

WebEx: Virtual Backgrounds for Remote Meetings

System Instructions

Introduction

This page reviews how to set custom Virtual Backgrounds in the desktop application for WebEx when participating in remote meetings. Virtual Backgrounds cannot be used in the cloud-based versions of this application. NYSERDA-approved Virtual Backgrounds can be viewed and downloaded below.

Approved Virtual Backgrounds



These custom Virtual Backgrounds cannot be used in the cloud-based version of the Microsoft Teams or WebEx applications and can only be set while in an active meeting.

Downloading the Virtual Backgrounds

1

To download one of the Virtual Background images above, click on the image you want to download.



2

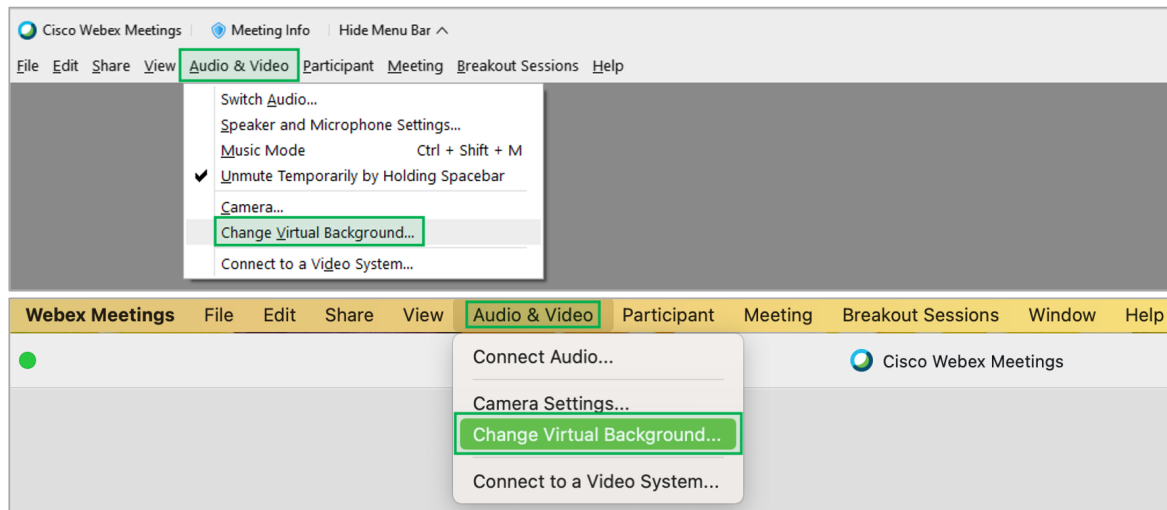
Then, click the **Download** option in the upper-right hand corner of the screen. Save the file to your computer OneDrive for future use.



How to Use Virtual Backgrounds

1

While in the active WebEx meeting, select the **Audio & Video** menu, then select the **Change Virtual Background** option.



2

On the modal window that appears, scroll down the list of pre-installed Virtual Backgrounds. Click the big plus sign to locate and use the previously downloaded Virtual Background on your computer. Once selected, click the **Apply** button at the bottom of the modal window.

