

## Microsoft Teams

1. To alter your background after you've already joined a meeting, go to your meeting controls and select:  
**More actions More options button > Show background effects.**
2. Select Blur to blur your background, or choose from the available images to replace it. To upload an image of your own, select Add new and pick a .JPG, .PNG, or .BMP file from your computer.
3. You'll be able to preview your chosen background to see how it looks before you apply it.

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

## Zoom

1. Sign in to the Zoom web portal.
2. Click **My Meeting Settings**, if you are an account administrator or **Meeting Settings**, if you are an account member.
3. Navigate to the Virtual Background option on the Meeting tab and verify that the setting is enabled.

Notes:

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

You must logout of the Zoom Desktop Client and login to it again for this setting to take affect.

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