**CHANGE BACKGROUND**

1. Open Zoom desktop app
2. Click on `zoom.us`
3. Click on `Preferences`
4. Click on `Virtual Background`

**CHANGE BACKGROUND FROM ZOOM MEETING**

1. From meeting window, click on arrow next to video icon in bottom left-hand corner
2. Click on `Choose Virtual Background`

**MIRROR DISPLAY**

1. If using a text background, it is recommended to turn off `Mirror my video`
2. Under `Preferences` from the main menu or `Video Settings` from the Zoom meeting window, ensure `Mirror my video` box is unchecked