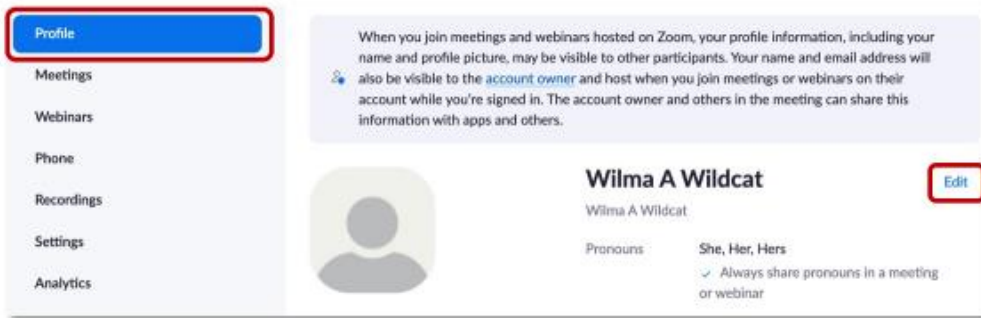


## Edit Your Profile Name

Reflected in internal calls only You can change the name displayed in your profile for internal Zoom phone to Zoom phone calls as well as how you are listed in the Zoom phone search.

1. Begin by logging into the Zoom web portal at [arizona.zoom.us](https://arizona.zoom.us)
2. Navigate to the Profile tab and click the Edit link for your name.



3. Update the desired fields.

### Other Items to Change:

- Pronouns (She, Her, Hers)
- how to show the pronouns
- Job Title
- Company
- Location

#### 4. Scroll down and click Save.

Phone	Not set	<a href="#">Add Phone Number</a>
Zoom Phone	Extension Number 305906 Direct Number Not set	
Language	English	<a href="#">Edit</a>
Time Zone	(GMT-7:00) Arizona	<a href="#">Edit</a>
Date Format	mm/dd/yyyy Example: 03/05/2022	<a href="#">Edit</a>
Time Format	Use 12-hour time (Example: 02:00 PM)	<a href="#">Edit</a>

Meeting

Personal Meeting ID	*** ** *821 <small>help</small> <a href="https://arizona.zoom.us/j/*****821">https://arizona.zoom.us/j/*****821</a> Passcode: ***** <small>help</small> × Use this ID for instant meetings	<a href="#">Edit</a>
Personal Link <small>?</small>	Not set yet.	<a href="#">Customize</a>
Host Key	***** <small>help</small>	<a href="#">Edit</a>

On the Profile Screen you can also change:

- Time Zone - if you didn't do it during the initial setup
- Date
- Time formats