Houston Zoo

Instructions to Add Backgrounds in Zoom:
- Download the backgrounds you want and save them on your computer
  - Make sure to make note of where you save them
- Login to Zoom; In the upper right corner, click on settings (the cog symbol)
- On the left-hand side, click on "Virtual Background:
- Click on the + sign next to "Choose Virtual Background" (just above the pre- installed photos)
- Choose the background you want to add
- It should add that photo to the pre-installed photos and you're ready to go!
- Repeat for other backgrounds
- Choose which background you want and you're good to go!
  - That will become your default background so make sure to change it before your next meeting if needed
- The options will now be there each time you login and go to settings
- Note: The backgrounds work best if you don't have to use the "greenscreen" option, but if Zoom tells you your computer doesn't have the requirements and must use "greenscreen" the backgrounds will still work, just make sure you have a solid wall or backdrop behind you that provides contrast

Instructions to Add Backgrounds in Microsoft Teams:
Mac/Apple:
- Make sure your app has the latest updates
- Download the backgrounds you want and save them on your computer
  - Make sure to make note of where you save them
- Click on the search option (looks like a magnifying glass in the upper right-hand corner of your computer)
- Type in the following: ~/Library/Application Support/Microsoft/Teams/Backgrounds
- Drag and Drop or Copy and Paste the photo(s) to the Uploads folder
- Open Microsoft Teams
- Start a call
- Click on the three dots (…) that come up on the bar with the microphone, video, and hang up buttons
- Click "Show Background Effects"
- Your photos should be on the left (you may need to scroll past the pre-installed ones)
- Click on the one you want and click "Preview"
- Click "Apply" once you've chosen the background you want and you're good to go!

PC:
- Make sure your app has the latest updates
- Download the backgrounds you want and save them on your computer
  - Make sure to make note of where you save them
- In the search bar, type: %APPDATA%\Microsoft\Teams\Backgrounds\Uploads
- Drag and Drop or Copy and Paste the photo(s) to the Uploads folder
- Open Microsoft Teams
- Start a call
- Click on the three dots (…) that come up on the bar with the microphone, video, and hang up buttons
- Click "Show Background Effects"
- Your photos should be on the left (you may need to scroll past the pre-installed ones)
- Click on the one you want and click "Preview"
- Click "Apply" once you've chosen the background you want and you're good to go!