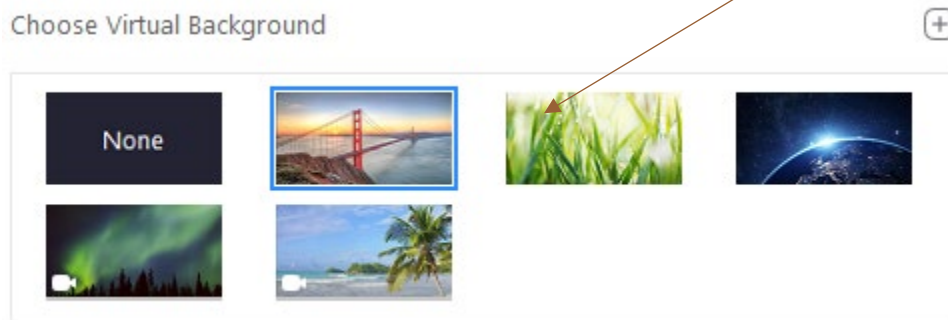
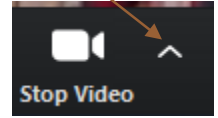


Setting Virtual Backgrounds in Zoom, Teams, and WebEx

ZOOM

The following steps are provided in setting a Virtual Background within the Zoom application:

1. Once your video is active, click on the “^” next to the “**Stop Video**” icon
2. Select “**Choose Virtual Background**”
3. On the next screen, click on one of the available Virtual Background images and click “**Download**”



4. You can upload an image to your computer if you desire a particular image that is not available within your present options.
 - Click the (+) icon and select “**Add Image**”
 - Select your image from your designated computer location
5. Once the download action is completed, your background will change to your selected image.
6. This background will remain in place until you desire to change the image view or remove it by selecting the “**None**” option.
7. Once changed, simply close out of the application.

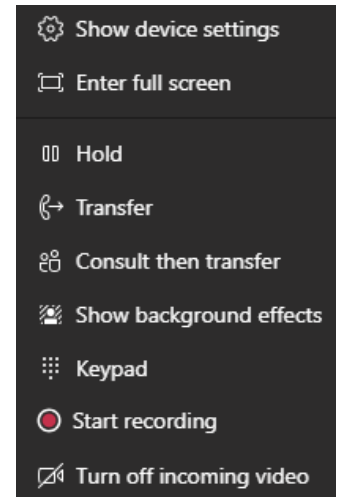
TEAMS

The following steps are provided in setting a Virtual Background within the Teams application:

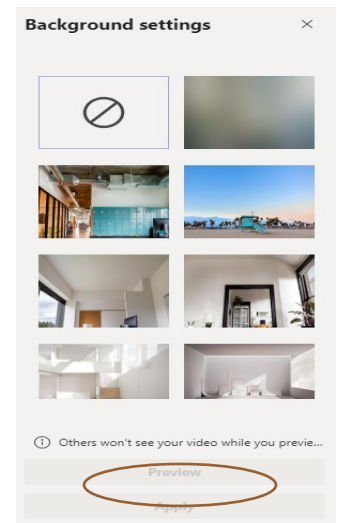
1. Once your video is active, click on the “...” icon from the bar of options:



2. Select “**Show Background Effects**” from the options in the pop up window:




3. On the next screen, click on one of the available Background settings and click “**Apply**”

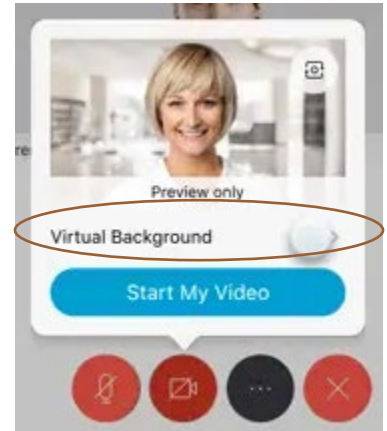


4. Once the download action is completed, your background will change to your selected setting.
5. This background will remain in place until you desire to change the background setting or remove it by selecting the “**None**” option.

WEBEX

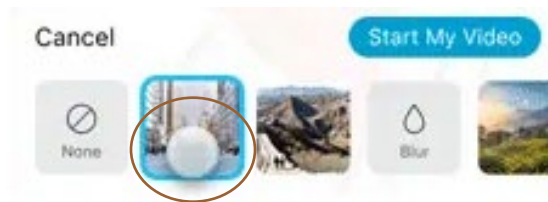
The WebEx virtual background feature is available only in the WebEx meetings mobile app for iOS devices.

1. Tap the **Video**  icon, and then tap **Virtual Background**.



2. Do one of the following options:

- To blur your surroundings while remaining in focus, tap **Blur**.
- To use a default virtual background, tap the one you want.
- To use your own image for the virtual background, tap the “+” icon.



3. When you're ready for everyone in the meeting to see your background, tap “Start Video” to apply your background setting.



4. WebEx will keep your selection in place until you desire to change your setting.