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| Go to the Zoom Page |  |
| Click on the settings icon (which looks like a little circle under your initials |  |
| On the Settings page – click on “Virtual Background” |  |
| Under “Choose a Virtual Background” you will see available pictures |  |
| To customize the pictures – click on the + sign |  |
| Select “add image” |  |
| Go to your desktop pictures and select the one you like |  |
| Attached to this email are pictures your might like. Copy them to your Pictures folder. |  |