



## **Guide: Using virtual backgrounds in Zoom or Teams**

Virtual backgrounds allow you to display an image as your background during an online meeting in Zoom or Teams. Using a virtual background can be useful to avoid background distractions, or help your audience understand the organisation you are representing.

This guidance will help you to use a virtual background in Zoom or Teams.

### **Using a virtual background in Zoom**

1. Open the Zoom app on your computer
2. Click on the settings icon in the top right-hand corner
3. Select 'Background & filters' in the left-hand navigation
4. Click the plus icon next to 'Virtual backgrounds'
5. Choose 'Add image'
6. Select the image you wish to use as your background

### **Using a virtual background in Microsoft Teams**

1. In a Teams call, select the three dots in the meeting settings bar
2. Choose 'Show background effects'
3. Select the image you wish to use as your background

### **Creating a custom holding image for a virtual meeting**

You can use the PowerPoint template provided to create a custom holding image for your virtual meeting. To do this:

1. Open the PowerPoint template
2. Add the name of your meeting into the text box on slide one
3. To export the holding slide, first make sure you have slide one visible on your screen 4. Select 'File' in the top left-hand corner of your screen, then 'Save as'
5. Select the file location, then 'More options'
6. Choose 'PNG Portable Network Graphics Format' from the list of options
7. Select 'Just this one' when asked which slides you want to export