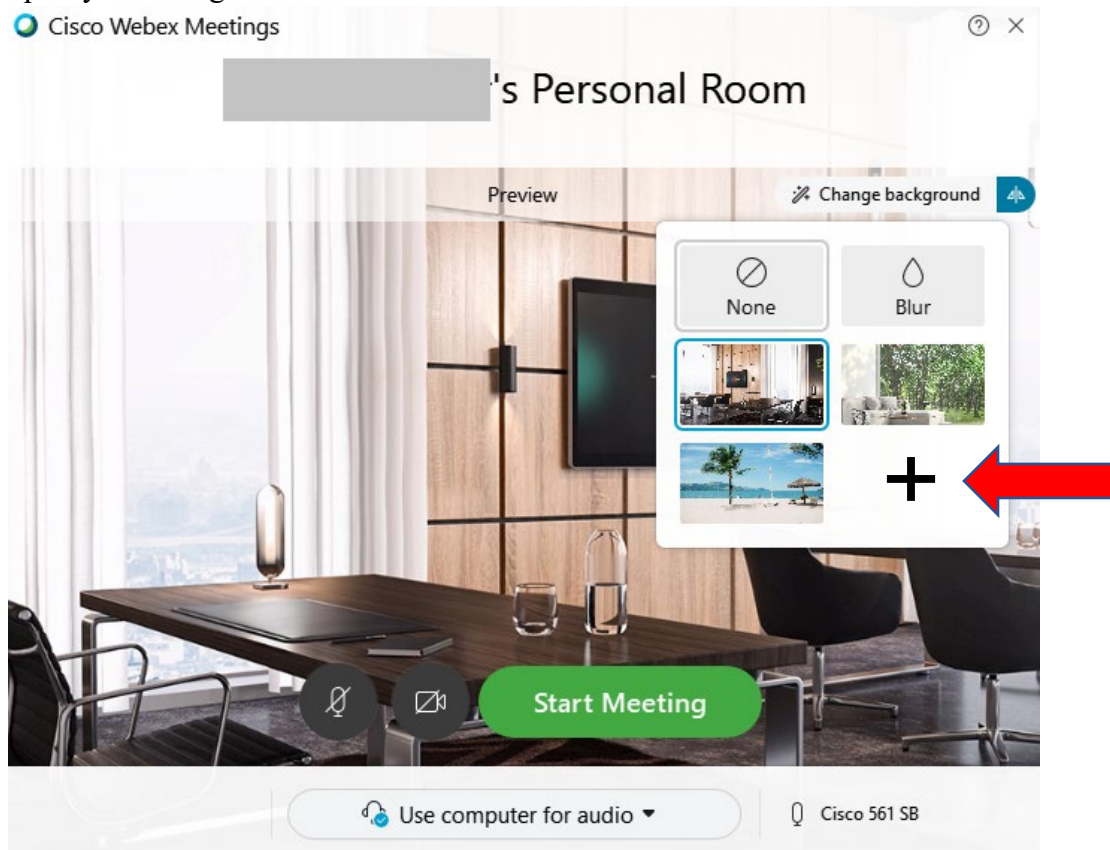


WebEx Virtual Background Meeting Procedure

This procedure will walk you through the steps on how to add our TAMUSA pride virtual backgrounds to your WebEx account when starting a meeting.

You need to join a WebEx meeting before using a virtual background. If you don't want anyone to be distracted by your surroundings before you set your virtual background, join the meeting with your video turned off.

1. Download the zoom virtual backgrounds from the HR Wellness Program website on the Lifestyle webpage once downloaded they will be located on your computer/laptop.
2. While joining or starting a meeting, select **Change background** from the webcam preview screen.
3. Click the “+” to add your own image. Once desired image is chosen it should now show up as your background.



4. Verify your audio settings and start or join the meeting.