



Upload Zoom and Teams Backgrounds: Guide


[Try these steps or Google directions](#)

First: — down load the IDD Awareness Month Zoom/ Team images to your device.

ZOOM:

- Sign into Zoom- then go to new meeting (initially) to upload the image
- On the bottom, corner where your **“Stop” video** icon is at, click the “carrot” ^ arrow and *select* “Choose Virtual Background”
- On the upper righthand side there are “default images” and near those there is a **small “+”** symbol. Go to where you saved your “download image.” Click the + and select the “Spring Into Awareness” image from your files.
- The image will appear *backwards*. To fix this, uncheck the box that says “Mirror my video” on the VERY bottom of the background screen.
- Exit the background settings.
- When you next go to use your Zoom – the new background will appear.

Microsoft TEAMS

- Change your background before a meeting starts-
 - Go to the top small video camera icon – click that (Meet Now)
 - A black screen opens, and at the bottom select: Background filters . It's just beside /near the video image.
 - To use a background image of your own select “ + Add new” and then select “IDD Awareness Month” to upload from your computer.
 - The image will be backwards—then to fix it go to: “MORE” three dots at the top
 - The image will be backwards—then to fix it go to: Join meeting Now
 - Then choose “ 3 dots More” “MORE” at the top
 - Click settings (gear icon)
 - The black menu appear under “Device Setting” header and at the bottom turn off “mirror my video” Then again do the dropdown , device settings
 - Towards bottom uncheck “mirror my video”
 - Exit
- Your new background will persist in all your meetings and calls *until you change* it again by choosing another background.