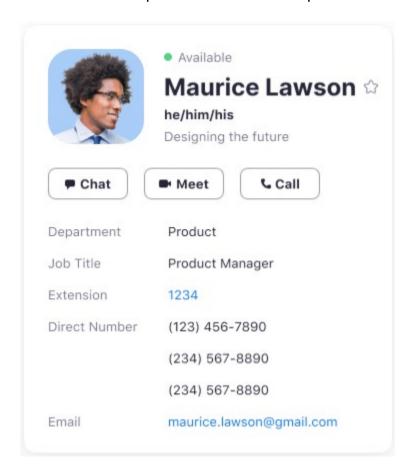
Adding and sharing your pronouns in Zoom

With the Pronouns feature, you can add your pronouns directly to your user profile.

When you add pronouns to your profile, they are visible to your Zoom contacts as part of your Zoom profile card in the Zoom desktop client, Zoom Rooms app, and mobile app. You can also choose when or if your pronouns are shown during a meeting that you host or join, or webinar that you are the host or panelist for. Webinar attendees' pronouns are never visible.

Notes:

• You must update the Zoom desktop client to 5.7.0 to use the Pronouns feature.



This article covers:

- How to add pronouns to your profile
- How to share and unshare your pronouns in a meeting or webinar
- Sharing your pronouns when prompted

- Manually sharing your pronouns
- Unsharing your pronouns

Prerequisites for adding and sharing your pronouns

Zoom desktop client

• Windows: 5.7.0 or higher

• macOS: 5.7.0 or higher

• Linux: 5.7.0 or higher

• Zoom mobile app

• Android: 5.7.0 or higher

• iOS: 5.7.0 or higher

How to add pronouns to your profile

<u>Customize your profile</u> to include your pronouns, and choose when to share them during a meeting or webinar.

- 1. Sign in to the Zoom web portal.
- 2. In the navigation panel, click **Profile**.
- 3. On the right side of your name, click **Edit**.
- 4. In the **Pronouns** field, enter your pronouns.
- 5. In the **How would you like to share your pronouns?** drop-down field, choose from the following options:
- Always share in meetings and webinars: Your pronouns will appear next to your display name automatically in any meetings that you host or join, and any webinars that you're the host or panelist for.
- Ask me every time after joining meetings and webinars: You will be asked if you want your pronouns to appear next to your display name in every meeting that you host or join, and any webinars that you're the host or panelist for.
- **Do not share in meetings and webinars**: Your pronouns will not appear next to your display name in any meetings or webinars. You will have to manually choose to share your pronouns.
 - **Note**: Even if you choose not to share your pronouns in meetings or webinars, your pronouns will still appear in your profile card and be visible to your Zoom contacts if you have entered them in the **Pronouns** field.
- 6. Click Save.

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How to share and unshare your pronouns in a meeting or webinar

At any point during a meeting or webinar, you can choose if you want to share or unshare your pronouns.

Note: If selected, your pronouns can be shared in any meeting that you host or join. Only webinar hosts and panelists can share their pronouns in a webinar. Webinar attendees' pronouns are never visible.

Sharing your pronouns when prompted

If you selected **Ask me every time after joining meetings and webinars** in the Zoom web portal, you will be asked if you want to share your pronouns and must confirm in each meeting that you host or join, or webinar that you're the host or panelist for.

1. Start or <u>join a meeting</u>, <u>start a webinar</u> as the host, or join a webinar as a panelist. In the main meeting/webinar screen, a prompt will appear and give you the options **Don't Share** and **Share**.



Manually sharing your pronouns

Windows | macOS | Linux



2. Hover over your name, then click **More**.



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Android | iOS

Unsharing your pronouns

You can unshare your pronouns at any time.

Windows | macOS | Linux



- 2. Hover over your name, then click **More**.
- 3. Click **Unshare My Pronouns**. Your pronouns will no longer appear next to your display name.

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Android | iOS

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