**Equipping your Zoom Background**

* 1. Sign into Zoom
	2. Start meeting
	3. Click on the **^** **arrow** by the video button
	4. Select **choose virtual background**
	5. Select the **+** button on the right and **add image**
	6. Navigate to where you saved the Race Equality Matters virtual background and **open**
	7. Background will be displayed correctly to viewers even if it looks backward to you.
	8. Tick or untick **Mirror my video** for preference (this only applies to your video not how others see you)
	9. You are finished

**Equipping your Microsoft Teams Background**

* 1. Start a Teams call
	2. If waiting to join a meeting: Turn on Video and select **Background filters**

Alternatively, when in a call: select the **more options** button (3 dots) then select **Apply background effects**

* 1. Select **+ Add new** under background settings on the right
	2. Navigate to where you saved the Race Equality Matters virtual background and **open**
	3. The image will appear backwards to you, however people you are talking to will see it correctly
	4. If the background does not automatically apply, scroll to bottom of backgrounds and select Race Equality Matters Image
	5. Select apply and you are finished.