





WESTRIDGE SCHOOL

Using Westridge Teams & Zoom Backgrounds

How to download backgrounds:

- You can download an individual background by clicking the “Download this background” link beneath the image you want to use.
- You can also download all the backgrounds at once by clicking the “Download All” button at the top of the page. The backgrounds will automatically download as a ZIP file, so once the download is complete, you can then right-click the file and select “Extract All” to pull the images out of the ZIP file. (On a Mac, just double-click the file to open it.)

How to change your background in Teams:

- To change your background in Teams *before* you join a video call, click the “Background settings ” button to the right of the microphone toggle switch. Then click “+ Add new” at the top right of your screen and select the image you downloaded to upload it to Teams.
- To change your background *after* you’ve joined a video call, go to your meeting controls along the top of your screen and select the “...” More Actions menu. Then click “ Apply Background Effects” and click “+ Add New,” where you can upload your image to Teams. Don’t forget to click APPLY.

How to change your background in Zoom:

- To change your background *before* you’ve joined a video call, select your profile picture in the top right corner, then click “Settings.” Navigate to the “Virtual Background” tab in the left sidebar, then add your image by clicking the “+” button on the right.
- To change your background *after* you join a video call, select the upward arrow next to Start/Stop Video and click “Choose Virtual Background.” Add your image by clicking the “+” button on the right.