

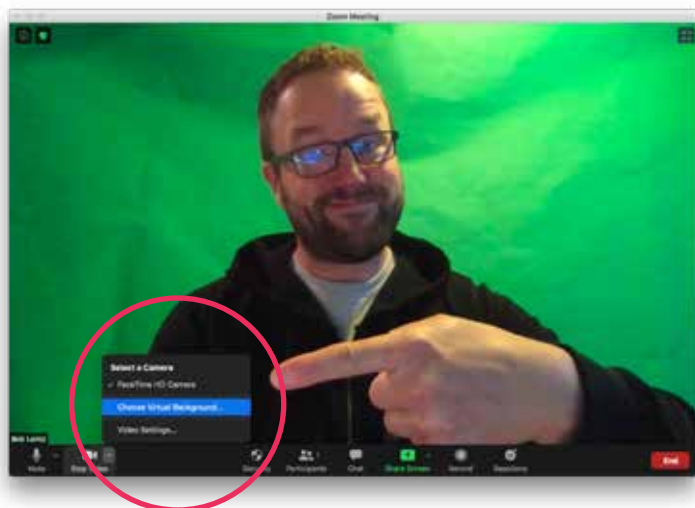


Using Your Capstone Virtual Backgrounds

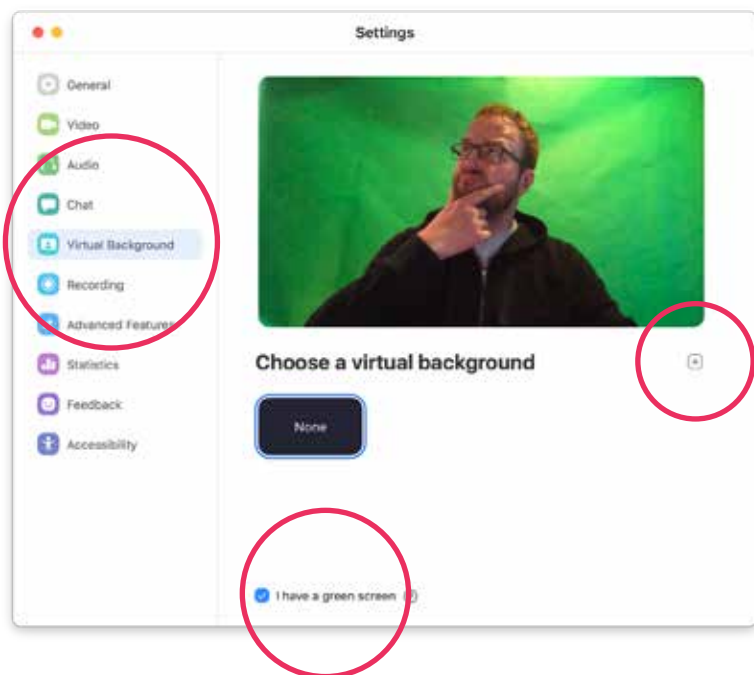


Zoom Meetings

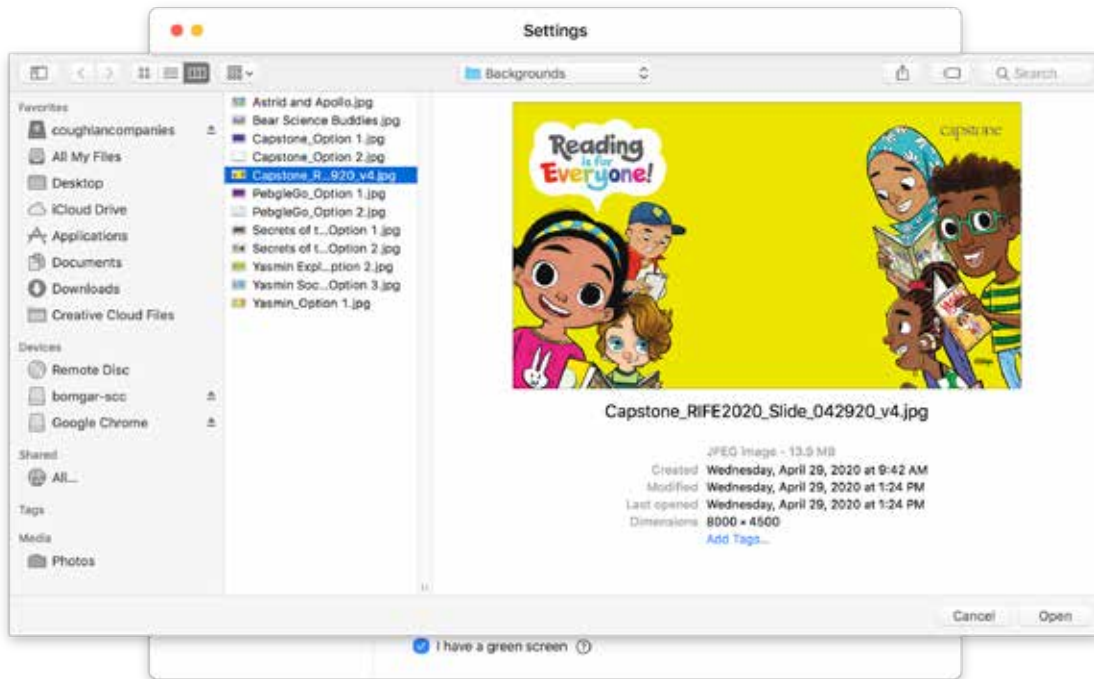
1. From your meeting window, click on the Video pull-up to the left of the bottom toolbar. Select "Choose a virtual background..."



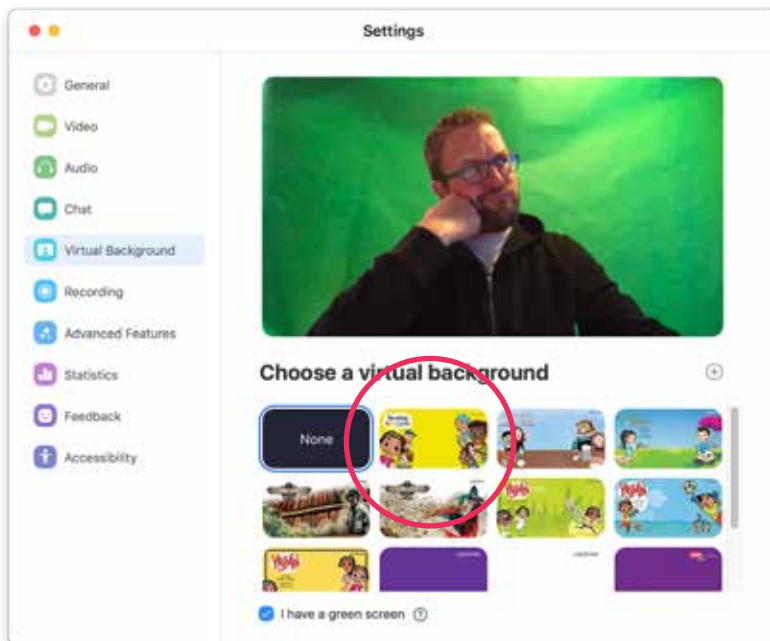
2. The Settings window will appear; select "Virtual Backgrounds" from the lefthand menu. If you have a green screen, check "I have a green screen" box at the bottom. Then, click on the + icon to the right.



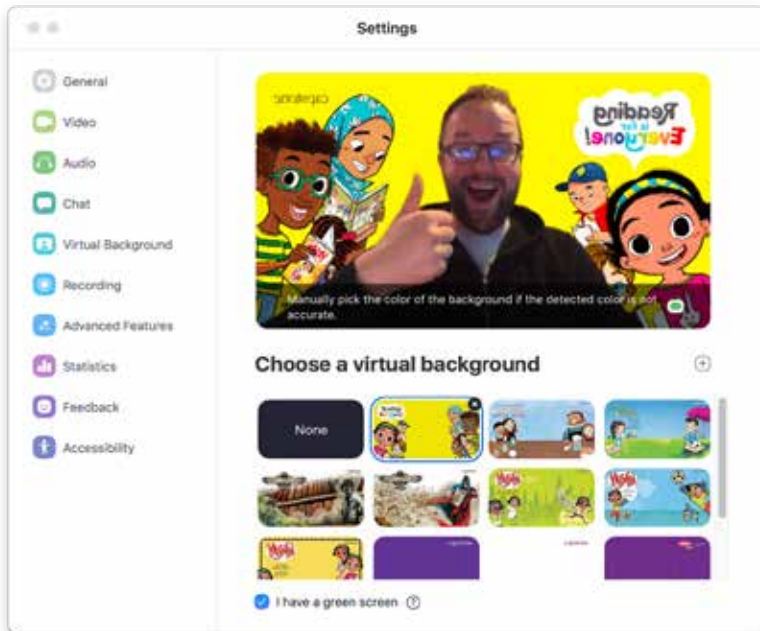
3. Locate the background files on your computer that you'd like to upload (you can select multiple files at one time) and click "Open."



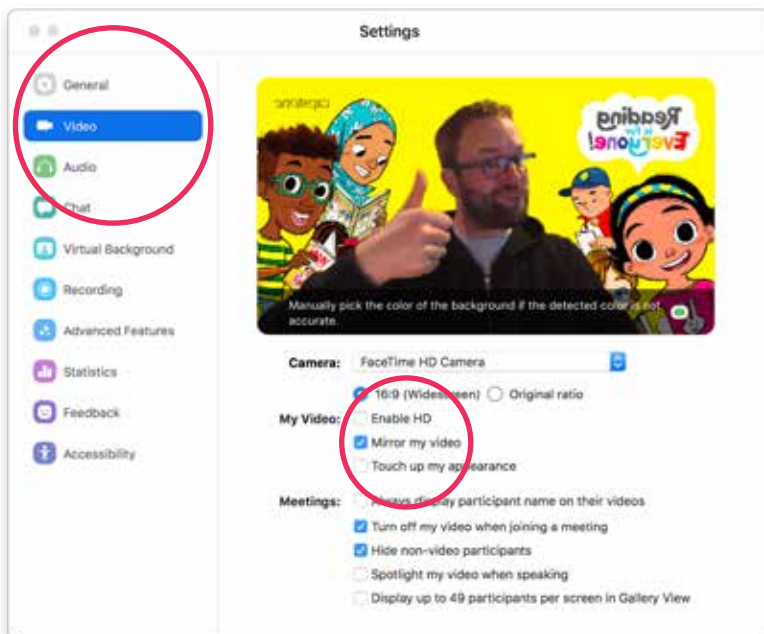
4. The backgrounds should now appear in your Settings window; select your desired background.



5. Your desired background should appear behind you, and you and the background should look backwards. If not, please proceed to step 6.



6. In the Settings window, select "Video" from the lefthand menu. Then, make sure to check "Mirror my video." This will enable other attendees to see you and your background correctly.



7. Enjoy your new background!



For additional information and tips, please visit:

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Microsoft Teams

Microsoft Teams at this time does not support custom background uploads. However, there is a workaround available that enables custom backgrounds. For further information, please visit:

<https://www.howtogeek.com/670059/how-to-use-virtual-backgrounds-in-microsoft-teams/#:~:text=Use%20a%20Built%2DIn%20Background%20in%20Microsoft%20Teams&text=Click%20on%20an%20image%20and,image%20as%20your%20virtual%20background.>

<https://www.youtube.com/watch?v=HhACWzN-ssU>

Google Meet

While our virtual backgrounds are compatible with Google Meet, they require an additional third-party plugin at this time.