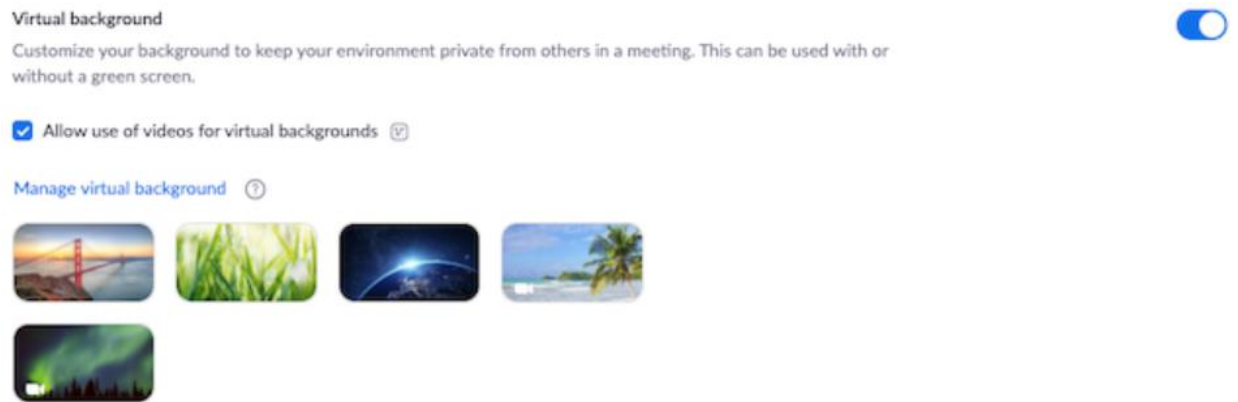


Google Meet/Zoom/Microsoft Teams Brief Directions on using Backgrounds

Zoom Background Directions

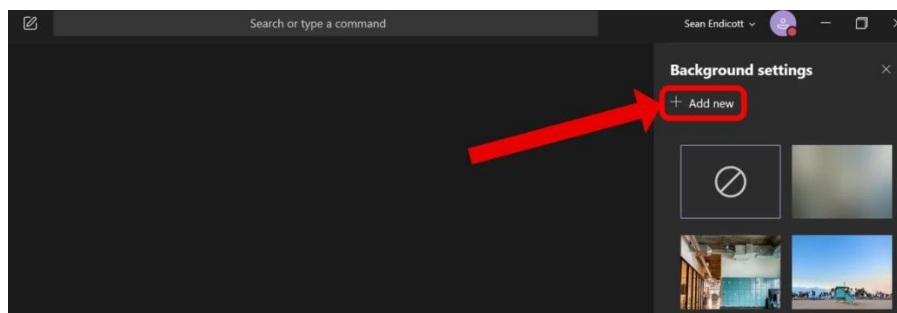
1. Save background to your computer
2. Sign in to Zoom
3. In the navigation menu, click **Settings**
4. In the meeting tab, click **Virtual Background** option (under the In Meeting (Advanced section))
5. Verify that the Background setting is enabled
6. Select the background image of your choosing



For more information and help: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Microsoft Teams Background Directions

1. Save background to your computer
2. In video call, select **More Options** button (three dots)
3. Select **Apply Background Effects**
4. Select **Add New**
5. Select the background image of your choosing
6. Select **open**



For more information and help: <https://www.windowscentral.com/how-use-custom-backgrounds-microsoft-teams>

Google Meet Background Directions

1. Sign in
2. From the Home Page, go to **Devices > Google Meet hardware**
3. Select **Settings** in the Devices Panel
4. Select **Meet Settings**
5. Select **Wallpapers -> Custom Wallpaper**
6. Upload your background of choosing
7. Select **Save**

For more information and help: <https://support.google.com/meethardware/answer/6386665?hl=en>