



## Google Classroom & Zoom Name-Changing Instructions

### #1 Google Classroom

#### • STEP 1

- Enter your classroom and make sure you are signed into your Google Account.

The screenshot shows the Google Classroom interface for a class named "General Assembly". At the top, there are navigation tabs: "General Assembly", "Stream", "Classwork", "People", and "Grades". The "Stream" tab is active. The class header includes the class name "General Assembly", the class code "5aekqen", and a meet link "https://meet.google.com/lookup/hcrdcj6po". Below the header, there is a section for "Upcoming" tasks, a "Share something with your class..." input field, a comment from "Richard Chapin" about a Kahoot challenge, and a notification for a new material posted by Richard Chapin.

General Assembly

Class code 5aekqen

Meet link <https://meet.google.com/lookup/hcrdcj6po>

Upcoming

Due tomorrow  
5. Task #1: Getting to Kno...

Due Monday  
2. Task #2: Your Issue and...

View all

Share something with your class...

Richard Chapin  
10:08 AM  
Hey GA,  
I new Friday Kahoot challenge opens up tomorrow at 8AM. How much do you know about Geography?

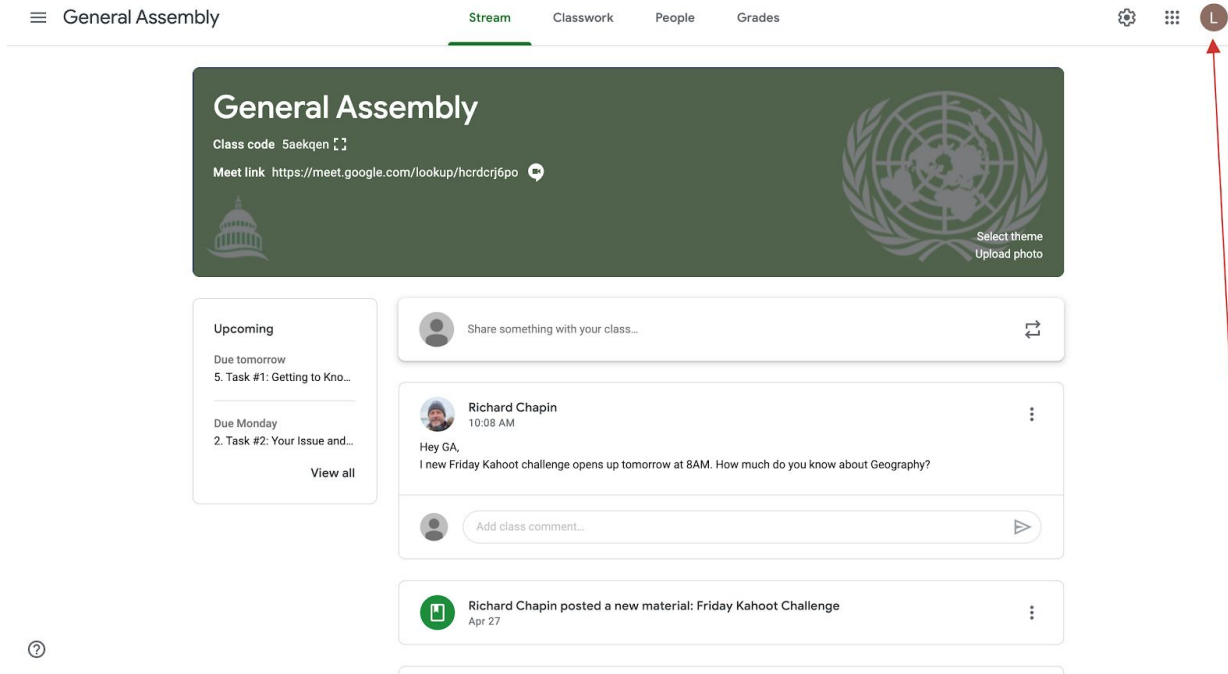
Add class comment...

Richard Chapin posted a new material: Friday Kahoot Challenge  
Apr 27

<https://classroom.google.com/N/0/w/NTQ5Mzg1MjQ0ODFa/t/all>

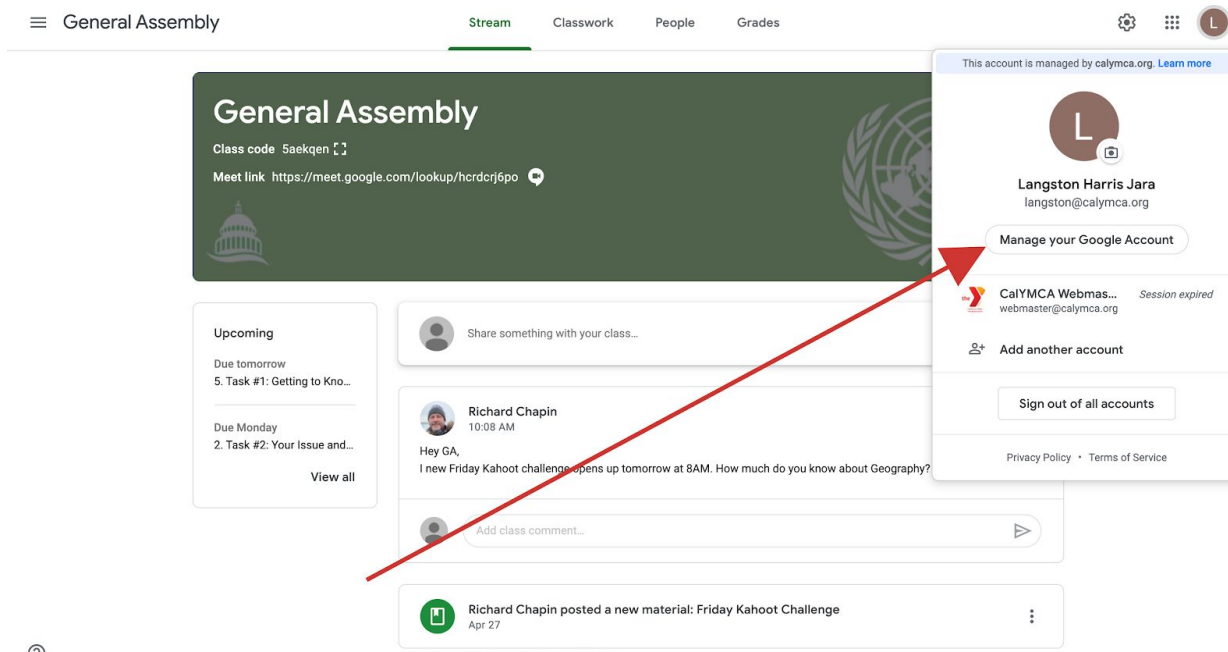
- **STEP 2**

- Click on your account icon in the top right corner.



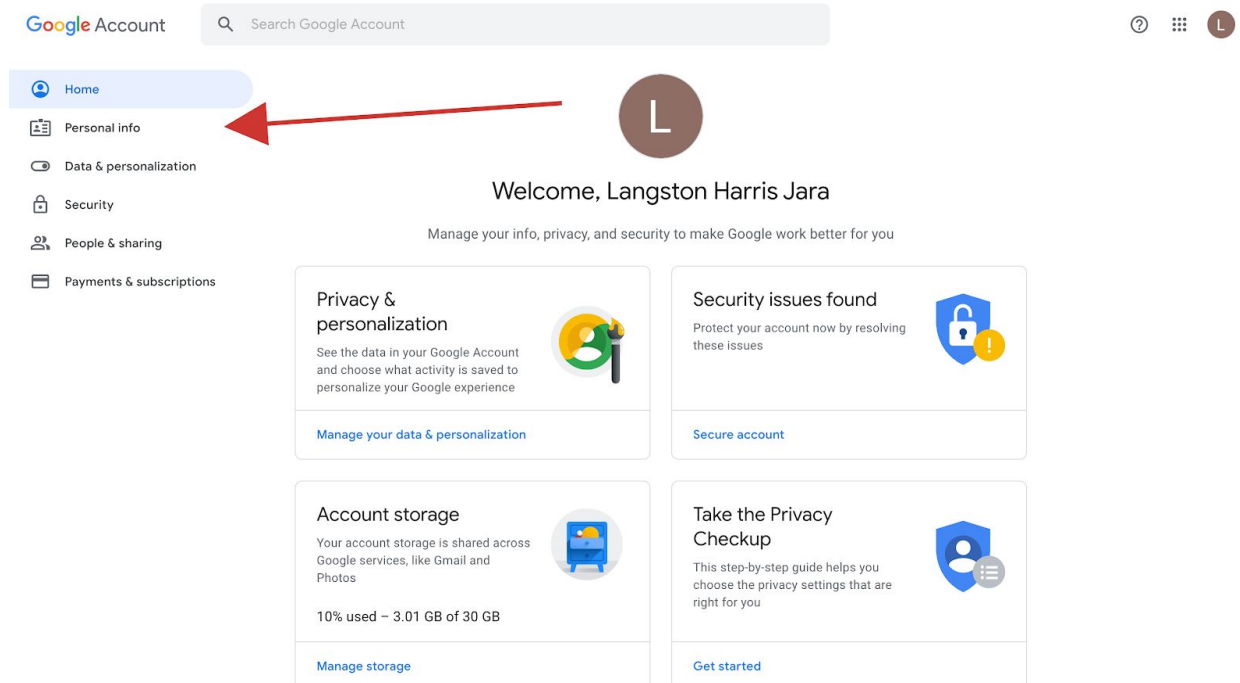
- **STEP 3**

- Click on **manage your account**, which will open up another page that will let you edit your information.



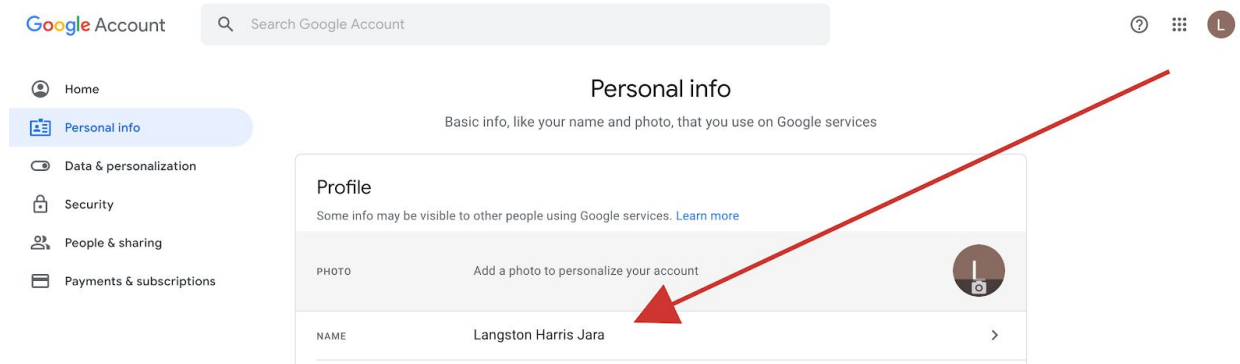
- **STEP 4**

- Click on Personal Information.



- 
- **STEP 5**

- Click on your name to edit.



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- **STEP 6**

- Edit your name and **save**. You're done!

← Name

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Changes to your name will be reflected across your Google Account. [Learn more](#)

CHANGE NAME

First name  
Langston

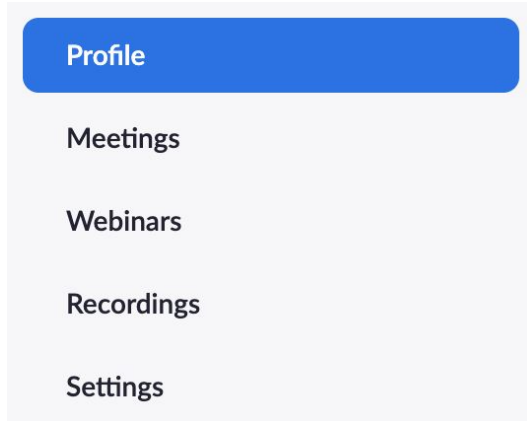
Last name  
Harris Jara

- Other Email Accounts (Yahoo, Outlook, etc)
  - If you are using an email account that is not Gmail:
    - Go to your email account website
    - Go to your account settings
    - There will be an area where you can edit your name
    - If you have questions or need help, please email [questions@calymca.org](mailto:questions@calymca.org).

## #2 ZOOM

- **STEP 1**

- Go to <https://zoom.us/profile>



- **STEP 2**

- Sign in if you are not already

### Sign In

Email Address

Password

[Forgot password?](#)

Sign In

- **STEP 3**

- Click edit on the right-hand side of your screen next to your account name



[Change](#)

[Delete](#)

**Address Caldwell**

Account No. 123456

[Edit](#)



- **STEP 4**

- Enter your correct full name

**First Name**  **Last Name**   
This field is required.

**Phone**

**Department**

**Job Title**

**Company**

**Location**

- **STEP 5**

- Click save changes

**First Name**  **Last Name**   
This field is required.

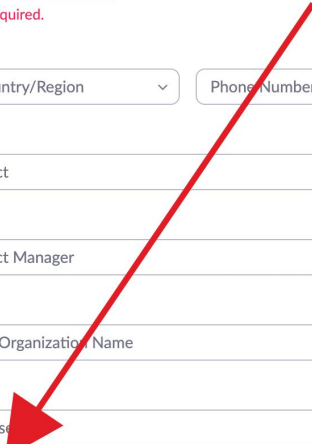
**Phone**

**Department**

**Job Title**

**Company**

**Location**



- **STEP 6**

- You're done!

Save user info success.