



How to Change Your Name in a Virtual Proceeding

Required Naming Conventions for Virtual Proceedings

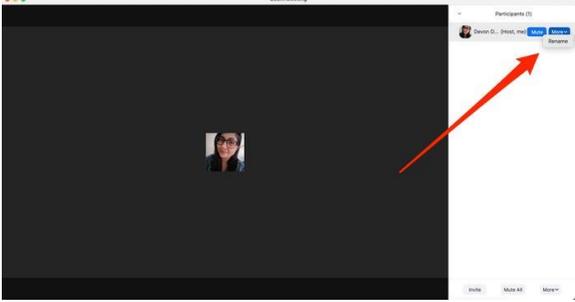
The following **naming conventions** must be used by Zoom participants for admission to **virtual proceedings**:

Participant Type	Naming Convention Format
Attorneys	<i>[Attorney-First-Name, Attorney-Last-Name] for Client's Name</i> Example: John Doe for Richard Smith
Government Attorneys	<i>AUSA / SAUSA [Attorney-First-Name, Attorney-Last-Name]</i> Example: AUSA John Doe
Probation/Pretrial Officers	<i>USPO [Officer-First-Name, Attorney-Last-Name]</i> Example: USPO John Doe
Agents / USM	<i>Agency's Abbreviation, Complete Name</i> Example: USM John Doe FBI Richard Smith

How to Change Your Name in Zoom

Follow these steps to **change your name** in **Zoom** during a Virtual Proceeding:

Step	Screen
1. In Zoom , click Participants .	

Step	Screen
<p>2. In the <i>Participants list</i>, click the More button at the right of <i>your participant's name</i> to open the menu.</p> <p>3. Click Rename.</p>	
<p>4. In the Enter a new screen name text box, type your display name following the naming convention format described in the <i>Required Naming Conventions for Virtual Proceedings</i> section on this document.</p> <p>5. Click OK.</p>	