



How to Use Virtual Backgrounds

Zoom Meetings

Zoom allows you to easily show (or add, change, or delete) an image or video as a virtual background (e.g., to show company logo, hide an unmade bed, make it look like you are on an island, etc.). The virtual background for Zoom can be set from within the Zoom desktop client (not via the Zoom website).

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

NOTE: *If the image/video appears flipped horizontally (backward), this is easily fixed by choosing the “Mirror my video” checkbox in the Zoom desktop client) to flip the image so the background appears properly on-screen.*

Microsoft Teams

Microsoft Teams allows you to blur your real background or set a virtual background image (e.g., to show company logo, hide an unmade bed, make it look like you are somewhere else, etc.). Teams does not currently support videos or animated GIFs for virtual backgrounds.

- **Instructions:** <https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780>

NOTE #1: *Unlike Zoom, Teams does not offer an option to mirror the background image – as a result, your text, logos, etc. may appear flipped horizontally (backward). You can use an imaging editing tool to flip an image (horizontally), then save it with a name to indicate the image is flipped (e.g., myimage-flipped.png).*

NOTE #2: *You will need to restart the Teams desktop client for the new backgrounds to be available.*