

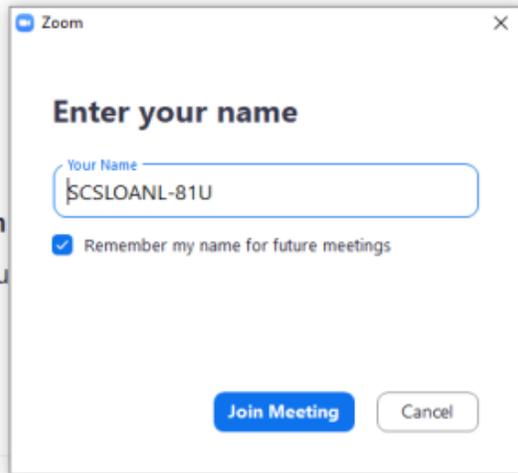
Changing Zoom Name on HCC Loaner Laptop

Changing Zoom Name on HCC Loaner Laptop

? Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

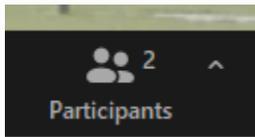
i Before you Begin

When you first launch Zoom on the laptop if you didn't enter your name and left the box checked it will use the computers name. This means when you launch a meeting in the future, you will have the computers name until you leave the meeting, sign in to Zoom with your HCC account, and rejoin the meeting.



To check if your name is the laptop one in Zoom.

Click the Participants button on the bottom toolbar.



This will open a pane to the right showing a list of people in the meeting, your Zoom name will be followed by (Me) in the list like below.

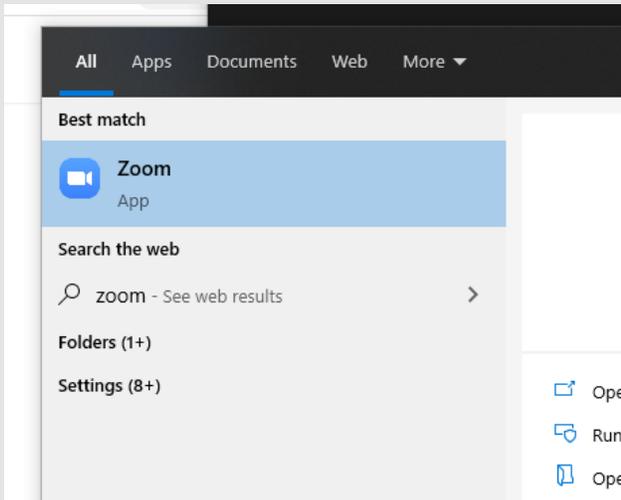


Step 1

To change your name from the laptop's name to your name first, leave the meeting if you are already in one, otherwise your in-meeting name won't update until you rejoin.

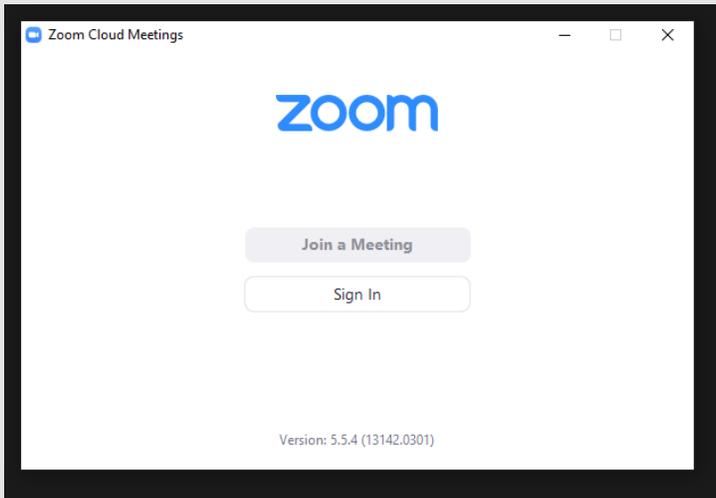
Step 2

Launch Zoom on your laptop. If you are missing Zoom, you can install it from <https://zoom.us/download>.



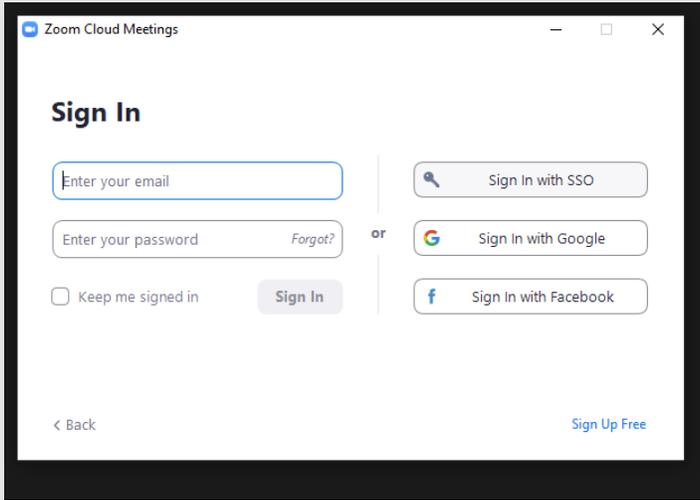
Step 3

Select "Sign In".



Step 4

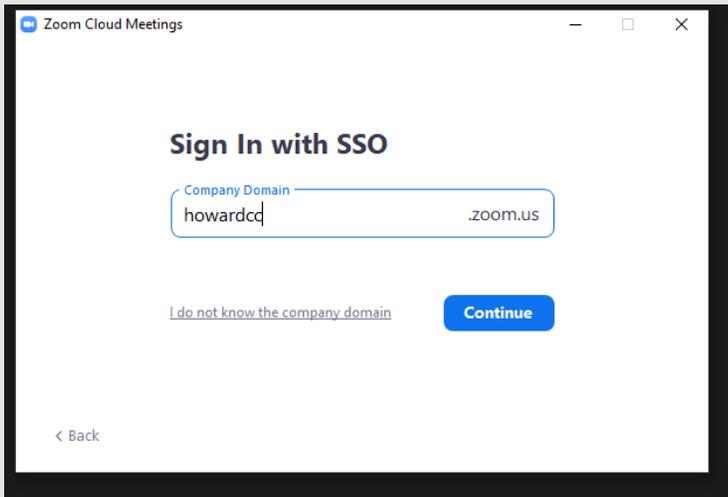
Select Sign in With SSO on the right so you can use your @howardcc.edu account



The screenshot shows the Zoom Cloud Meetings Sign In page. On the left, there are input fields for "Enter your email" and "Enter your password" with a "Forgot?" link. Below the password field is a "Keep me signed in" checkbox and a "Sign In" button. On the right, there are three buttons: "Sign In with SSO" (with a magnifying glass icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link.

Step 5

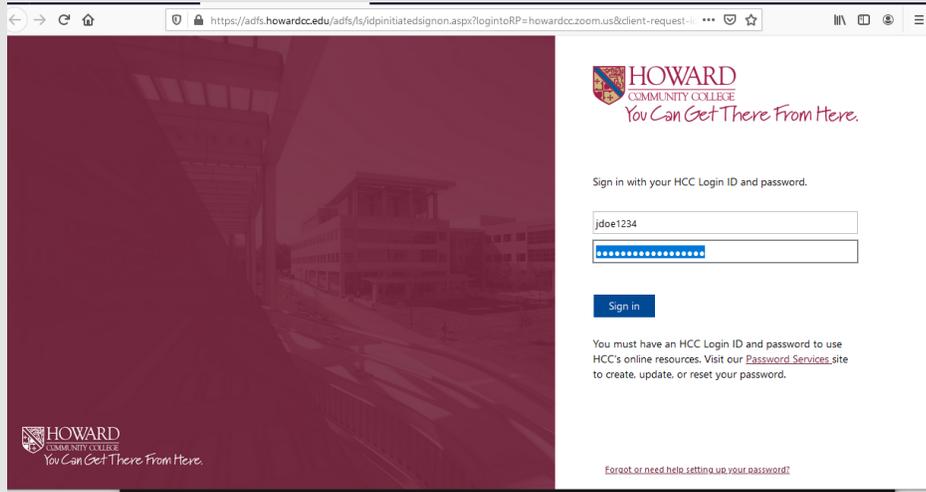
Enter in howardcc in the box and click continue.



The screenshot shows the Zoom Cloud Meetings Sign In with SSO page. The title is "Sign In with SSO". There is a text input field labeled "Company Domain" containing the text "howardcc" and ".zoom.us". Below the input field is a link that says "I do not know the company domain". To the right of the link is a blue "Continue" button. At the bottom left is a "< Back" link.

Step 6

Your web browser will open. Sign in with your HCC account (Same as your email, myHCC).



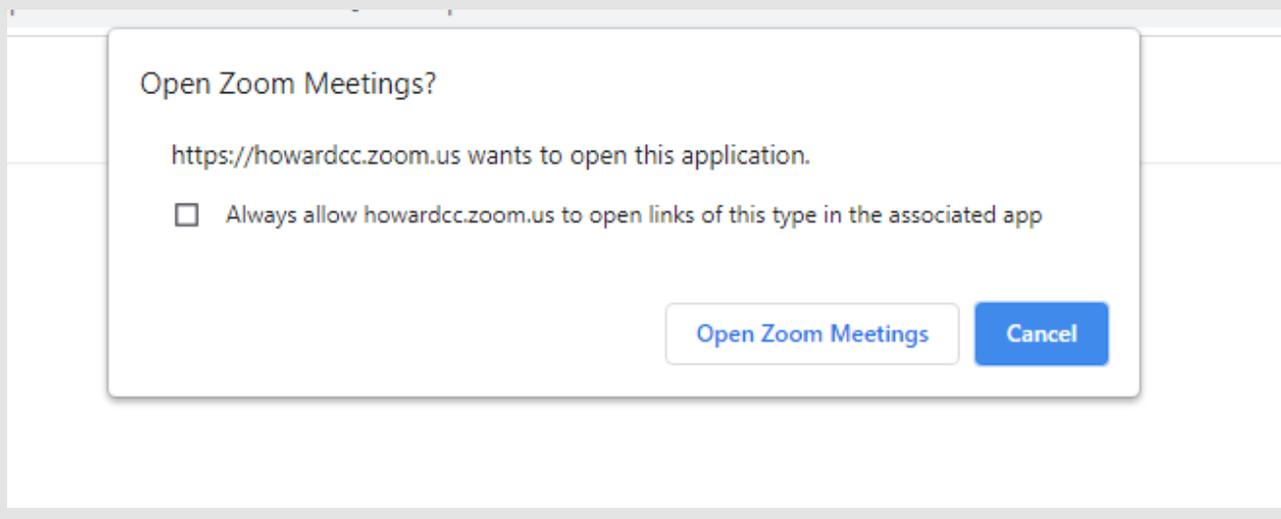
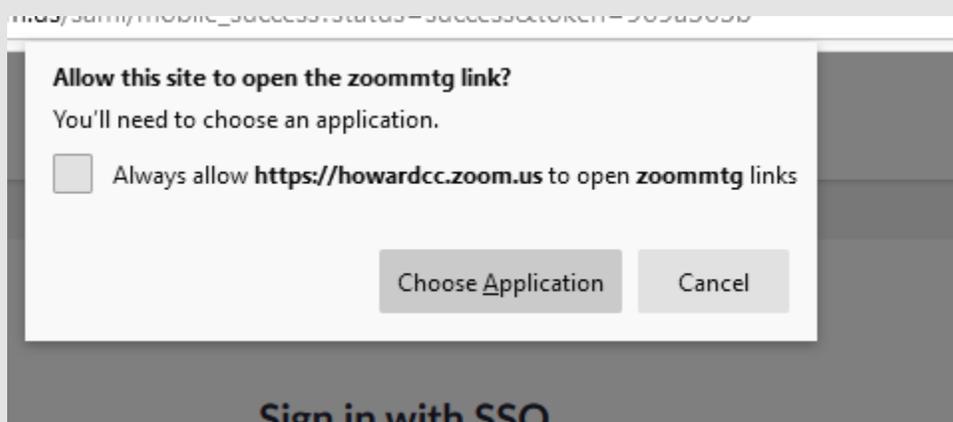
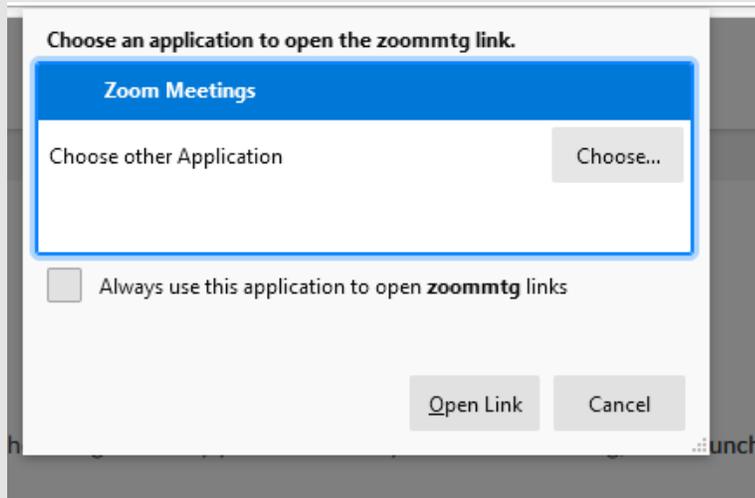
The screenshot shows a web browser window with the URL <https://adfs.howardcc.edu/adfs/ls/idpinitiatedsignon.aspx?logintoRP=howardcc.zoom.us&client-request-id=>. The page features the Howard Community College logo and the slogan "You Can Get There From Here." on the left. On the right, there is a sign-in form with the following elements:

- Text: "Sign in with your HCC Login ID and password."
- Text input field containing "jdoe1234".
- Password input field with masked characters ".....".
- Blue "Sign in" button.
- Text: "You must have an HCC Login ID and password to use HCC's online resources. Visit our [Password Services site](#) to create, update, or reset your password."
- Text: "Forgot or need help setting up your password?"

The bottom left of the page also displays the Howard Community College logo and slogan.

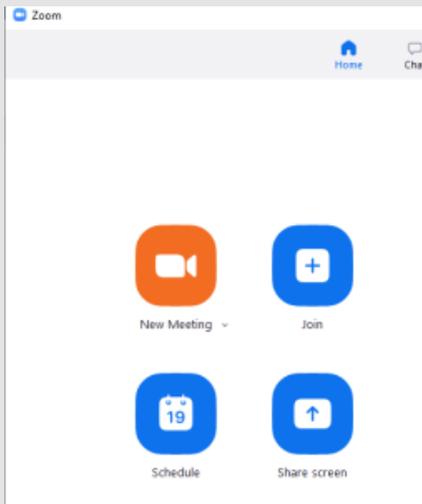
Step 7

It will prompt to launch Zoom again looking something like the below depending on the browser. Below are examples of the different looks.



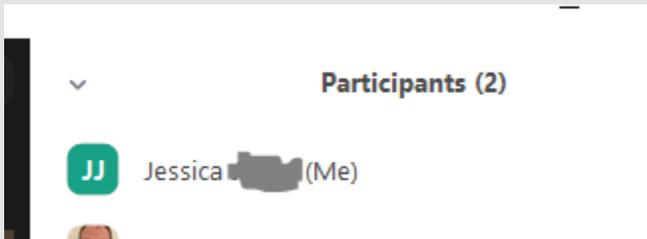
Step 8

You'll land on the Zoom dashboard.



Step 9

Rejoin the meeting and your name will now be correct in Zoom.



Step 10

Because we've installed Zoom it will remember your sign in on this machine until you sign out.