

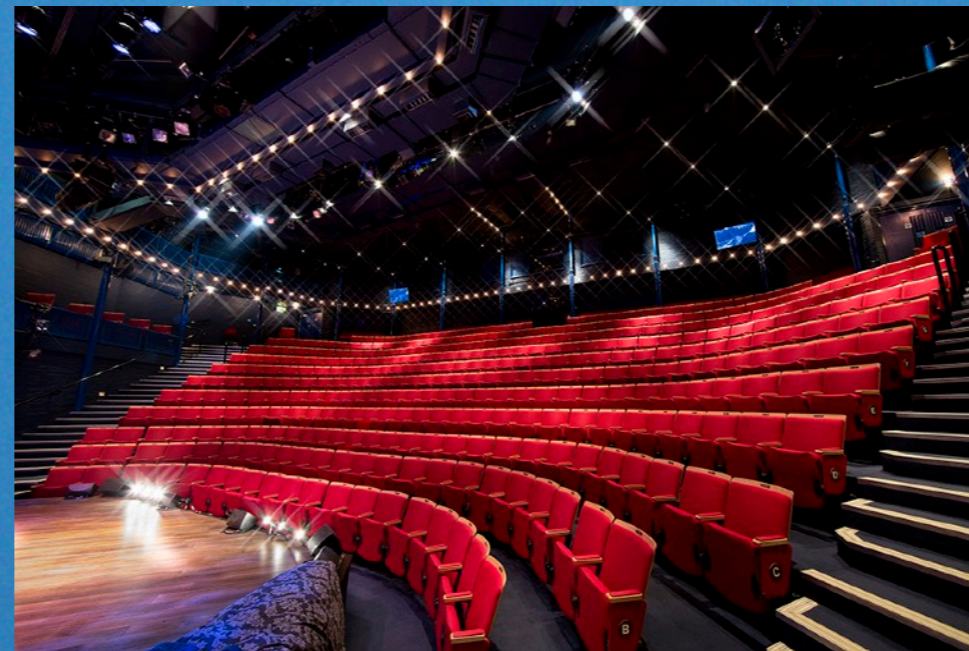
NMUG

naples macfriends user group worldwide

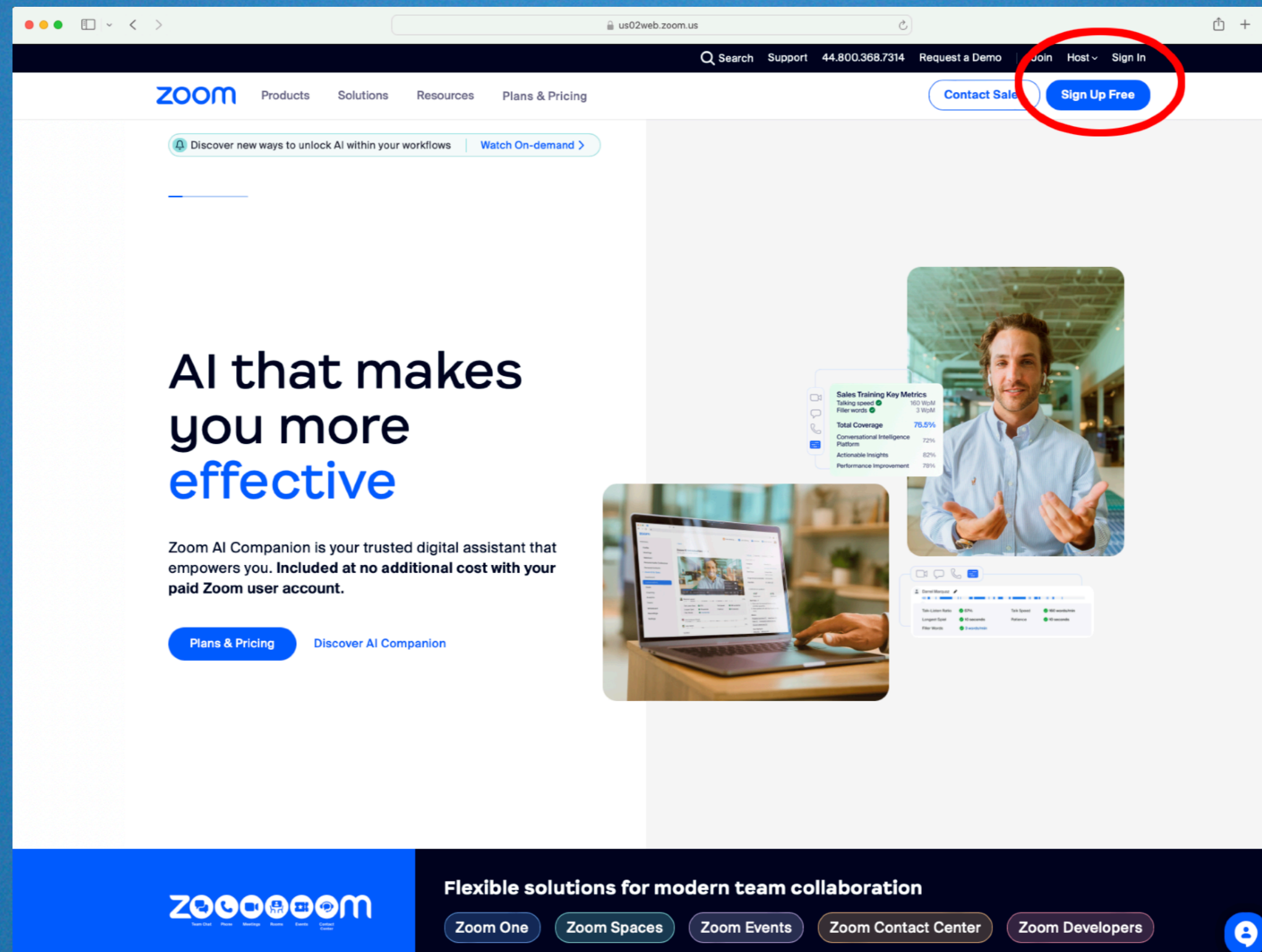
ADDING A PROFILE TO YOUR ZOOM ACCOUNT

Start by locating the image you would like to use and drag it on to your desktop so that it can be easily located. It can be whatever you like - a selfie, a portrait, a holiday picture, an icon, whatever you wish.

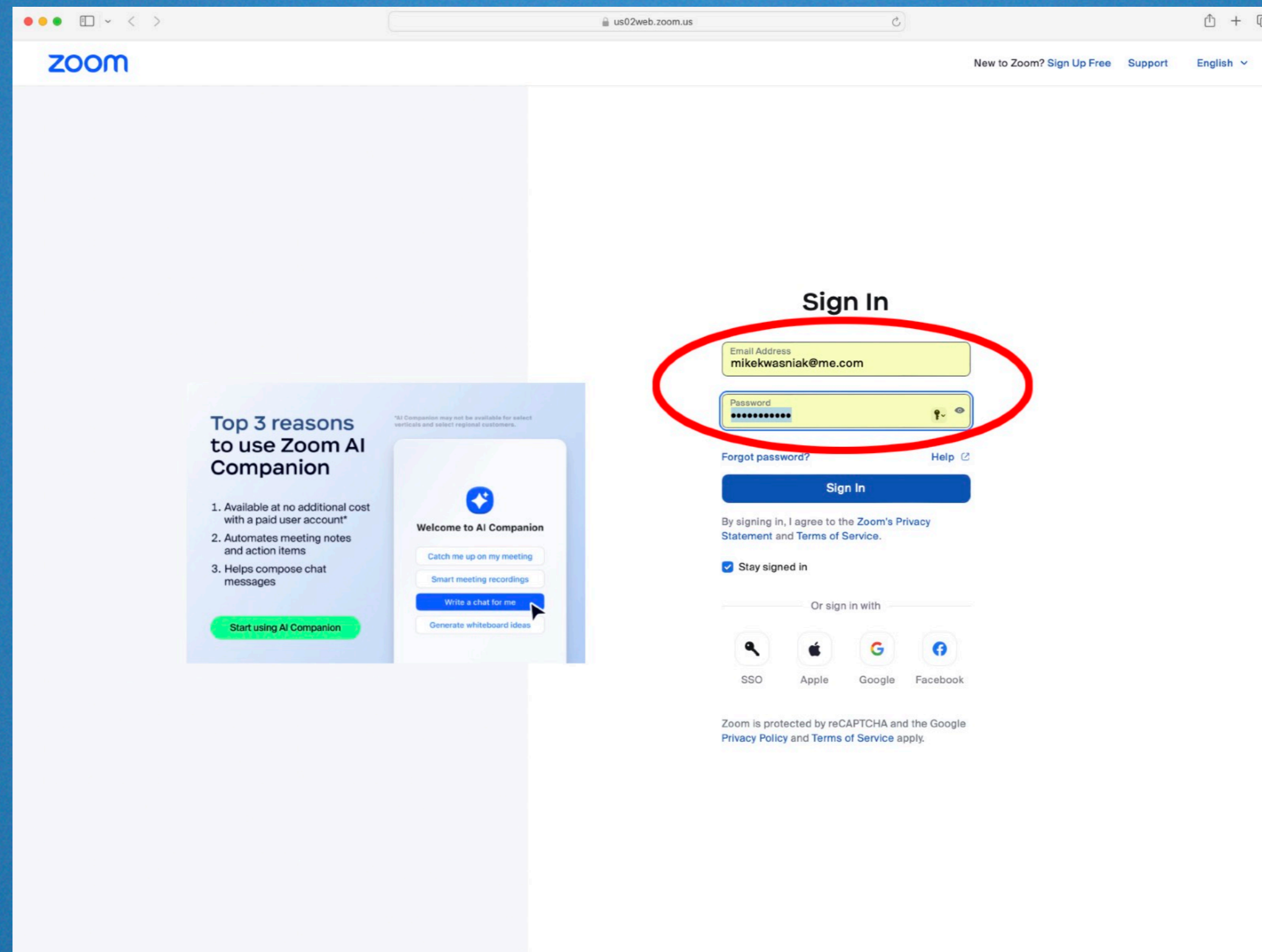
The Image MUST BE SMALLER THAN 2MB



Visit www.zoom.us and either sign in or create an account if you don't already have one



This is the sign-in page. Insert your Username and Password



In the sidebar on the left, select 'Profile', then, in the window that opens, click on the image placeholder

Zoom user profile page for Mike Kwasniak. The sidebar on the left is expanded to show the 'Profile' option. The main content area displays the user's name and a placeholder for a profile picture, which is circled in red. Below the name is a table of personal and meeting settings.

Personal		
Phone	Not set	Add Phone Number
Zmail	Not set	Add
Language	English	Edit
Time Zone	(GMT+0:00) London	Edit
Date Format	dd/mm/yyyy Example: 22/02/2024	Edit
Time Format	Use 12-hour time (Example: 02:00 PM)	Edit

Meeting		
Personal Meeting ID	*** ** *544	Edit
	https://us02web.zoom.us/j/*****544	
	× Use this ID for instant meetings	
Host Key	*****	Edit

Drag your image from the desktop into the window

The screenshot shows the Zoom web interface with a 'Change profile picture' dialog box open. The dialog box contains the following text:

Change profile picture

Please select a jpg/jpeg, gif or png image file with size smaller than **2M** to upload and crop an image to be your profile picture.

Drag and drop files here

- or -

Choose Files

Close

The background interface shows the Zoom account settings page with a sidebar on the left containing 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes options like Home, Profile, Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes, Surveys, Recordings, Clips, Scheduler, Settings, Data & Privacy, and Reports. The 'ADMIN' section includes Plans and Billing, User Management, Team Chat Management, Device Management, Room Management, Workspaces Management, Phone System Management, and Account Management. The main content area shows the 'Personal' settings, including fields for Name, Email, Phone, Zmail, Language, Time Zone, Date Format, and Time Format. The 'Meeting' section shows the Personal Meeting ID and Host Key.

Crop the image to taste and click 'Save'

The screenshot shows the Zoom web interface with a 'Change profile picture' dialog box open. The dialog box contains the following text and elements:

- Change profile picture**
- Please select a jpg/jpeg, gif or png image file with size smaller than **2M** to upload and crop an image to be your profile picture.
- A large image of a theater with red seats and a smaller thumbnail of the same image.
- A crop tool with a blue circle and a white line.
- Buttons for **Change**, **Save**, and **Cancel**.

The background interface shows the Zoom web application with a navigation menu on the left and a settings page on the right. The settings page includes sections for Personal, Meeting, and Admin settings.

Job done! Next time you join a meeting your profile picture will be visible

The screenshot shows the Zoom user profile page for Mike Kwasniak. The page is divided into two main sections: 'PERSONAL' and 'MEETING'. The 'PERSONAL' section includes fields for Phone, Zmail, Language, Time Zone, Date Format, and Time Format. The 'MEETING' section includes fields for Personal Meeting ID and Host Key. A notification at the top of the profile page states: 'When you join meetings, webinars, chats or channels hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants or members. Your name and email address will also be visible to the account owner and host when you join meetings, webinars, chats or channels on their account while you're signed in. The account owner and others in the meeting, webinar, chat or channel can share this information with apps and others.'

PERSONAL

Home **NEW**

Profile

Meetings

Webinars

Phone

Personal Contacts

Personal Devices

Whiteboards

Notes **NEW**

Surveys **NEW**

Recordings

Clips **NEW**

Scheduler

Settings

Data & Privacy **NEW**

Reports

ADMIN

> Plans and Billing

> User Management

> Team Chat Management

> Device Management

> Room Management

> Workspaces Management

> Phone System Management

> Account Management

When you join meetings, webinars, chats or channels hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants or members. Your name and email address will also be visible to the **account owner** and host when you join meetings, webinars, chats or channels on their account while you're signed in. The account owner and others in the meeting, webinar, chat or channel can share this information with apps and others.

Mike Kwasniak [Edit](#)

Mike Kwasniak

Personal

Phone	Not set	Add Phone Number
Zmail	Not set	Add
Language	English	Edit
Time Zone	(GMT+0:00) London	Edit
Date Format	dd/mm/yyyy Example: 22/02/2024	Edit
Time Format	Use 12-hour time (Example: 02:00 PM)	Edit

Meeting

Personal Meeting ID	*** ** *544 ↕	Edit
	https://us02web.zoom.us/j/*****544	
	× Use this ID for instant meetings	
Host Key	***** ↕	Edit