Beit Tikvah Security Guidelines

<u>Your Zoom Name</u>

Before we admit you into a Beit Tikvah event from the Zoom "waiting room," we need to know your full name. But the name your device sends to us is not easily visible to you. Here's how to make sure your name shows up correctly:

- **For an iPhone or iPad:** Go to Settings > General, then tap About. Tap the first line, which shows the **name** of your device. Rename your device with your first and last name, and then tap Done.

- **For some Android devices:** Open Settings on your phone or tablet, scroll to "About phone" or "About device" and tap on it. On the next screen, tap on "Edit" below your current device name at the top, or if you see "Device name," tap on that. Then type your first and last name in the text field and select OK.

- **Laptops and desktops:** Sign up for a free account online at zoom.us, and log into the account before joining the Zoom meeting. If you don't have an account, see additional instructions below.

- If the above approaches don't work or you have questions:
  Email info@beittikvah.org, and we will try to help you.

The above steps are the easiest ways to show your name correctly. If you can handle a bit more, start up the Zoom app (mobile or desktop) when you're not joining a meeting and find the "sign in" option. Then sign in with the free Zoom account you created on the Zoom.us website. The app will remember your name in the future. This is the most reliable method but not the easiest one.

If you don't have a Zoom account, start up the Zoom app and tap the "Join a Meeting" option. The second line shows the name of your device as your Zoom display name. Rename your display name with your first and last name. Check the box that says, "Remember my name for future meetings." Type in a valid Meeting ID in the first line and then tap "Join" in order to save your new display name. In the next box that

appears, you can either type in the Meeting Passcode then tap "Join" to join the meeting directly, or you can tap "Cancel" then quit Zoom. Either way, Zoom will remember your display name in the future.

After You Enter a Zoom Event

In Zoom, your name appears below your face. We ask you to display your name in every Zoom event. This is for security, as well as creating personal connections in our community.

If you are admitted into the Zoom session, and your name is not correct below your face, you can revise it with one of these approaches (not every option works for every device):

- **From the Zoom window of faces**, click on your name in the box or the three dots at the top of the box, and you will get a drop down menu that gives you a rename option. Click on "rename" and type your first and last names.

- **From the Participants List:** Click on the "Participants" button, either at the bottom or top of the Zoom window. Next, hover your mouse over your current name (it says "me" in parentheses), and click on "more" or on "Rename." "More" will provide a menu with the "rename" option. Enter your first and last names.

- **From an iPhone or iPad:** Tap on the main view to show the "participants" button and then tap on "participants." Tap on your current name in the list (it says "me" in parentheses), and then choose "Rename." Enter your first and last names.

Thank you for your cooperation.

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