

Inclusive Tools in Zoom

Using Gender Pronouns

Consider adding your pronouns in parenthesis after your name! This can be a helpful way to make sure you're respecting everyone's pronouns while making it easier for folks to declare theirs.

To add pronouns to your name:

1. Tap the **Settings** icon.
2. Choose **Edit Profile**.
3. After your last name, write in your pronouns (e.g. "(she/her)"). Using parenthesis helps separate your pronouns from your name.

Customizing Skin Tone for Reactions

Zoom offers two reaction icons that you can use during a call: a hands' clap and finger up. You can adjust the skin color on these reactions to better match your own.

To change the reaction skin tone:

1. Tap the **Settings** icon in Zoom.
2. Choose **Meetings**.
3. Scroll down, tap **Reactive Skin Tone**.
4. Change the **reactive skin tone**.

In a meeting:

1. Click the ^ arrow next to **Video** (bottom left corner of screen).
2. Select **Video Settings**.
3. Select **General**.
4. Choose **reactive skin tone**.