Thunder Bay Regional Health Sciences Centre
Background in Webex

Changing Your Virtual Background in Webex

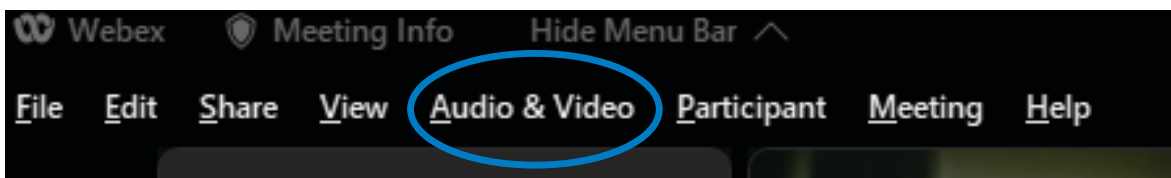Download the TBRHSC logo background templates from the Communications and Engagement page on the intranet.

Once you are in your Webex meeting, select "**Audio & Video**" from the tool bar at the top of the screen.

> Select "**Change Virtual Background**" from the drop down menu.

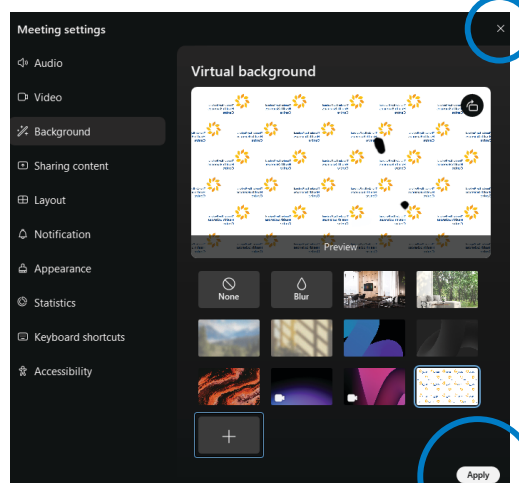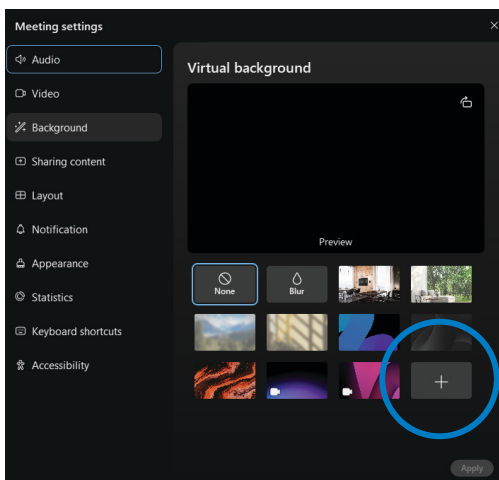> Click the "**+**" button to add a new background.

Select the TBRHSC logo background template from where you saved it and click "**Open**".

> The background you just uploaded will be highlighted. Click "**Apply**" to change your virtual background.

> Click the "**x**" in the top right hand corner to exit the screen.

Please note: the words on the background will look reverse to you but are the correct orientation to other meeting attendees.