# Accessing & Using Virtual Backgrounds in Zoom

University Career Services offers free virtual backgrounds and the following instructions on using backgrounds for interviews, meetings, jobs and internships, or checking-in with friends and family.

1. Click here to access the templates
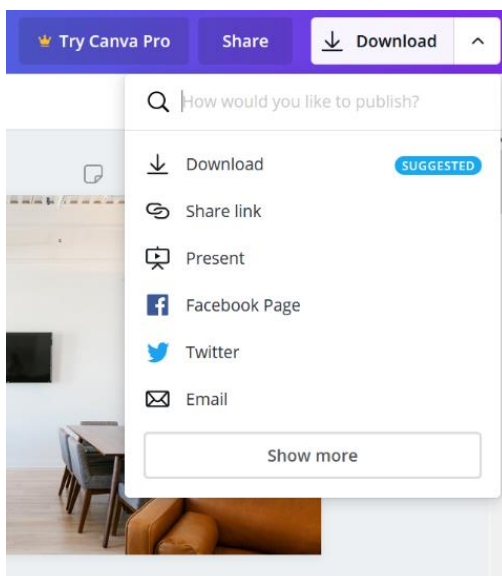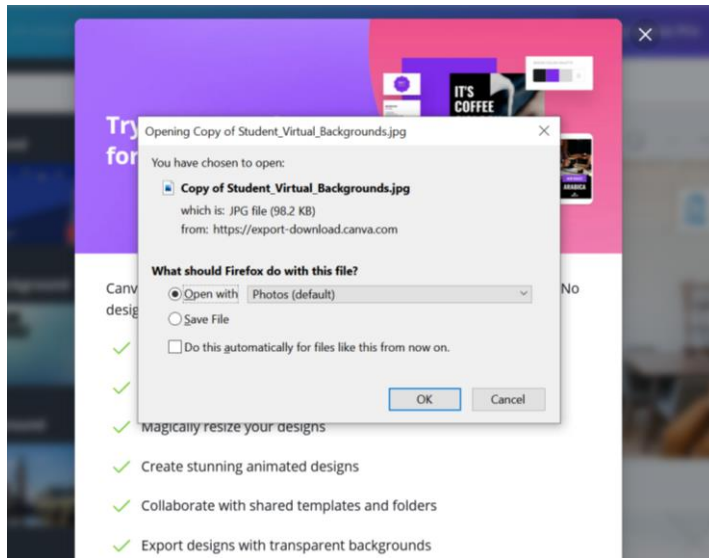2. Select **Use Template**



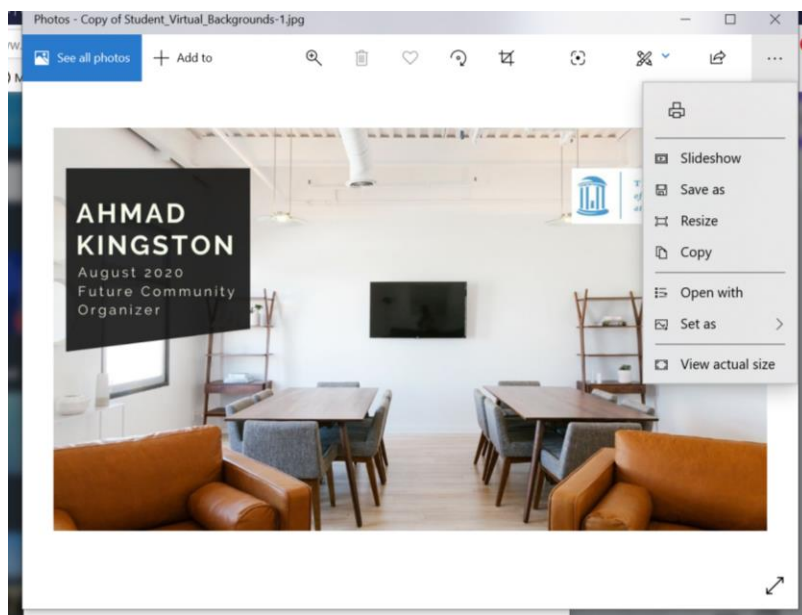3. Select a template(s) and **edit** to your liking
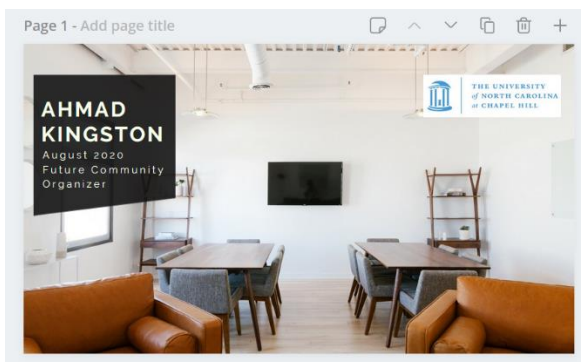


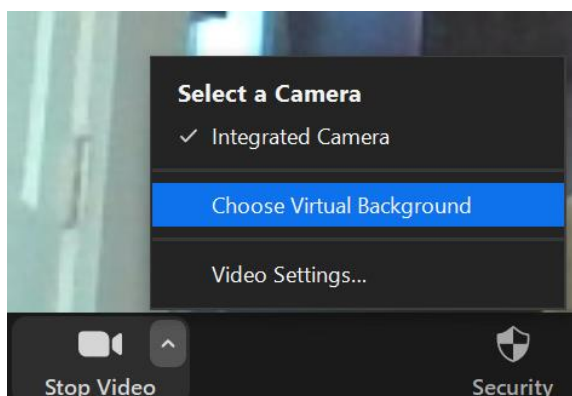4. Select **Download** in the top right corner

5. Select **PNG** or **JPG** and the templates (**Pages**) you want to download
6. Select **Done** then **Download**
7. Click on **Open with: Photos**



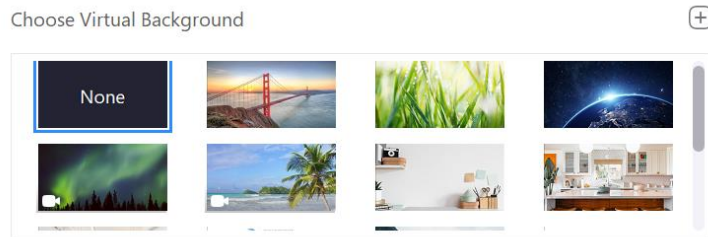8. Click on **...** (see more) and **Save As**



9. Visit Zoom and select the **up arrow** next to Stop Video to the left on your menu

10. Select **Choose Virtual Background**
11. Click the **add icon** on the right to upload your background. Take note of the options presented like Mirror my video. Don't be afraid to play around with them



12. Visit Handshake to schedule an appointment with a career counselor for assistance with interview prep