

How to upload this new background to zoom

- Pick which of the two template backgrounds below & change the below fields:
 - Name
 - Program (MBA)
 - Year (graduation year)
 - PPP = Personal Preferred pronouns = (He/him/his, she/her/hers, they, them theirs, etc.)

Name

Program - Year
PPP

Brandeis

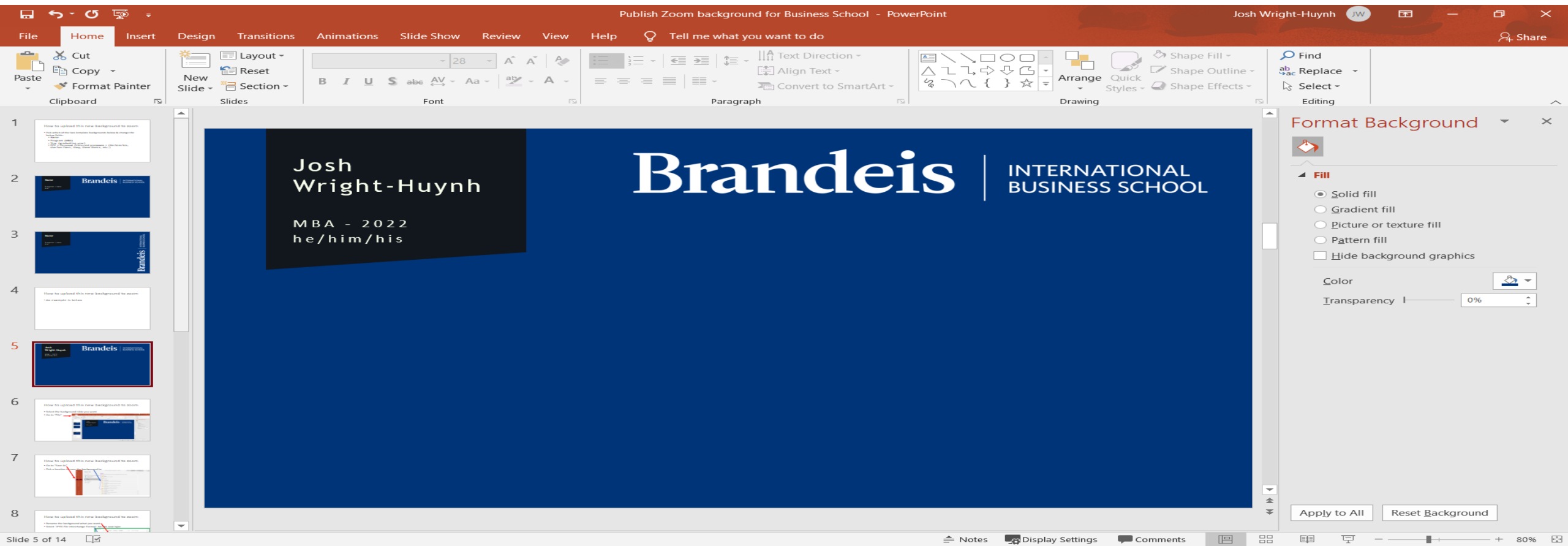
INTERNATIONAL
BUSINESS SCHOOL

Name

Program - Year
PPP

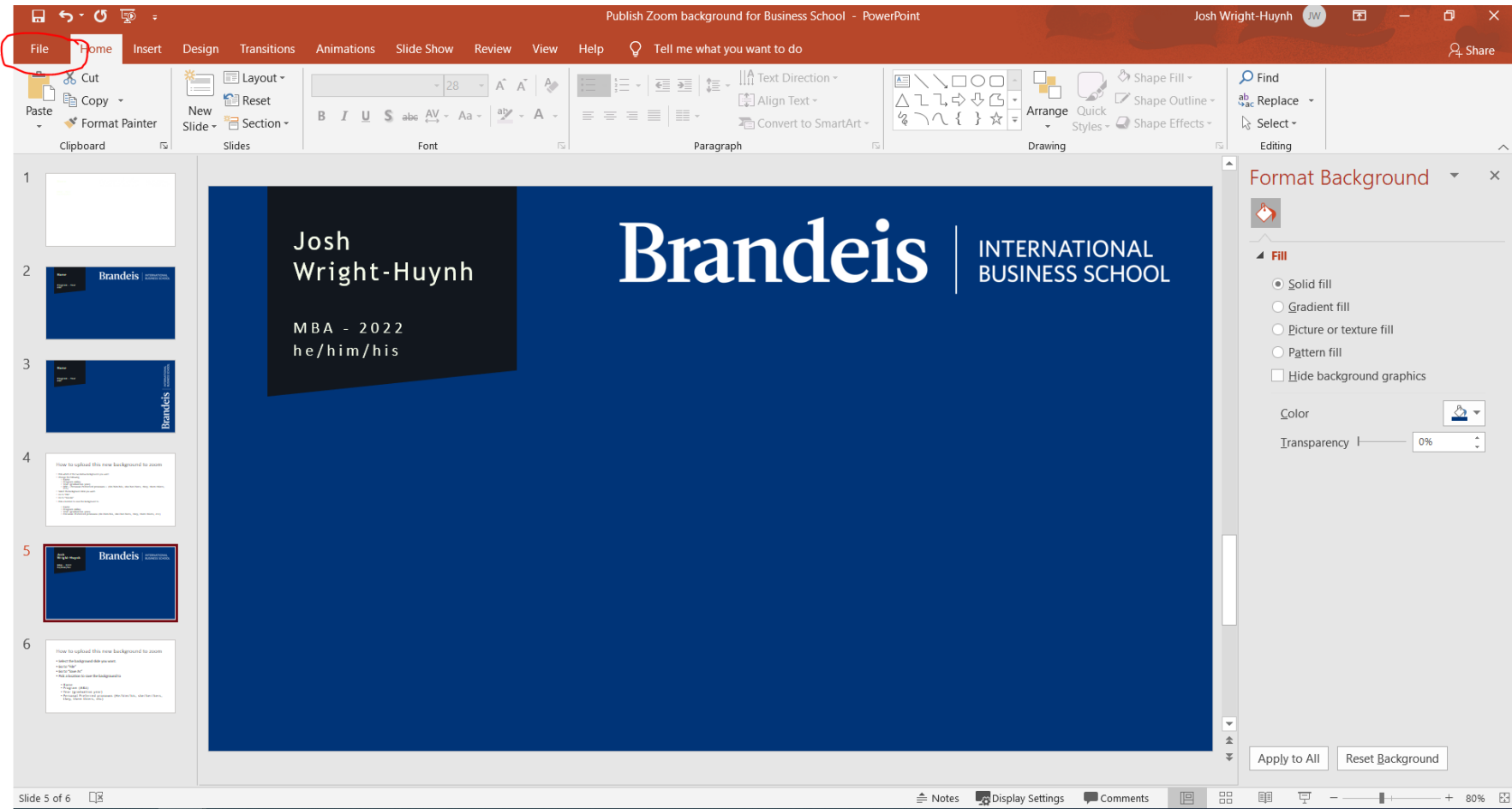
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- An example is below



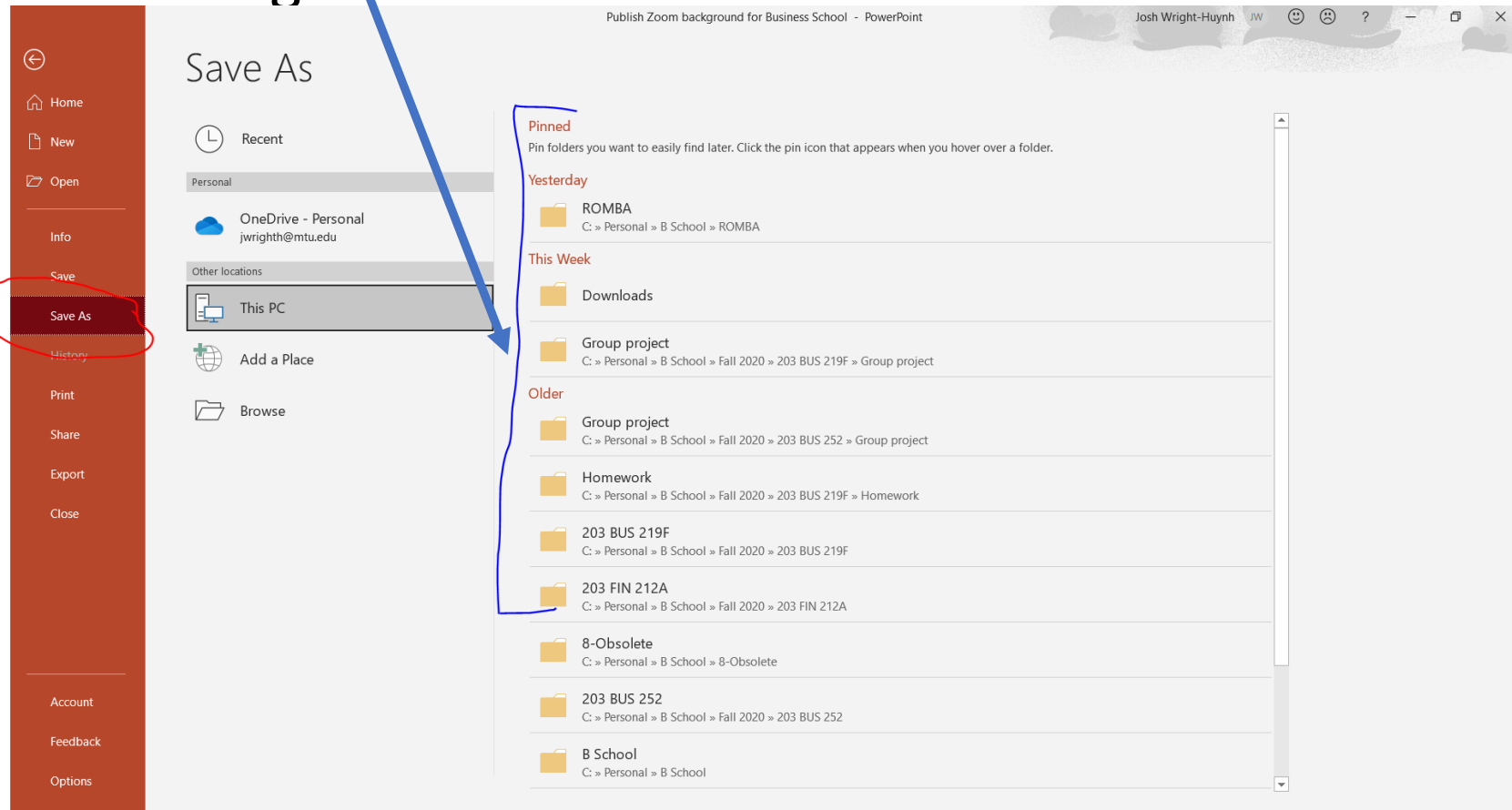
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- Select the background slide you want.
- Go to “File”



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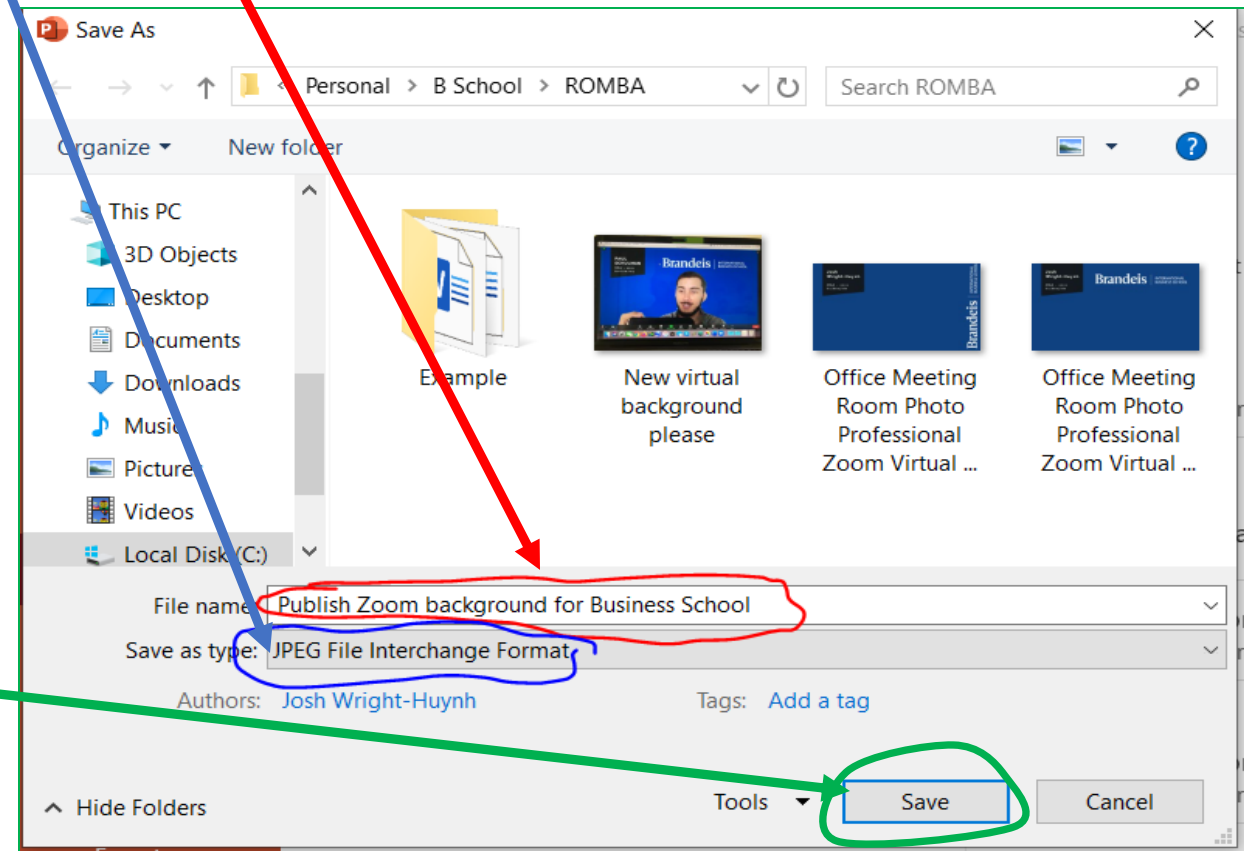
- Go to “Save As”
- Pick a location to save the background to



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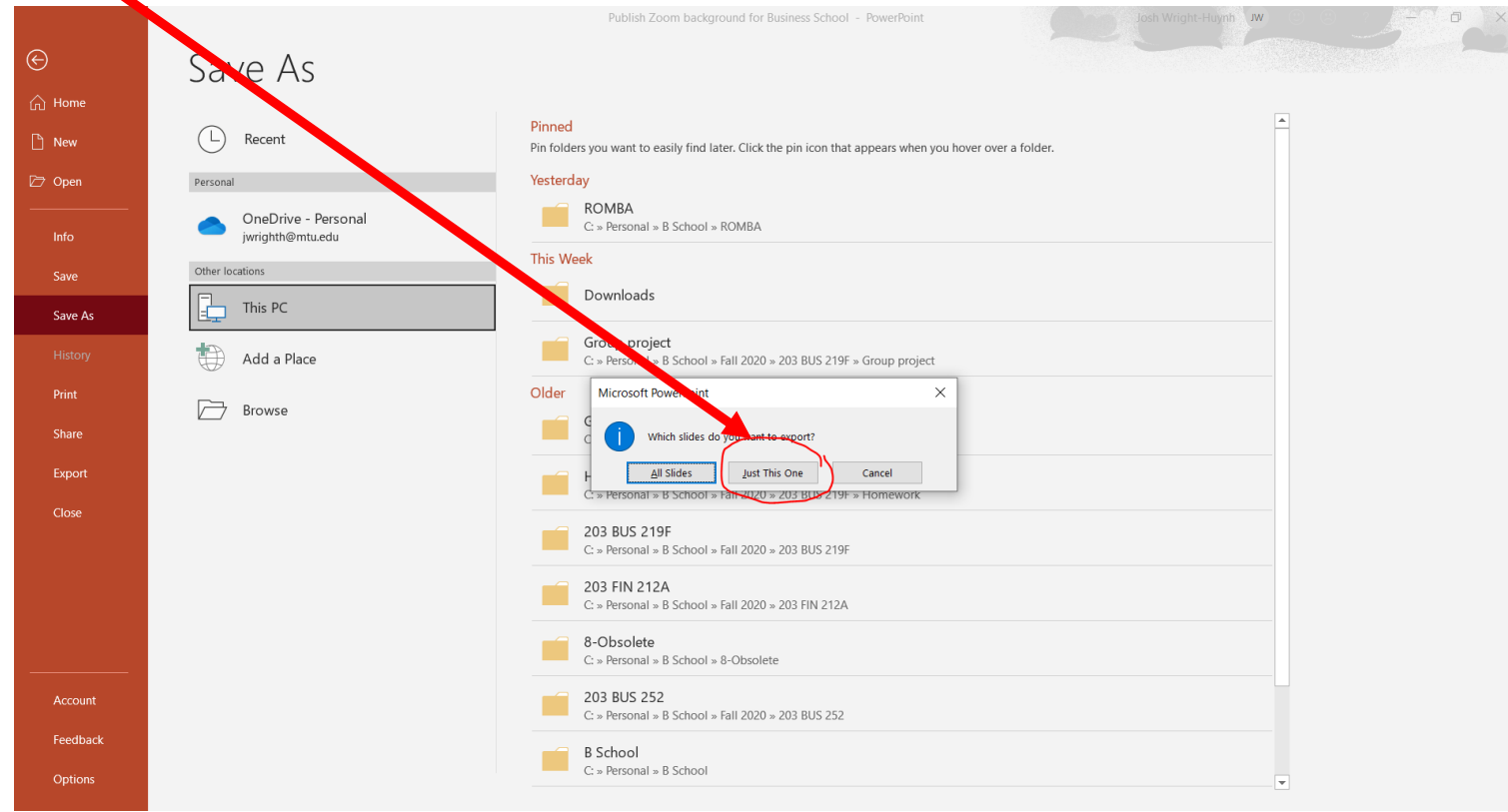
- Rename the background what you want
- Select “JPEG File Interchange Format” for the save type

- Click save



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- Select “Just this One”
- **NOTE this will only save the slide you have selected as a JPEG.**



How to upload this new background to zoom

- Go to where the file is saved and open it up to make sure the background saved and looks how you want it to be. (like the one below)

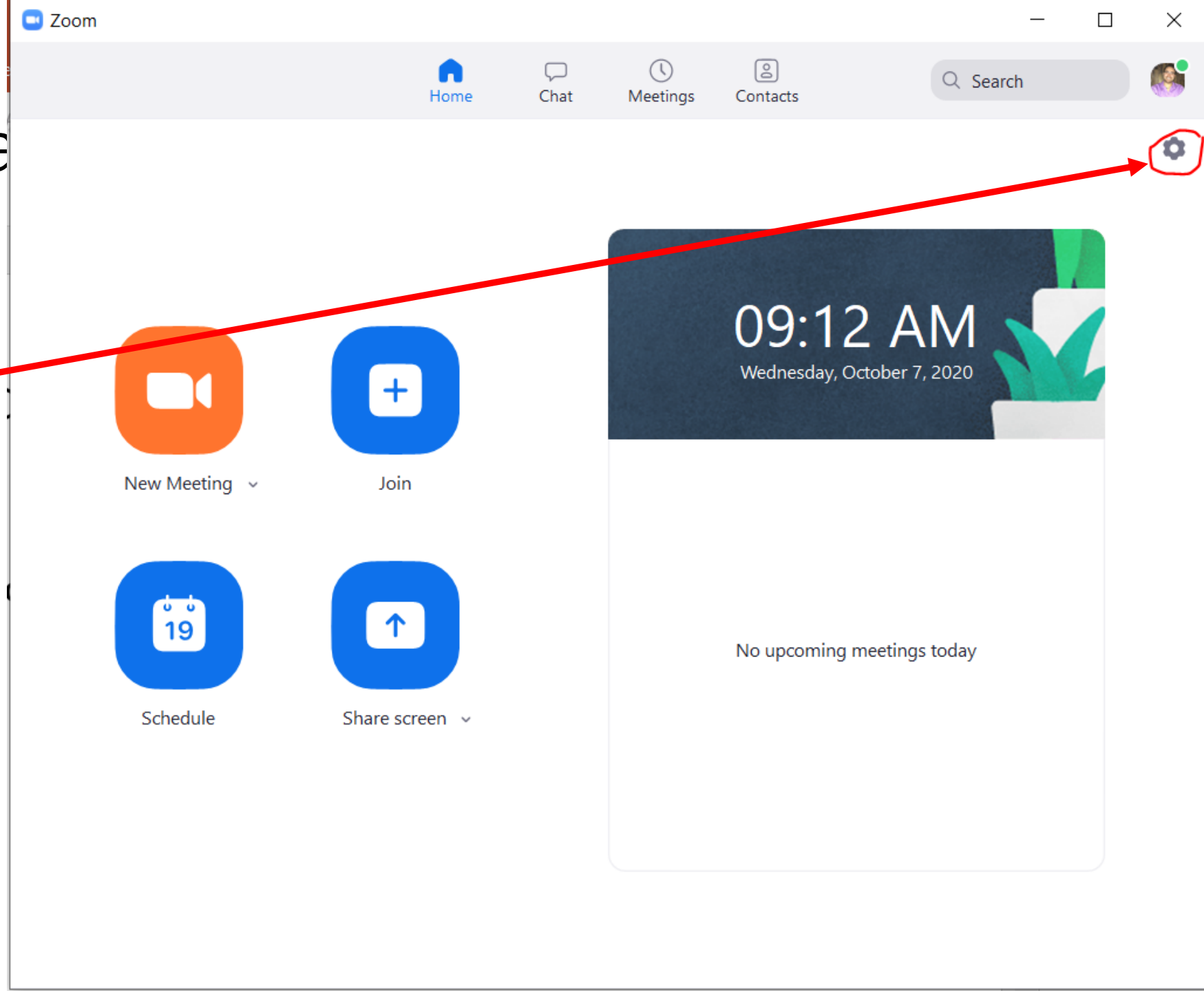
Josh
Wright-Huynh

MBA - 2022
he/him/his

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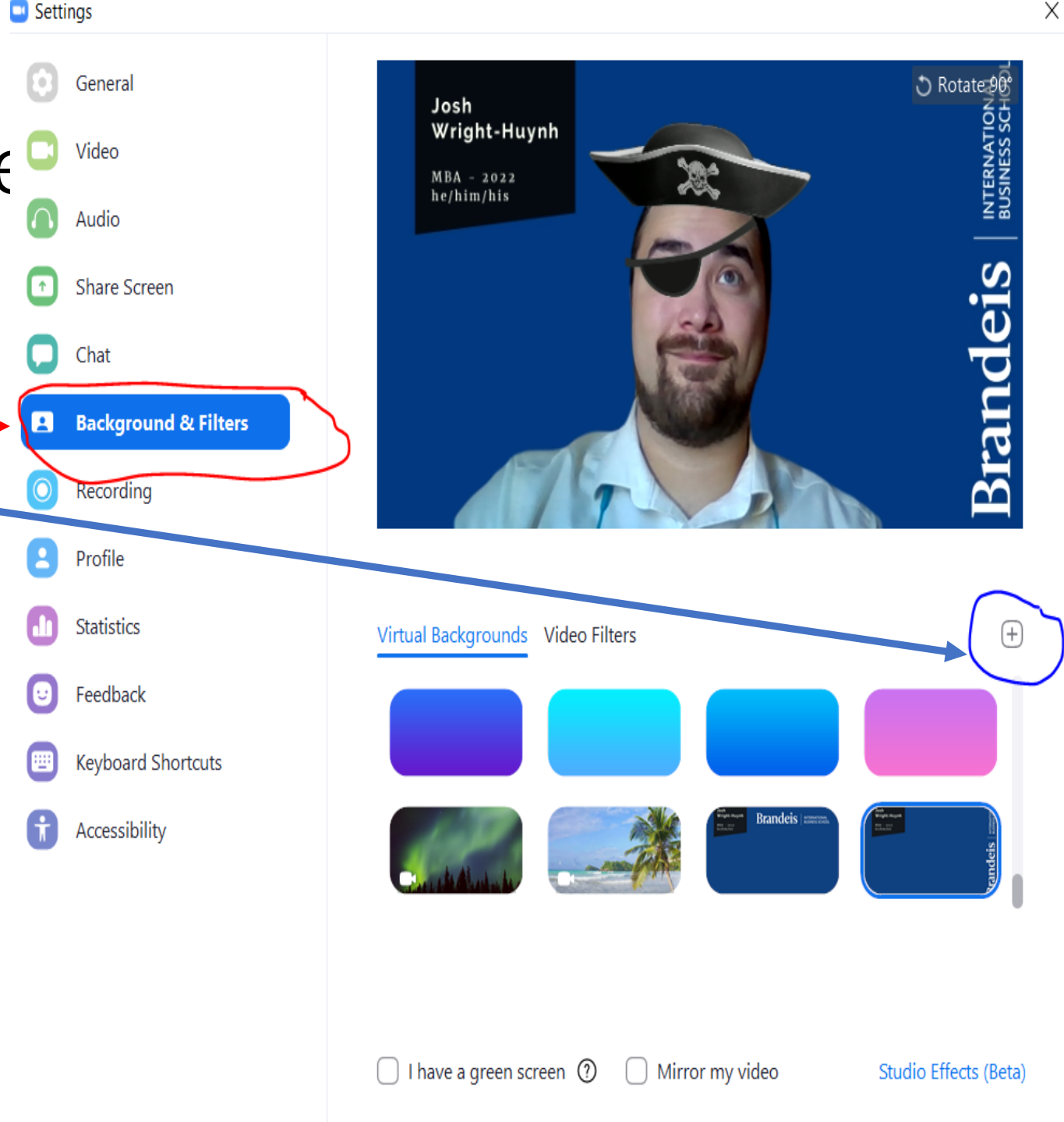
How to upload

- Go to Zoom
- Click on the “Gear icon”



How to upload this new

- Click “Background & Filters”
- Click the “add new image icon”
- Click “add new image”



How to uploa

- Select your new background in the bottom of the virtual backgrounds area
- Now the new background is uploaded and ready to use

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters**
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Josh Wright-Huynh
MBA - 2022
he/him/his

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Rotate 90°

Virtual Backgrounds Video Filters

I have a green screen ⓘ Mirror my video Studio Effects (Beta)