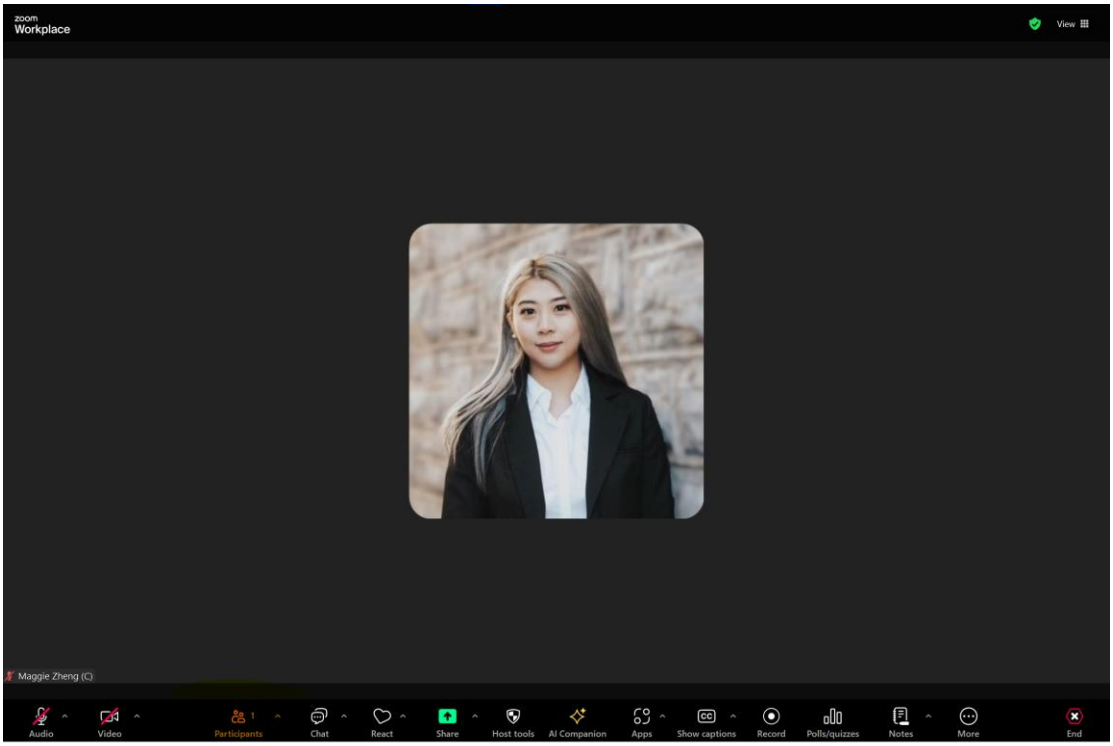
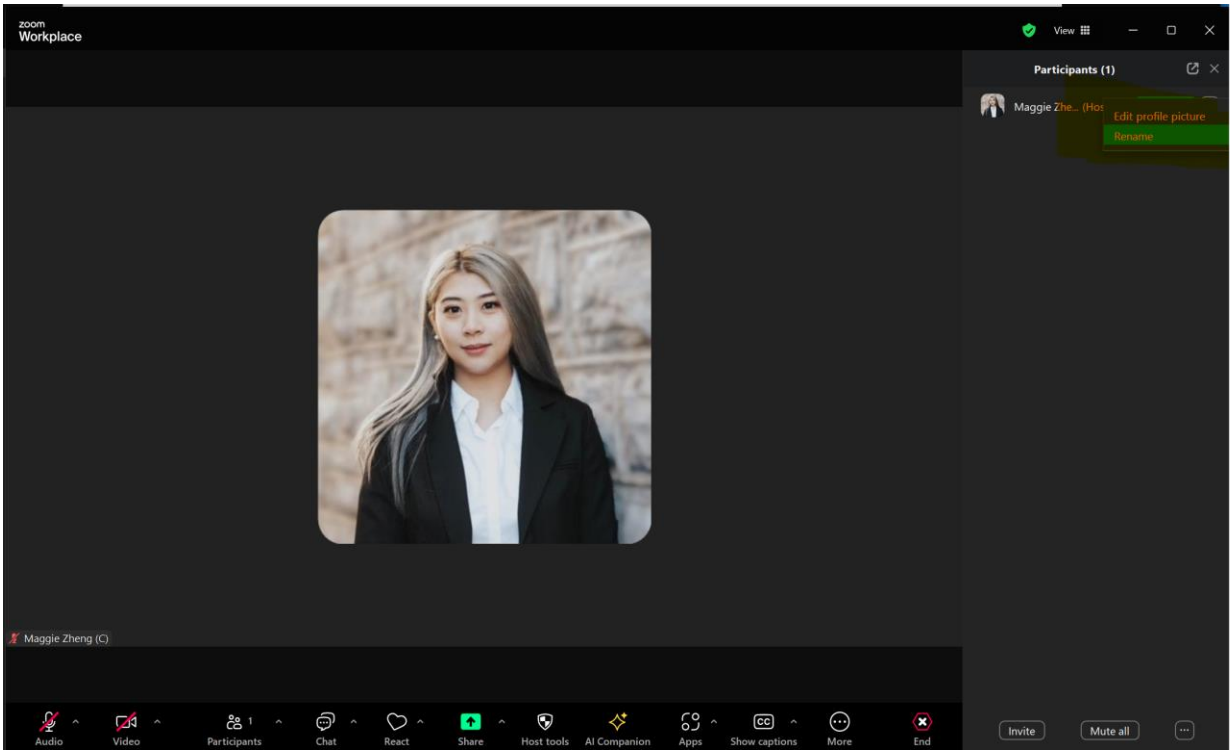
1. Select **Participants**, located in the bottom toolbar of the meeting window.

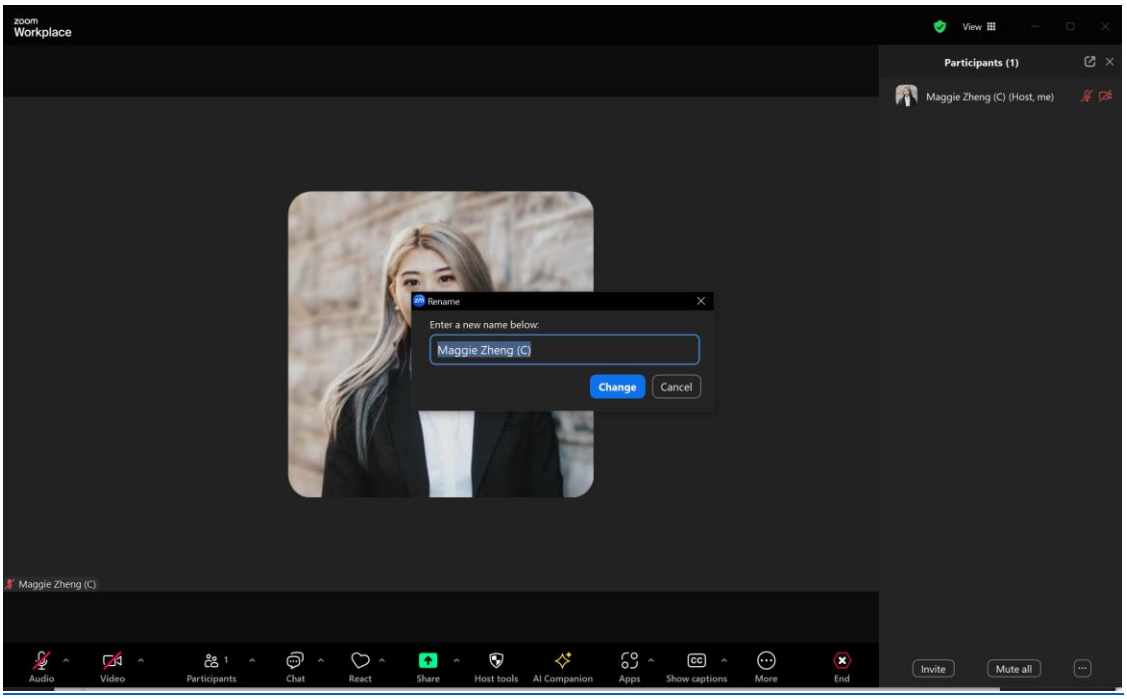


Click or tap "Participants." Devon Delfino/Insider

2. Hover over your name and select **More** (desktop), or tap your name (mobile).

3. Click or tap **Rename**.



Click or tap "Rename." Devon Delfino/Insider

4. Enter your desired name and click **Rename** (desktop) or **Done** (mobile).