



FOR ZOOM

FOR TEAMS

HOW TO INSTALL YOUR NEW VIRTUAL BACKGROUND

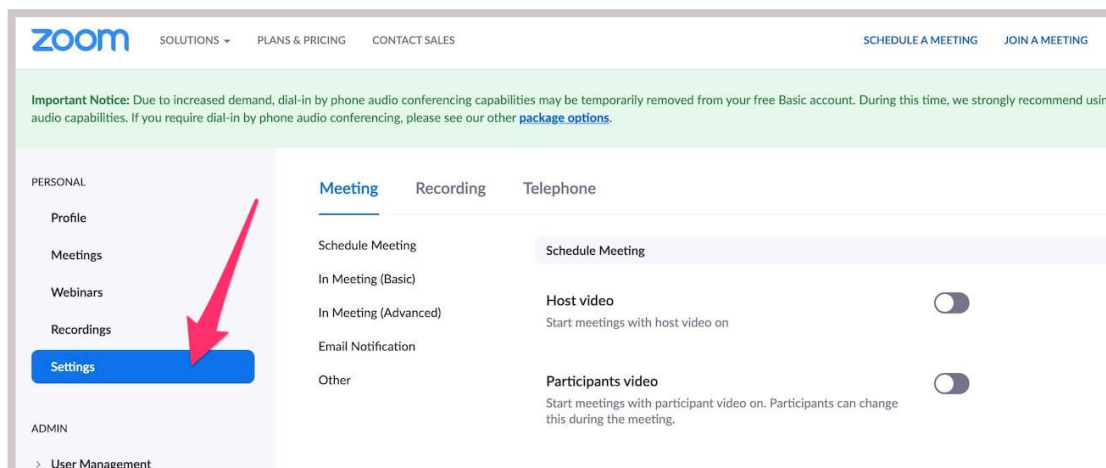
Before you start, extract the .jpg and .gif files from the zipped folder you downloaded.

Navigate to your “**Downloads**” folder, right click on the folder and select “**Extract All**”. You will then be asked to browse your folders and select where you would like to save the files. Navigate to a designated folder or to your desktop, and click “**Extract**”.

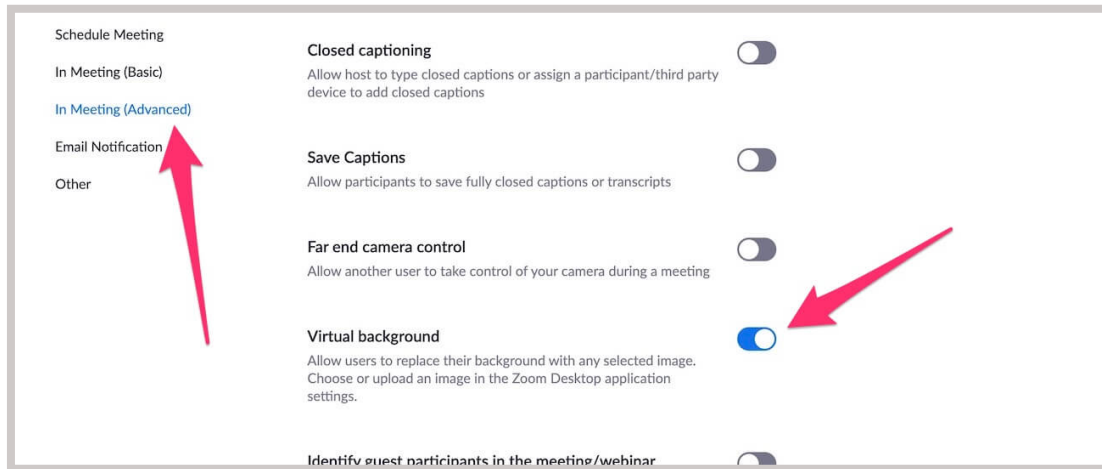


If you're using Zoom

First, navigate to the Zoom website and login to your account. You'll then need to click on “**My Account**” and head to the “**Settings**” tab on the left side of your screen.

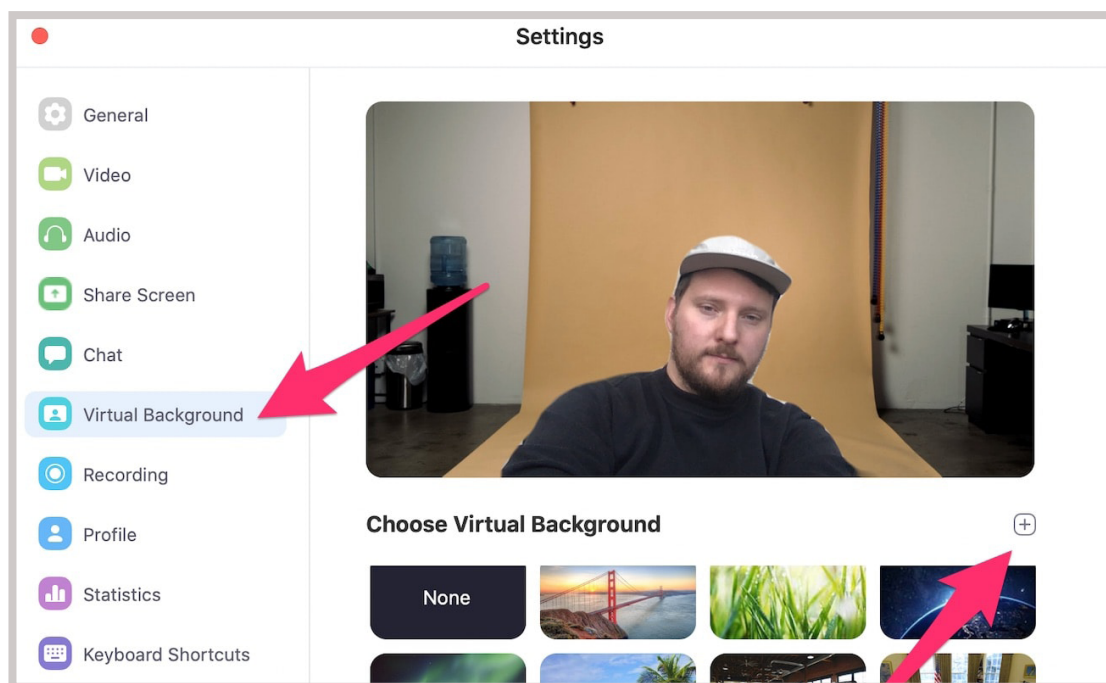


You'll now need to scroll down to the **"In Meeting (Advanced)"** section and from here you'll be able to turn on the **"Virtual Background"** for your Zoom video conferencing.



Once you've enabled the background setting in your Zoom account, you can now open your Zoom desktop application. Once it's open and you are logged in, you'll want to navigate to the gear icon on the top right under your profile picture.

After clicking the gear icon at top right, you'll need to click on the **"Virtual Background"** tab on the left side menu.



Click the small plus sign at the right side, and from here you can navigate to your saved graphics!

Note: For a still image, select the **.jpg** file.
 For a graphic that incorporates motion for visual interest, select the **.gif** file.
 If you selected the **.gif**, you'll see gentle motion in the graphic behind you!

If you're using Teams

TO UPLOAD YOUR GRAPHIC BEFORE JOINING A MEETING

While setting up your video and audio before joining a meeting, select **"Background Filters"** just below the video image. Your background options will display on the right.

Select **"Add new"** and then navigate to where you saved your extracted image. Select the still **.jpg** file to upload the new virtual background for your Teams virtual calls. Note that Teams won't let you use the **.gif** file as a background, so unfortunately motion won't be possible in this platform.

Click **"Apply"** and you're done!

TO UPLOAD YOUR GRAPHIC DURING A MEETING

Go to your meeting controls and select **⋮**. Then select **"Apply Background Effects"**.

Select **"Add new"** and then navigate to where you saved your extracted image. Select the still **.jpg** file to upload the new virtual background for your Teams virtual calls. Note that Teams won't let you use the **.gif** file as a background, so unfortunately motion won't be possible in this platform.

Click **"Apply"** and you're done!

