

Adding Pronouns to Your Zoom Profile

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

1. Sign into your Columbia Issue Zoom account at <https://colum.zoom.us> with your Office 365 credentials.

2. Click "Profile" from the menu to the left and then select "Edit" next to your name.



Pat Columbia

Pat Columbia

Edit

3. Enter your pronouns in the "Pronouns" field on your profile. This is located towards the top of the profile page beneath your name.

4. You may also choose how your pronouns are shared within meetings to other attendees with the following options.

- **Ask me every time** – You will receive a prompt each time you join a Zoom meeting. This will ask you whether or not you want to share your pronouns with other attendees.
- **Always share** – Your pronouns will always be visible to other attendees when you join Zoom meetings.
- **Do not share** – Your pronouns will never be shared in a meeting with other attendees.

Pronouns ?

Share in a meeting or webinar?

Enter your pronouns

Ask me every time

Pronouns are always visible to your contacts on your profile card

5. If "ask me every time" is selected, you can click the "share" or "don't share" options in a meeting to determine whether or not pronouns are visible.

Pronouns ?

Share in a meeting or webinar?

they/them

Ask me every time

Pronouns are always visible to card

Ask me every time

Always share

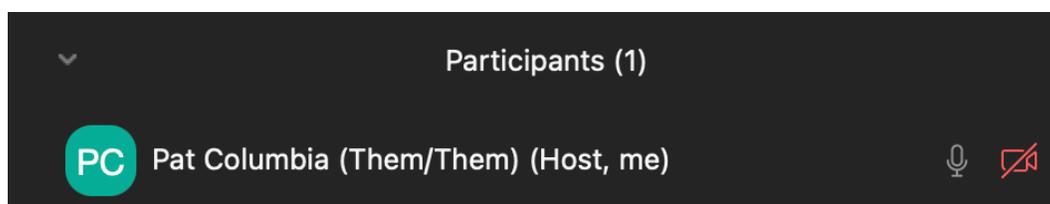
Do not share

Would you like to share your pronouns (Them/Them) in this meeting?

Don't Share

Share

6. If pronouns are shared, they will appear immediately after your name within Zoom.



7. **NOTE:** You must have at least version 5.7 of Zoom for your pronoun selections to appear within Zoom meetings. See Academic Technology's instructional guide for updating your Zoom application for step-by-step instructions.