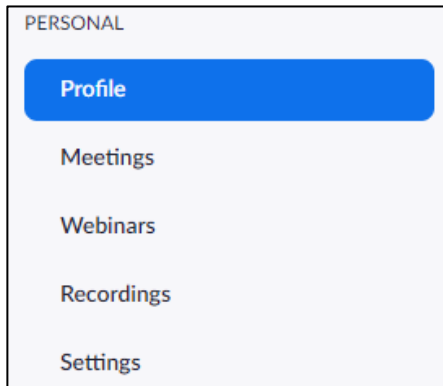


HOW TO: ADD YOUR ZOOM PICTURE & DISPLAY NAME

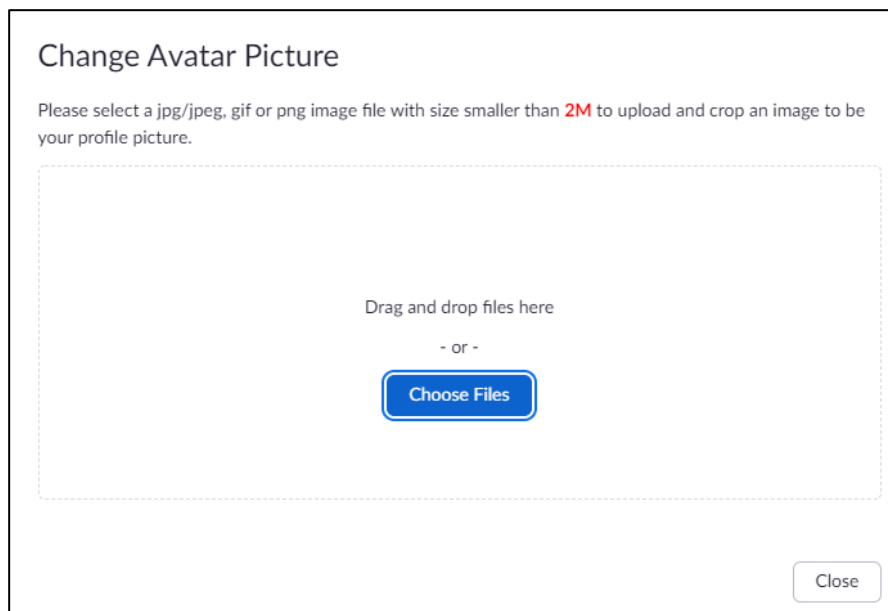
Personalize Your Zoom with Your Picture & Display Name

Add Your Zoom Picture

Log into your Zoom Account at zoom.us and click the **'Profile'** tab in the top left corner. Click on the blank picture icon.



A 'Change Avatar Picture' box will pop up. Click **'Choose Files'** and upload your Carahsoft headshot picture.



Save and now your headshot should display on your profile.

HOW TO: ADD YOUR ZOOM PICTURE & DISPLAY NAME

Add Your Display Name & Info

Log into your Zoom Account at zoom.us and click the **'Profile'** tab in the top left corner.
Click the **'Edit'** button on right top right.



Fill out the blank areas – your first/last name, display name with “, Carahsoft” after, department, job title, & company.

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Display Name	
<input type="text" value="John Doe, Carahsoft"/>	
Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom	
Department	
<input type="text" value="Salesforce"/>	
Manager	
<input type="text" value="Enter Manager's name or email"/>	
Job Title	
<input type="text" value="Account Manager"/>	
Company	
<input type="text" value="Carahsoft"/>	
Location	
<input type="text" value="e.g. San Jose"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Save your changes.