



PFLAG Virtual Support Group Meetings: Adding Gender Pronouns on Zoom

Zoom has now made it possible to add gender pronouns to your account in a separate field. PFLAG National recommends that all chapters use the pronoun feature in order to promote inclusivity of all members of the LGBTQ+ community.

These instructions will help you to enable the pronoun option for your account and choose when you would like your pronouns to show up on your profile.

Enabling pronouns on Your PFLAG Chapter's Zoom Pro Account or Your Own Account:

Sign in to the Zoom web portal

Go to "My Account"

You'll be directed to your "Profile by default"

Under your name, you'll see an option for "Pronouns"

Click "Edit" in the upper right hand corner. Manually add in your pronouns in the space provided--choose pronouns you're most comfortable with (you can always go in and change them later).

To the right you'll see a drop down menu where you can choose to share your pronouns in your meetings and webinars and whether or not you would like to automatically share your pronouns or have the system prompt you each time you join/start a meeting. We recommend choosing "Always" share if you're comfortable doing so.

Scroll down and click "Save"

When you log-in to your PFLAG Connects meeting:

Launch your meeting as you normally would for your PFLAG Connects meeting.

Your pronouns will appear next to your display name in your participant video or thumbnail and next to your display name in the participants list.

If you select "Ask me every time," you will be asked if you want to share your pronouns and must confirm in each meeting that you host or join.

A few additional notes:

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.

In order for you to see the "Pronouns" option on your profile, you must update to the latest version of Zoom.

If you need additional information there are resources and tutorials available at support.zoom.us.

Please ensure that you regularly update Zoom when prompted. If you are not sure if you have the latest version go to support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version for additional information.