

Disabling the ability for meeting participants to change their name

Default Setting

This will disable the ability of participants to change their names when they attend a Zoom meeting you have created. This is a default setting so it will apply to all the meetings you create.

Log into your Zoom Web Portal

1. Open a web browser and navigate to <https://port-ac-uk.zoom.us/>

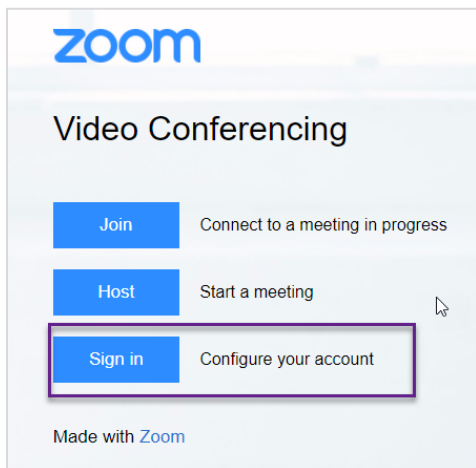


Figure 1: Zoom Web Portal

2. Click on Sign in.
3. The following Screen will appear displaying your University Single Sign on credentials. Click on the Sign in button.

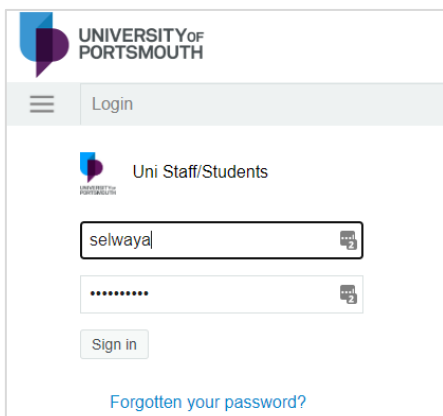


Figure 2: Single Sign On

4. The Zoom Web Portal will open. The Web Portal allows you to set default settings which will be applied to all the meetings you schedule. Click on Settings.

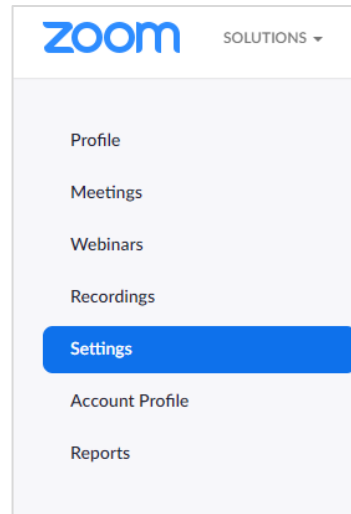


Figure 3: Settings

5. Select In Meeting Basic from the sub categories that appear.

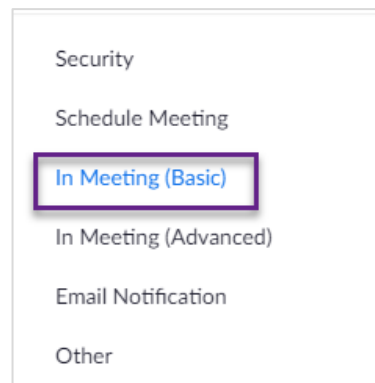


Figure 4: In Meeting Basic Category

6. Scroll down the settings until you find the Allow Participants to rename themselves options. Toggle the button so it is off.

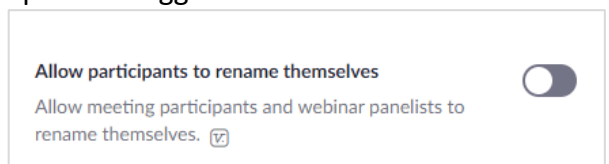


Figure 5: Allow Participants to rename themselves

7. The change will be updated automatically

Enabling and disabling the ability for participants to change their name during a zoom meeting

1. Enter the Zoom meeting as normal.
2. At the bottom of the meeting screen click on Security.

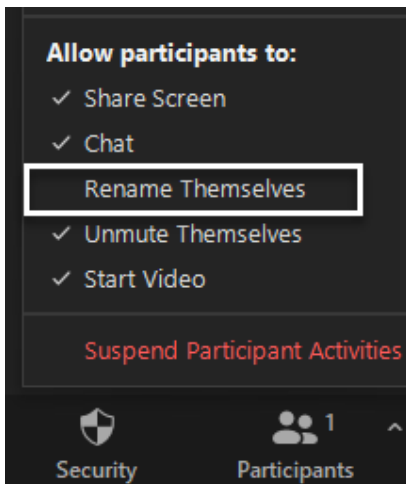


Figure 6: Zoom Security

3. The Allow Participants to Rename Themselves does not have a tick next to it. This is because the default in the web portal has been set to disable this functionality.
4. If required to turn this functionality click on Rename Themselves option. The Security window will close.
5. Click on Security and you will see this option now has a tick which will allow meeting participants to rename themselves.

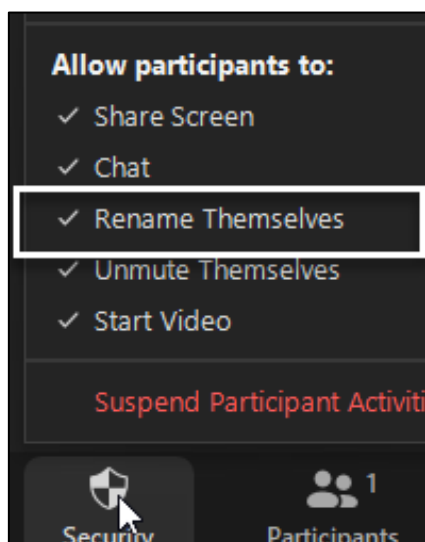


Figure 7: Rename themselves selected