

GOING VIRTUAL

User' s Manual

Part of Name Setting

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The Society of Chemical Engineers, Japan

Setting your name in Zoom

You should already have installed a zoom client on your PC following the “Installing a Zoom client” procedure. While you are participating in a session, the name you set will be displayed to the other participants, and we need you to identify yourself in accordance to your roll in the session.

Please beware of the following conventions and step to change your name as it appears.

Name convention

Your name should be typed in either English or Japanese. Capitalize all characters in the Last Name like, FirstName LASTNAME.

Audience: If you have NONE of the roles below and merely attending the session

“Account ID [space] Affiliation [space] Name.”

Ex) or .

Speaker: *excluding co-presenters

“Speaker Paper ID [space] Name.”

Ex) or .

Award Winner: *only during the Ceremony

“Award winner [space] Name.”

Ex) or .

Presenter: *only during the award ceremony

“Presenter [space] Name.”

Ex) or .

Organizer

“Organizer session number (omit hyphen) [space] Name.”

Ex) or .

Chair or Moderator

“Chair session number (omit hyphen) [space] Name.”

Ex) or .

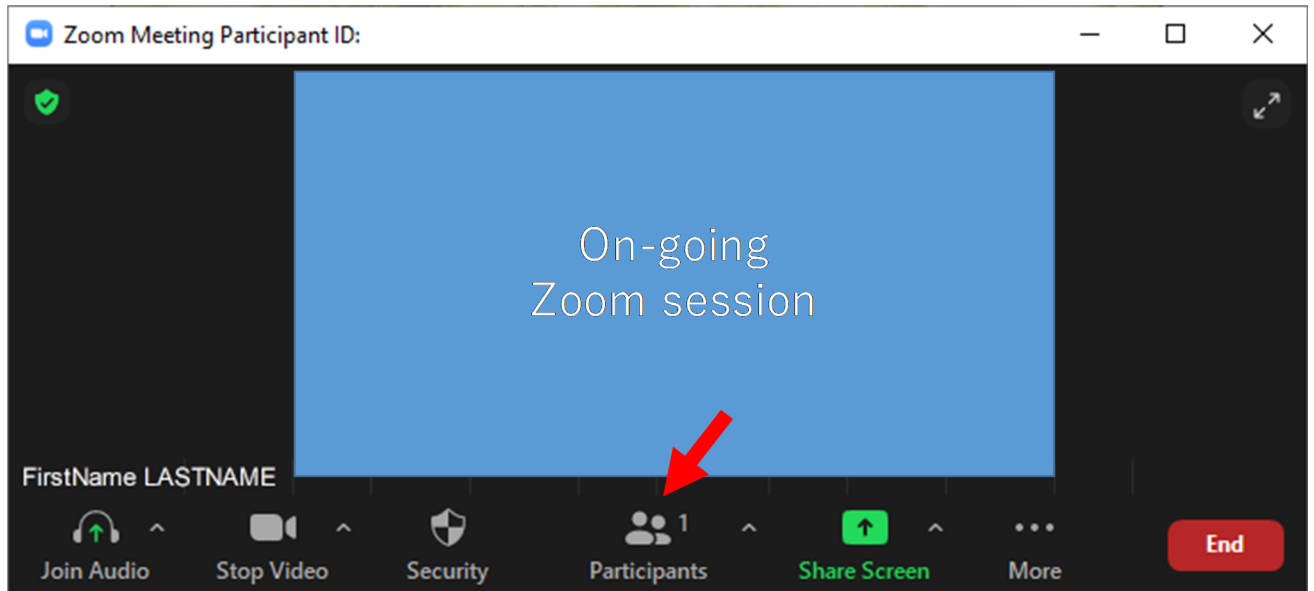
Venue Staff

“Staff [space] session number (omit hyphen)”

Ex) or .

Changing your name

To change your name in a Zoom session, click the **Participants** button at the bottom of your Zoom screen in the “Meeting Control Menu.”





The Meeting Control Menu may be hidden at the top or bottom of your computer screen near the green and red share screen status notifying strip if you are sharing your screen at the time.



Clicking the **Participants** button brings up the participant list. When you bring your mouse over your name display in this list, two buttons, appear to the right of your displayed name. Bring your mouse over the **More >** button and a menu pops up with “Rename,” and “Edit Profile Picture.” Select **Rename** and you can change your name in the dialog that pops up.

Participants

	FirstName LASTNAME (Me)	Unmute	More >	Rename
	Chair SV1 Ichiro SENDAGI (Host)			Edit Profile Picture

Invite Unmute Me ...