

How to Set Default Name on a GPA Chromebook

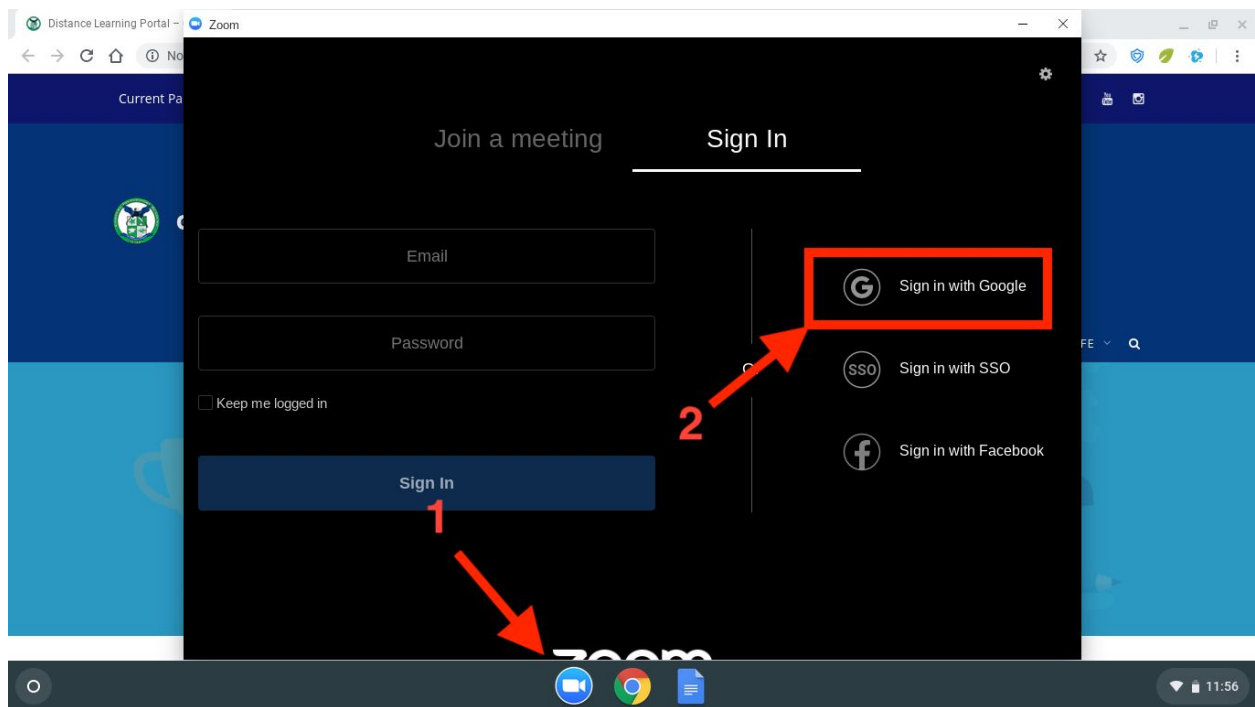
This brief guide shows you, the teacher and student, how to set your default name on Zoom. To avoid the constant name change every new meeting.

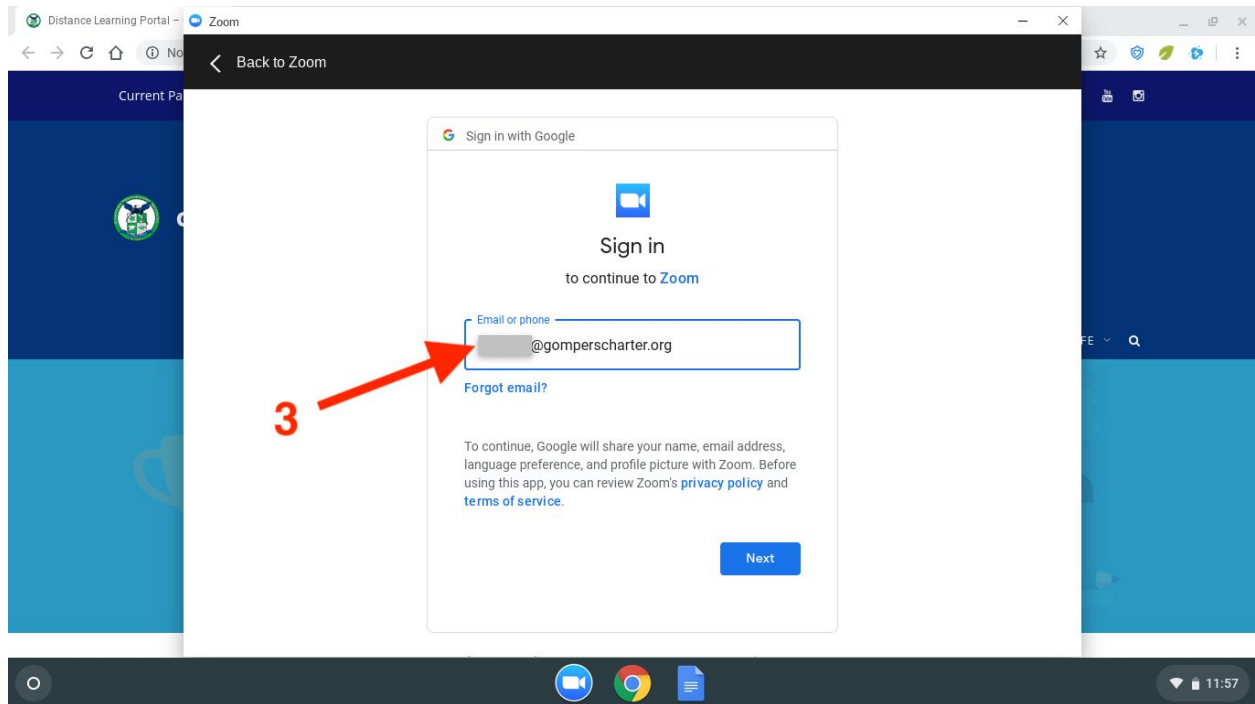
If students or other participants keep joining your meeting without the correct name you can have them join the [OTI Office Hours Zoom](#), OR follow the detailed instructions below.

Option 1:

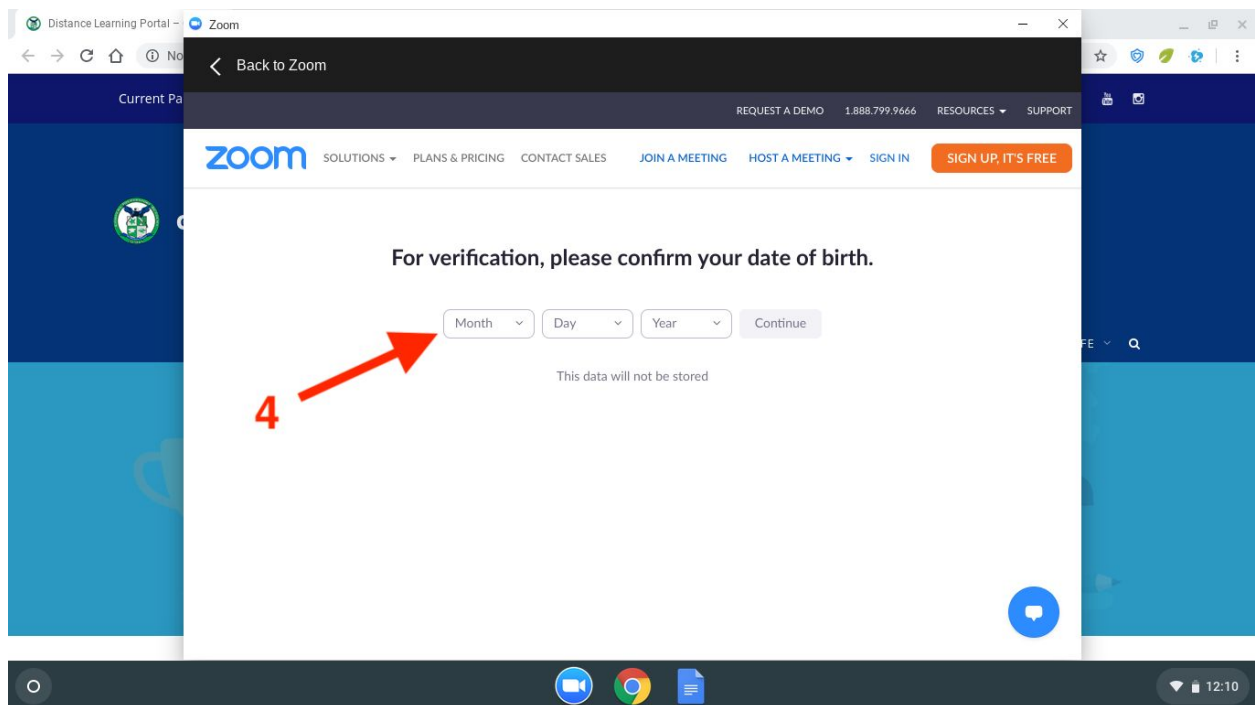
(Note this option will not work for anyone under 16 years of age, check [TERMS OF SERVICE](#))

1. Sign into Zoom through Google using your GPA Gmail account .





2. Next, you will be asked your age. (Note this option will not work for anyone under 16 years of age, check [Terms of Service](#))



3. After you sign in, your Gompers account will be linked to your Zoom account. You don't have to change your name anymore!

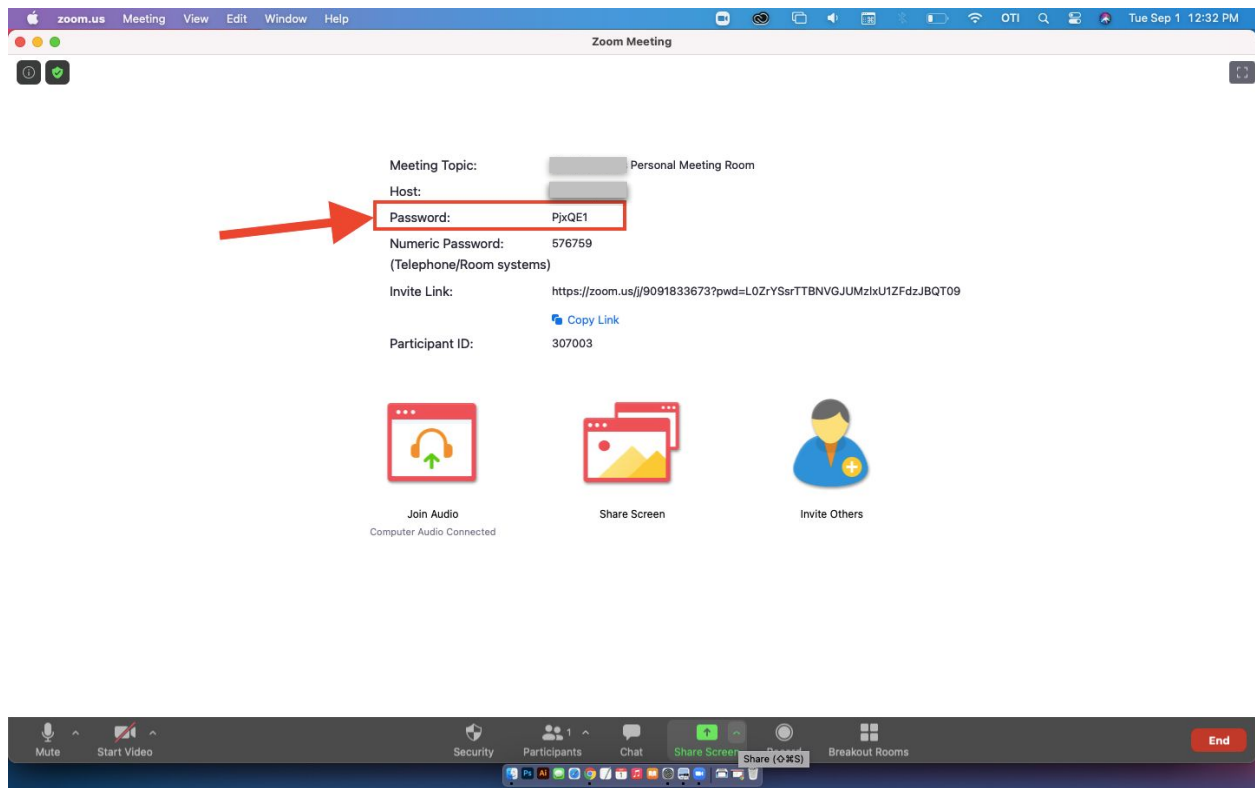
Option 2:

First, it is best to have your meeting id and password handy. You can post this information on your Google Class, for ease of access as well.

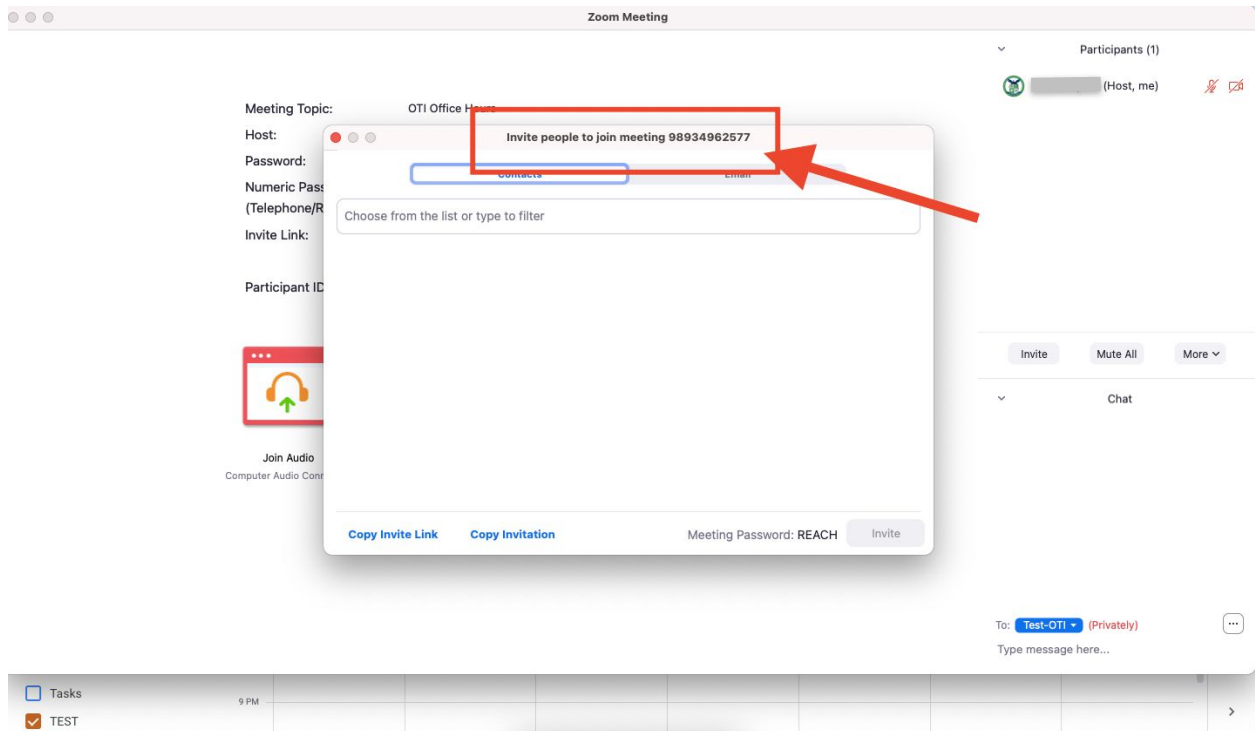
Note: The zoom link will not work for this, only Meeting ID and Password.

There are a few ways to access your Meeting ID and Password.

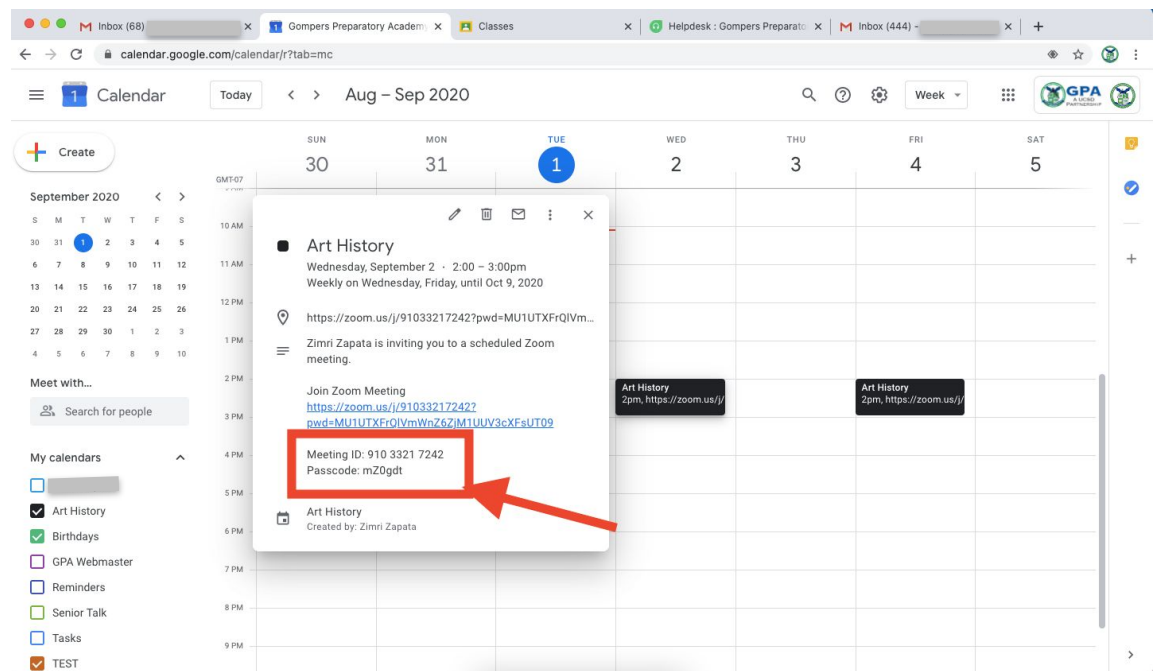
1. The first is through Zoom; start a new private meeting. Upon entering, you will find your password.



2. Next, you will need your Meeting ID. The quickest way to access this is to go to **participants > invite** and a window should open



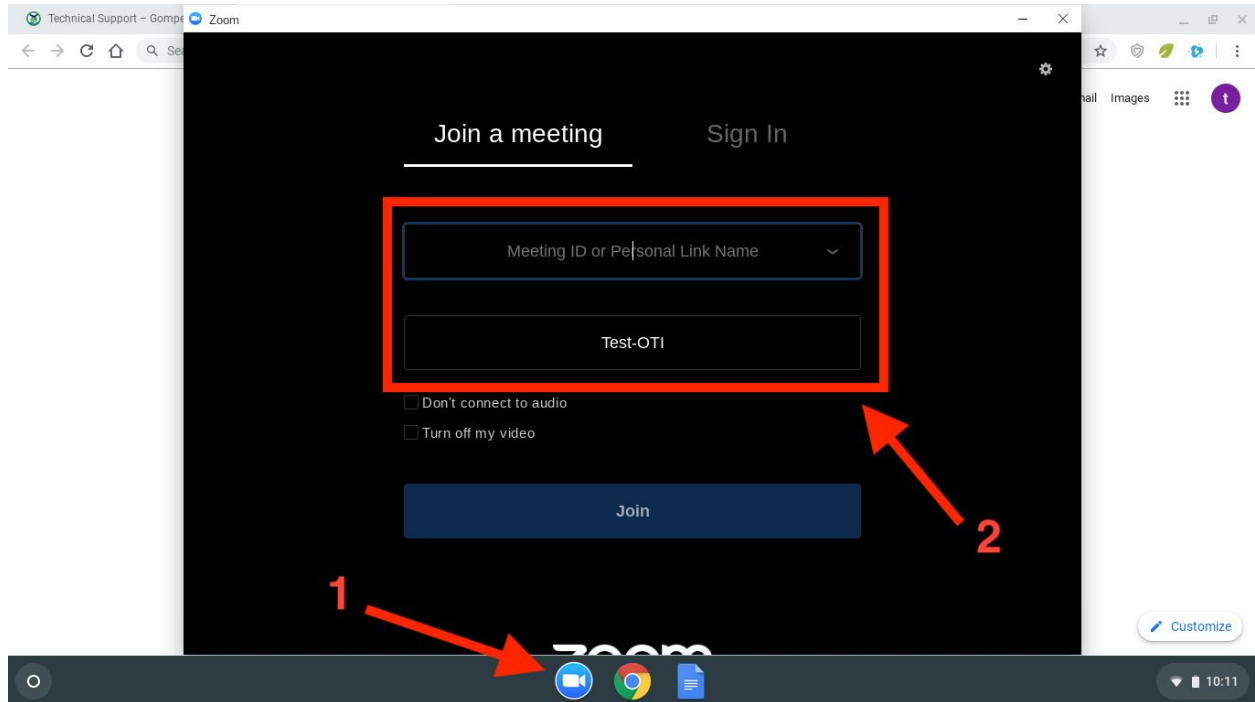
- a. The window will allow you to invite participants via copied link, **but your Meeting ID will be at the top of this window.**
3. Now you have your Meeting ID and Password.
 - a. You can also access this info from your Google Calendar



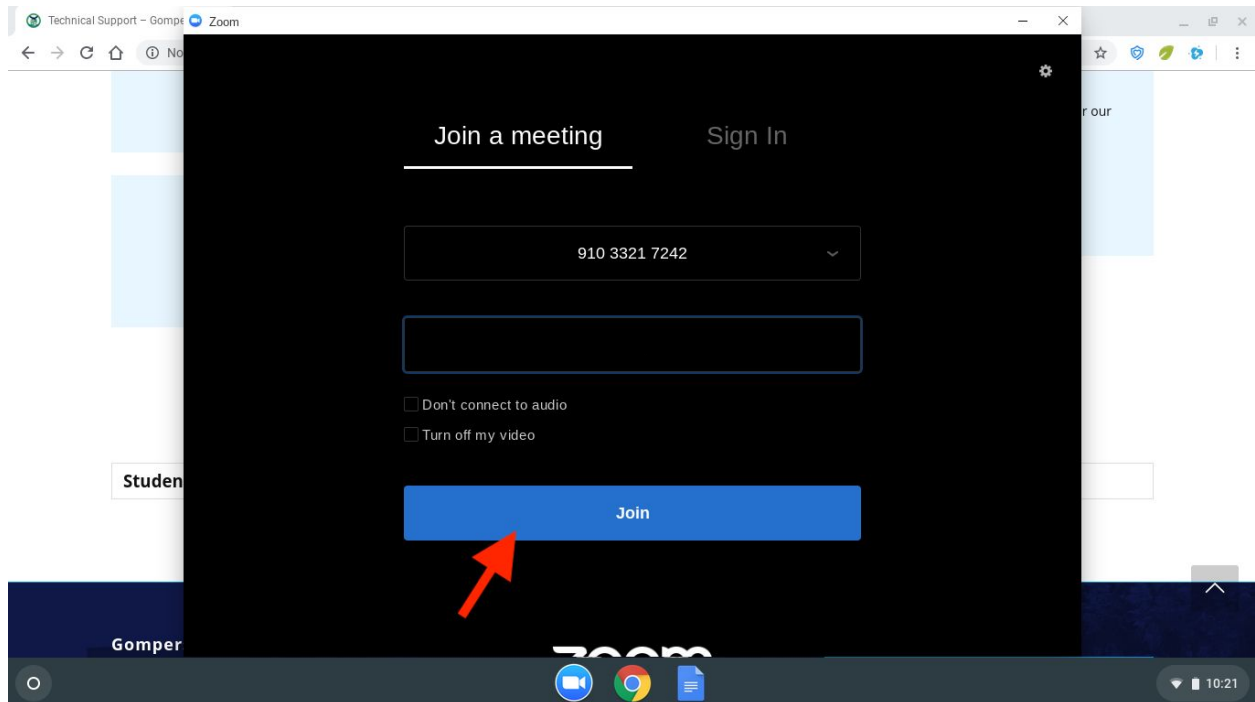
4. Once you have your Meeting ID and Password, share it with your student. If you are the student follow the additional steps below.

On your Chromebook:

1. Open the Zoom app, input **Meeting ID** and change your name

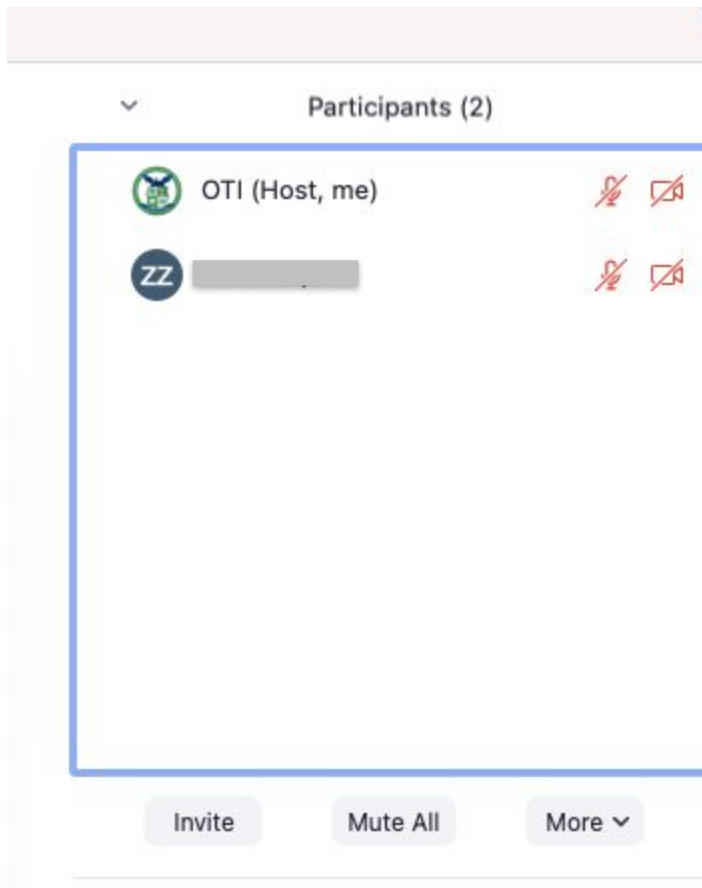


2. Once you add the ID and change your name click join.



3. You will then be asked to input the Meeting Password

4. Once in the meeting, check the **participants** tab, to see if your name changed.



5. You're all set!

If you still need assistance please jump into our [Zoom office hours](#), or call GPA's Welcome Center at **(619) 263-2171** and request OTI.