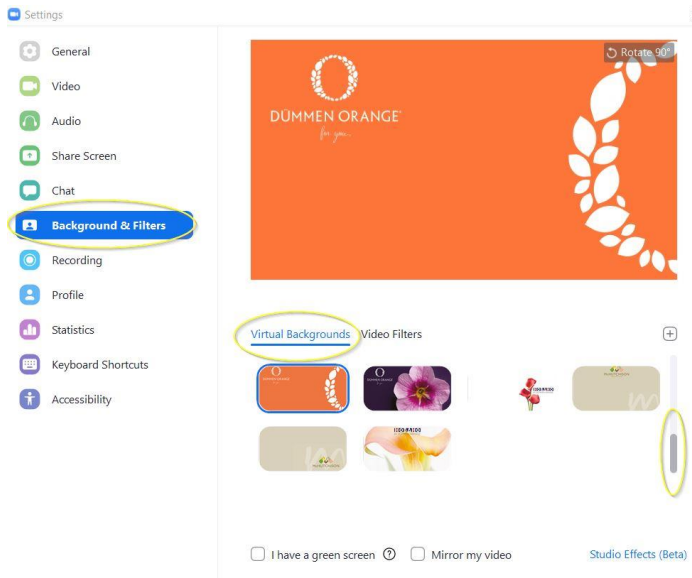
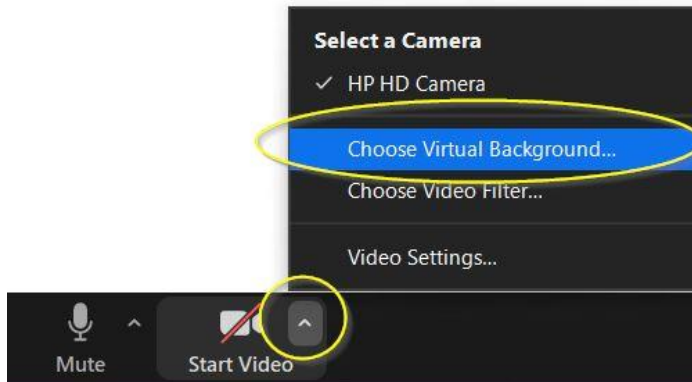


Change your background before or during a Zoom Meeting

	From the Zoom Client, change your background: 1. Open the Zoom Application on your computer 2. Click on settings 3. Click “Background & Filters” 4. Click “Virtual Background” 5. You can choose the background you like from the company you are working for. There are backgrounds from the different companies (for example: Hobaho, Dümmen Orange, Quick Plug etc.) 6. At the next Meeting, your background will be the same as the last time you used Zoom <u>Note:</u> In case you are missing the pre-defined backgrounds, update the Zoom application (referring to instruction “<i>Install Zoom & Outlook Plug-in</i>”)
	You can also add or change your background when you are already in a Meeting: 7. Click on the arrow on Start Video 8. Choose the option: “Choose Virtual Background” 9. You will see the same screen as you see above (settings), so you can choose the background you want