



Dear parents,

Please note that it is mandatory to rename your ward's zoom profile name in accordance to their full \*name\* in the school register and the class and section too.

For e.g\*. Abdel Karim 3A\*

This is IMPORTANT for attendance purpose.

Kindly adhere to the guidelines.

Any student failing to enter the class with their full name will be automatically marked absent for that session.

You can find many tutorials on YouTube that will help you change your ward's display name in his profile.

1 After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2 In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

3 Type in the display name you'd like to appear in the meeting and click on "OK".

Thank you

Regards

Academic Department.