



# CREATING A VIRTUAL ZOOM BACKGROUND

1

## CREATE A FREE CANVA ACCOUNT

www.canva.com is a free design tool and can be used for anything from presentations to designing your thank you cards

2

## SEARCH ZOOM VIRTUAL BACKGROUNDS

You can use one of their templates or start from with a blank template for your own design

3

## DOWNLOAD

In the upper right hand corner is download or down arrow button. Download as a PNG or JPEG file to your computer

4

## UPLOAD TO ZOOM

After joining your zoom meeting, there will be a video or camera button on the lower left. Select the arrow next to the video icon to reveal the "choose virtual background" option and upload your file.

A virtual zoom background blocks the view behind you allowing family members or a messy room to be blocked from view during your meeting. Plus it's just fun!