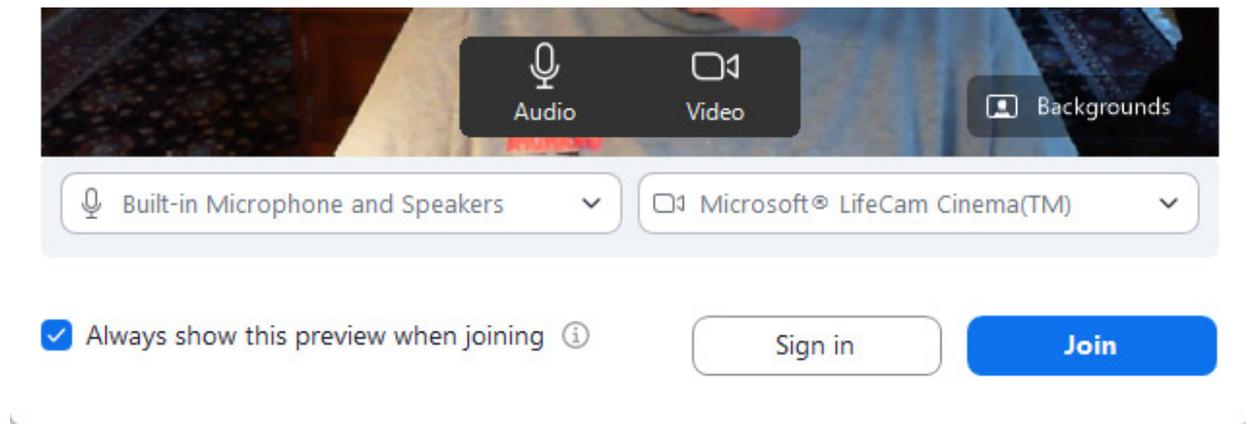
You will not be admitted to the meeting if your full name is not shown when you join. If the host does not recognize you, they will send you a message in the waiting room.

You will next be prompted for the meeting passcode. Enter **TS7E4i** and click **Join meeting**



The image shows an 'Enter meeting passcode' dialog box from Zoom Workplace. It features a title bar with the Zoom logo and the text 'Enter meeting passcode'. The main heading is 'Enter meeting passcode'. Below this, there is a text input field labeled 'Meeting passcode' containing the text '\*\*\*\*\*'. At the bottom, there are two buttons: 'Join meeting' and 'Cancel'.

You will be presented with a preview of your video, along with the option of turning off audio and/or video for the meeting. You also have the option of changing your microphone and camera, if you have more than one of each.

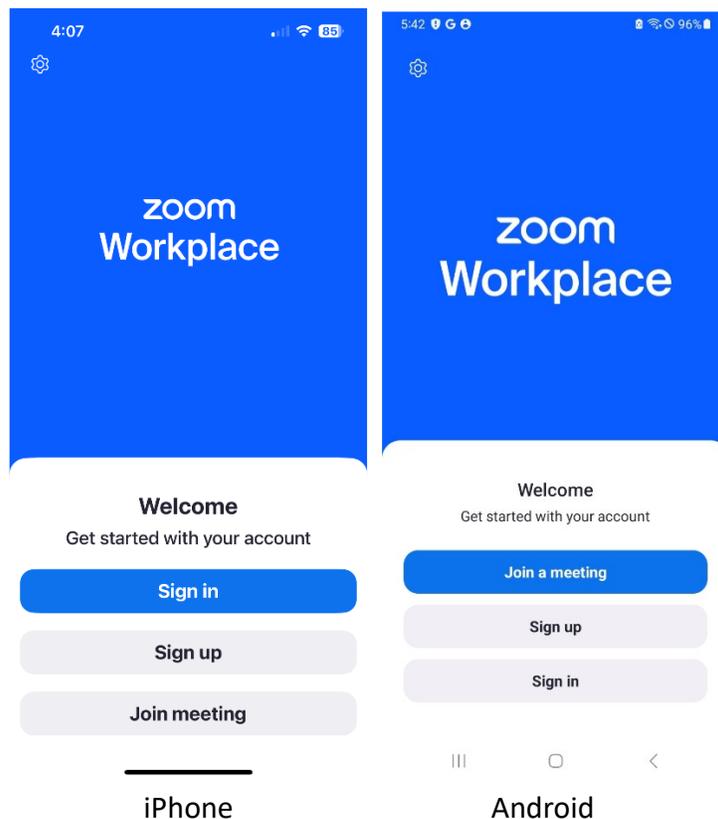


Click Join one more time, and you will then be put in the meeting waiting room so that the host can verify your identity and let you in to the meeting, providing your name is recognized.

## Joining from a phone

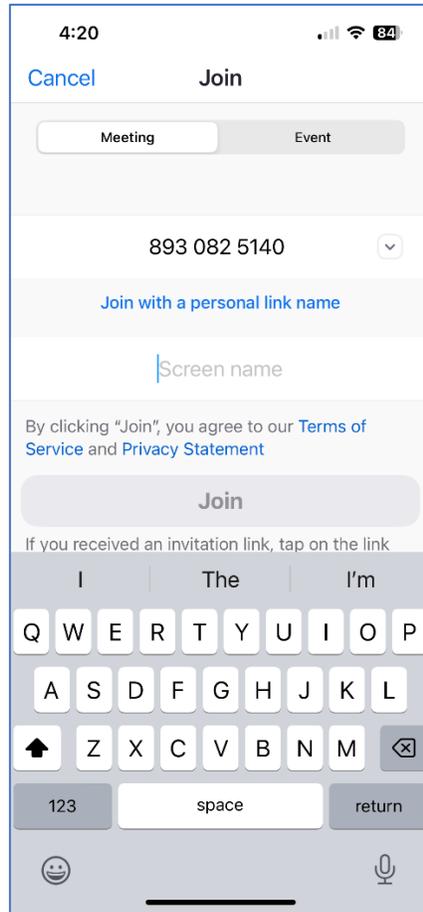
The process is similar to the above, but the screens are a little different. If you do not have Zoom installed on your phone, you will need to download and install the app from the Google Play Store (Android) or Apple App Store (iPhone).

The opening screen looks like this.

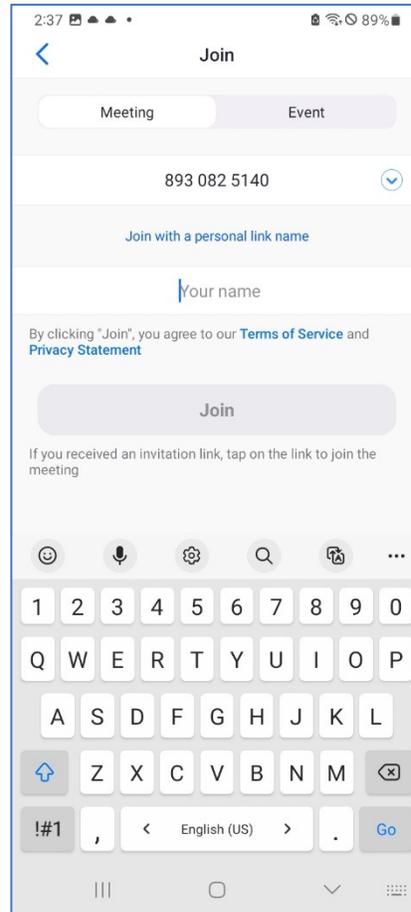


Click **Join meeting** (iPhone) or **Join a meeting** (Android).

Enter the meeting ID **893 082 5140** in the first field, as shown below. If you have joined the NNASA meeting previously, the meeting ID will be in the pick list.



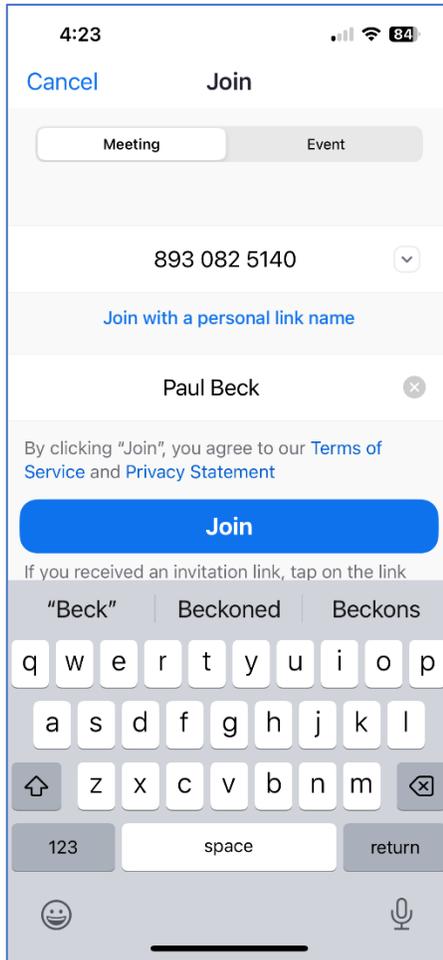
iPhone



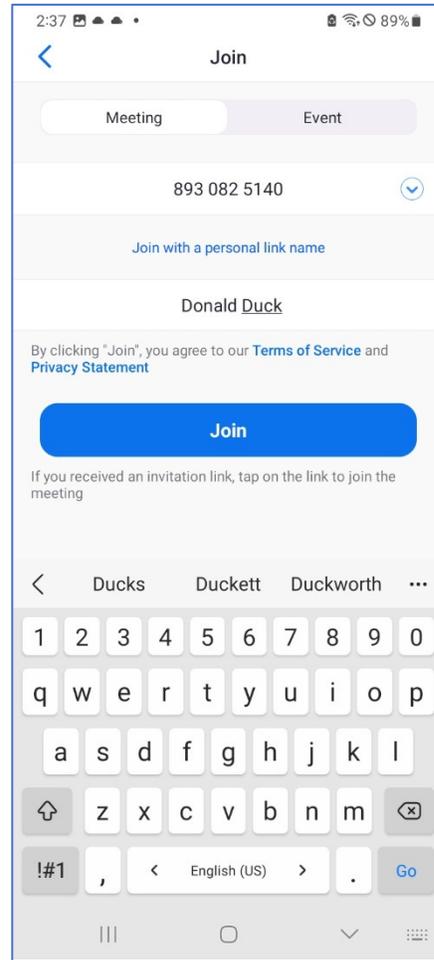
Android

Under the meeting ID is a field in which you type your full name. If you have not joined a meeting on your phone, the name field may be pre-filled with your device name, e.g. Samsung A12XX, or it may say **Screen name** (iPhone) or **Your name** (Android) in grey letters, as shown above. Enter your full name and click **Join**.

Enter your full name, as shown below, in this field below the meeting ID. If you enter Donald Duck for your full name, as shown in the Android example, you will not be admitted to the meeting.

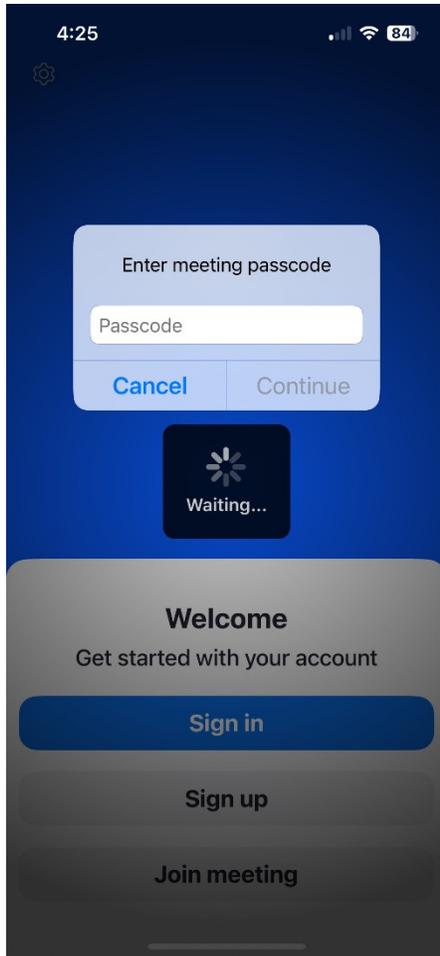


iPhone

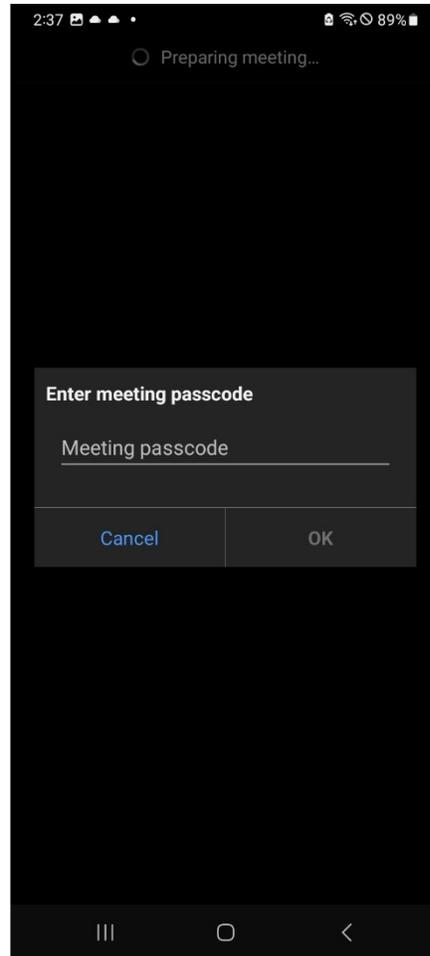


Android

Next, you will be prompted for the meeting password, **TS7E4i**. Enter the passcode and click **Continue** (iPhone) or **OK** (Android).



iPhone



Android

You are next presented with a preview of your video. Click **Join**.



iPhone

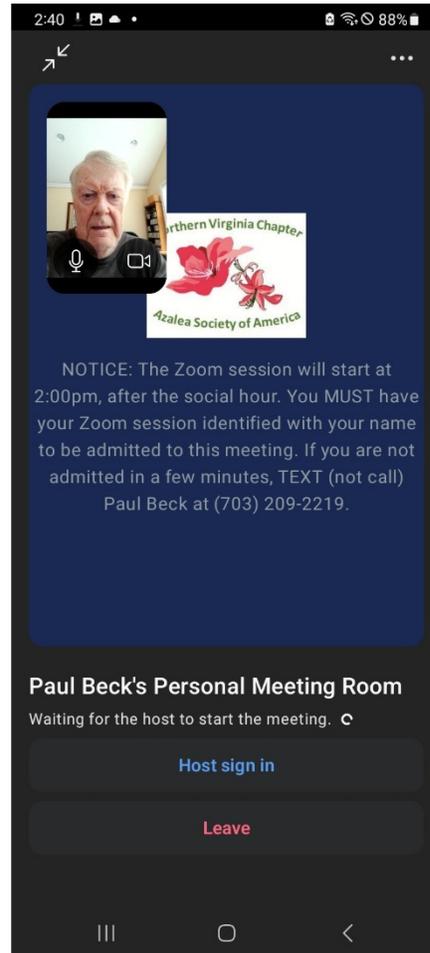


Android

Finally, you will then be placed in the “Waiting Room”, as shown below. If the host recognizes your name as a valid participant, you will be admitted to the meeting. If you are not let in to the meeting within a few minutes, send a text to the host’s phone (usually, 703-209-2219). That’s it.



iPhone



Android