



Zoom: Turning on a Background

Center for Innovation in Teaching and Learning

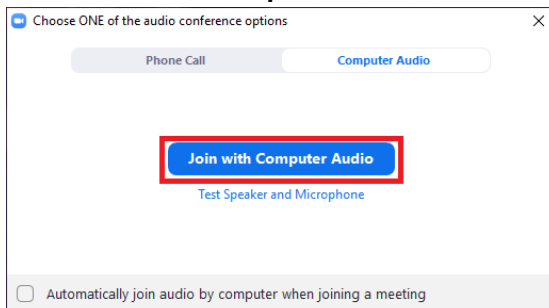
This document outlines the structure of how to turn on a background for a meeting in Teams or Zoom.

Turning on a Background

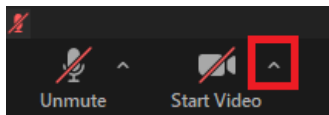
Backgrounds can be a useful tool while in a meeting if you want to hide the setting you are in or have a consistent background for meeting. To turn on backgrounds, follow the steps outlined below for both Zoom and Teams.

Zoom

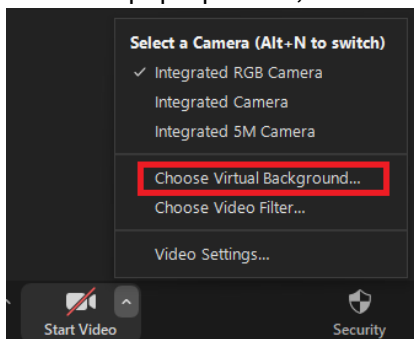
1. Join the meeting you are wanting to attend. (If you do not know how, follow the joining a zoom meeting guide.)
2. Select **Join with Computer Audio**.



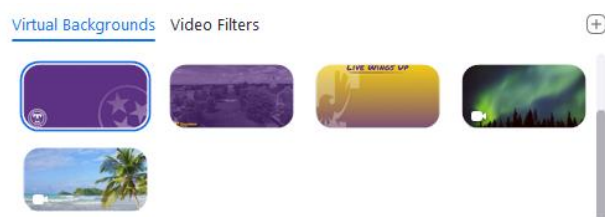
3. In the bottom Left-hand corner, click on the **arrow** next to the *Start Video* camera.



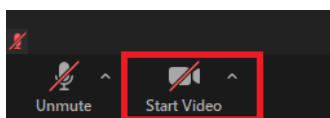
4. From the pop-up menu, select **Choose Virtual Background...**



5. Select a background from the list. (If you do not see any, follow the guide *Zoom: Adding Backgrounds*)



6. Your selection will automatically save. Exit out of the menu and click **Start Video**.



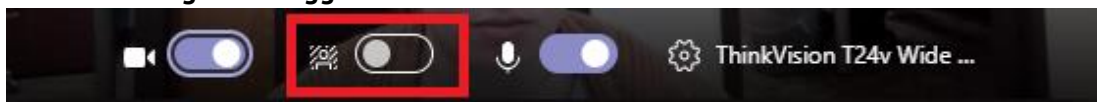
Note: Your background preference will not change for future videos. Re-follow the steps outlined above to get rid of a background or change to a different one.

Teams

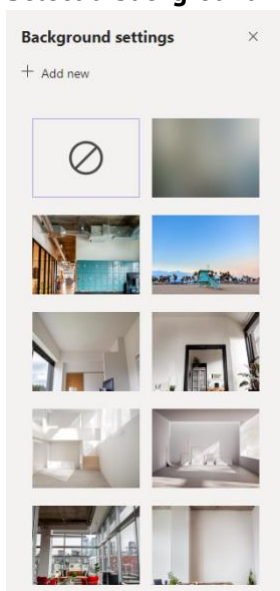
1. Join the meeting you are wanting to attend. (If you do not know how, follow one of the joining a Teams meeting guide.)
2. Make sure that your camera is on. If it is not, click the **camera toggle** to turn it on.



3. Click the **background toggle**.



4. Select a **background** from the list.



Note: Your background preference will not change for future videos. Re-follow the steps outlined above to get rid of a background or change to a different one.