

## How to use the Official ACLU Zoom background

1. Save the one of the three ACLU Zoom background images to your computer. We recommend saving it to your desktop.
2. Then click the small arrow that looks like this “^” near “Start Video.”
3. Select “Choose Virtual Background.”
4. Next, find the plus sign in a box. If you hover over it, then a window will populate that says, “Add Image or Video.” Click this button.
5. Then click “Add Image.” Your File Folder window should open.
6. Click “Desktop” in the left panel of the File Folder window.
7. Find the ACLU Zoom background image. It should be named “aclu\_zoombg\_v6.jpg.”
8. Click the image, and then click “Open.”
9. Now the ACLU Zoom background is saved to your Zoom Virtual Backgrounds folder.
10. Select the ACLU Zoom background. Make sure the “Mirror my video” box is unchecked.
11. Now you are all set and ready to lobby like a professional!
12. Be sure to exit out of the settings window to go back to the meeting screen.