

Adding Pronouns to your Zoom Account

NUIT AV & Digital Media Services



1. Sign into the [Zoom web portal](#).
2. In the navigation panel, click Profile.
3. On the right side of your name, click Edit.
4. In the Pronouns field, enter your pronouns.
5. In the Share in a meeting or webinar? drop-down field, choose from the following options:

A screenshot of the Zoom profile edit form. It includes fields for "First Name" and "Last Name", a "Display Name" field with a placeholder "Enter a name (e.g. your first name, full name, or nickname) that you would like your Zoom contacts to see.", a "Pronouns" field with a dropdown menu, and a "Share in a meeting or webinar?" field with a dropdown menu. Below the form, it states "Pronouns are always visible to your contacts on your profile card".

Ask me every time: You will be asked if you want your pronouns to appear next to your display name in every meeting that you host or join, and any webinars that you are the host or panellist for.

Always share: Your pronouns will appear next to your display name automatically in any meetings that you host or join, and any webinars that you are the host or panellist for.

Do not share: Your pronouns will not appear next to your display name in any meetings or webinars. You will have to manually choose to share your pronouns.

6. Click Save.

Please note:

- that you will not see the pronouns within a meeting unless you are on the latest version of the Zoom client, Zoom have a guide on updating this that you can find here:

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>

- At any point during a meeting or webinar, you can choose if you want to share or unshare your pronouns.