

Changing Your Email Display Name

The following guide will aid you in changing the visible name affiliated with your University of West Georgia Gmail account.



In the top right corner of your email, click on the circle with your initials or profile photo.



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Manage your Google Account

From this dropdown, select “Manage your Google Account.”

Google Account

Search

In the new tab that opens, select “Personal Info” on the far left panel.

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

Personal info

Basic info, like your name and photo, that you use on Google services

Profile

Some info may be visible to other people using Google services. [Learn more](#)

PHOTO A photo helps personalize your account 

NAME Lo Denmon >

Click the bar with your name. OneLogin may prompt you for your username and password for multi-factor authentication. Input this information, and verify your access.

← Name

Changes to your name will be reflected across your Google Account. [Learn more](#)

CHANGE NAME

First name

Last name

Use the text boxes with your current display name to enter a new display name. Please note that this name may be seen by any person with whom you exchange emails, including future employers.

use of this name change feature may result in unintended consequences, including disciplinary action in some cases.

While changes are not permanent, there may be a limit to the number of times changes can be made within a short period of time. Improper

WHO CAN SEE YOUR NAME

 Anyone can see this info when they communicate with you or view content you create in Google services. [Learn more](#)

Cancel Save

Confirm changes by selecting "Save." These changes may take up to 24 hours to be effective.

You will become searchable by this name, but you may also be found in searches of your legal name. Emails you send may also have your legal name attached.