# **Great**Hearts<sup>®</sup>

## Changing Your Name in Zoom Before Joining a Meeting

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## Joining from the Zoom App / Desktop Client

#### While Logged into a Zoom Account

- 1. Exit any meeting you are currently in
- Go back to the Zoom app main screen (e.g. New Meeting, Join, Schedule, Share Screen)
- 3. Click "Join" (instead of the meeting link)
- 4. Type or copy in the meeting ID for your meeting
- 5. Type in your student's first and last name
- 6. Click "Join"
- 7. Type in the meeting passcode and click "Join Meeting"
- 8. Wait for your student's teacher to let you into the meeting

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n Meeting" to the meeting	Enter mee	eting passed er me ting Pass	eting	passcode	•	×	
			Join	Meeting	Cancel		

#### Not Logged into a Zoom Account

N.B. Most students on Chromebooks will use this option.

- 1. Exit any meeting you are currently in
- 2. Go back to the Zoom app default screen screen (e.g. Join a Meeting, Sign In)

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Version: 5.2.0 (42619.0804)		

- 3. Click "Join a Meeting" FIRST (instead of clicking the meeting link)
- 4. Type in your student's first and last name

📑 Zoom		×
Join Meeting		
Enter meeting ID or p	ersonal link	name 🗸
Enter your name		
Remember my name f	or future me	etings
Do not connect to aud	lio	
Turn off my video		
	Join	Cancel

5. Click "Join" and type the meeting passcode or go back to Google Classroom and click the link.



- 6. Click "Join Meeting"
- 7. Wait for your student's teacher to let you into the meeting

Note: Each time you join a meeting, make sure you go back to the "Join meeting" screen and ensure your name is correct on the screen before using the link. If you forget, exit out of the meeting go back to the "Join Meeting" screen.

### Click the Zoom Meeting Link & Join the Meeting Through a Web Browser

Note: Some Zoom Functions May Not be Available in the Browser Version.

- 1. Click the meeting link provided by your student's teacher
- 2. Click "join from your browser"



3. Enter your student's first and last name

Join a Meeting

our Name		
Your Name		
	Join	

- 4. Click "Join"
- 5. Wait for your student's teacher to let you into the meeting