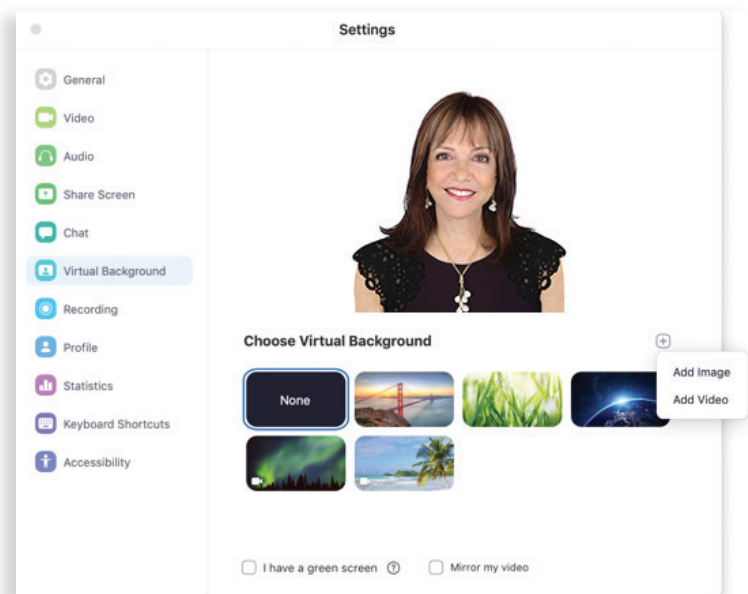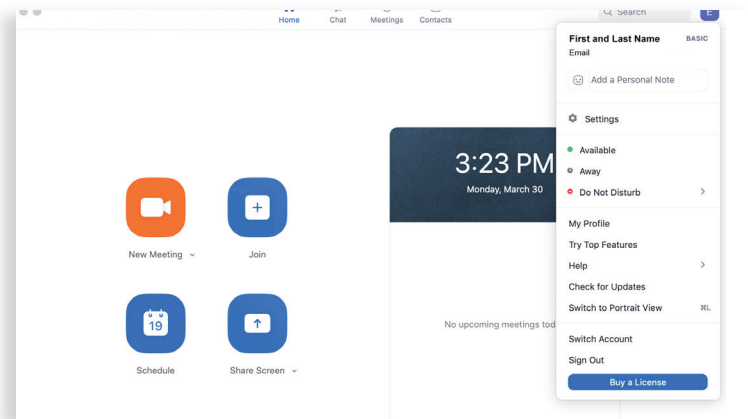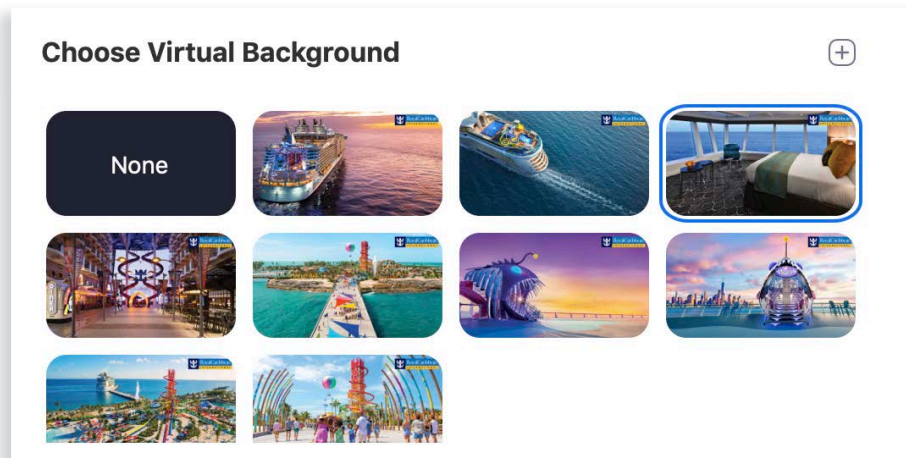# HOW TO CUSTOMIZE YOUR ZOOM BACKGROUND WITH WORKDAY VACAY

1. Download your favorite WORKDAY VACAY backgrounds to your computer from LoyalToYouAlways.com/Marketing or from the Zip folder.

2. Download the ZOOM application onto your computer and sign up for a free account.

3. Open the application, click on your initials in the upper right-hand corner, and then click on settings

4. Click on the virtual background tab in the left-hand menu. Then click on the plus sign underneath your image in the right corner.

5. Make sure the boxes next to Mirror my video and I have a green screen are unchecked.

6. In the pop-up window, navigate to the image or video that you'd like to use as your background.

7. Upload your favorite WORKDAY VACAY backgrounds and use them during your meeting.

8. Can't see the background? Position yourself in front of a solid-colored wall and/or brighten your workspace with more lighting