Adding your name before joining a Zoom meeting

It is very important that participants add their name before joining a Zoom meeting. The host/teacher must know who is being admitted to the meeting. If you have not added your name, first name and last initial, the host/teacher will not admit you. This is a security measure to keep you, other participants, and the host safe.
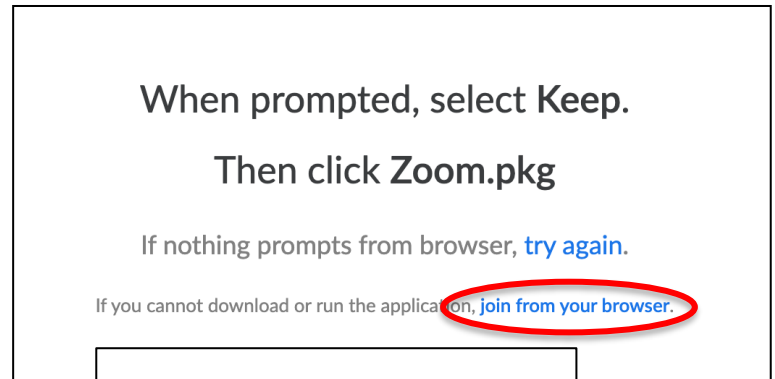
Below show how to add your name before entering a Zoom meeting.

Using Zoom in a browser:
-- Go to zoom.us in a browser (Chrome, Internet Explorer).
-- Do not sign in.
-- Click on the Join a Meeting link.

-- In the next window, select the "join from your browser" option.

-- The next window will allow you to enter your name (first name and last initial) and check the box that you are not a robot.
-- Click the blue join button.
-- Enter the meeting password.

PLEASE NOTE: Teachers will not admit participants into the meeting if the participant cannot be easily identified. This is to ensure the security of all participants and the teacher.

Using a device (iPad, tablet, smartphone):

-- Open the Zoom app on your device. If you have not downloaded the app, go to your app store and search for **Zoom Cloud Meetings**.

Figure 1

-- Do not sign in.
-- Click the blue "Join a Meeting" button *(Figure 1).*

-- Enter the Meeting ID in the top section *(Figure 2).*
-- In the next section, enter your First name and last name INTIAL. *To clear a name, click on the X.*

-- After adding first name and last initial, click the blue Join button.
-- The next window will ask for the meeting's password that was sent with the meeting information.
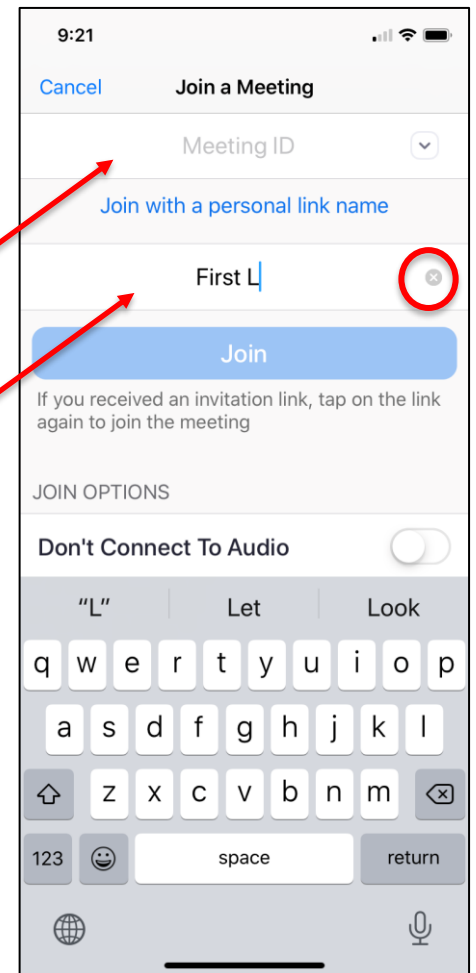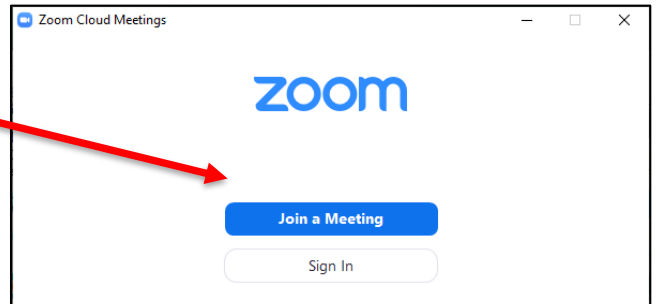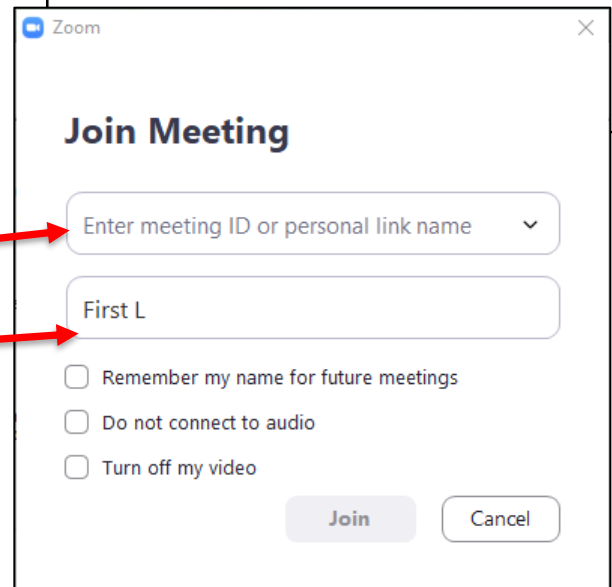

Figure 2

PLEASE NOTE: Teachers will not admit participants into the meeting if the participant cannot be easily identified. This is to ensure the security of all participants and the teacher.

Using the Zoom app on a computer (laptop/desktop)

-- Open the Zoom app on your computer.
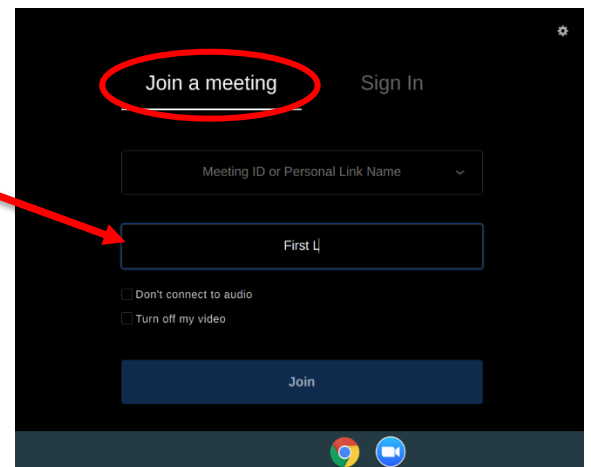-- Do not sign in. Click on the blue "Join a Meeting" button.

-- Enter the Meeting ID number in the first section.
-- Enter your first name and last initial in the second section. To clear the section to add a name, click on the box and edit the text as needed.
-- Click the "Join" button at the bottom of the window.
-- The next window will ask for the meeting's password that was sent with the meeting information.

Using the Zoom app on a Chromebook

-- Find the Zoom app on the Chromebook and open.
-- Do not sign in. Click "Join a Meeting" on the top.
-- Add the Meeting ID number in the next section.
-- Add your first name and last initial in the last section.   To clear the section, click in the box to update the text as needed.
-- Click the blue "Join" button.
-- The next window will ask for the meeting's password that was sent with the meeting information.

PLEASE NOTE: Teachers will not admit participants into the meeting if the participant cannot be easily identified. This is to ensure the security of all participants and the teacher.