Guideline for creating the virtual EMOOCS/L@S 2021 background for ZOOM

1. Please open the PowerPoint file that was sent to you with this guide.

2. Enter your first name, last name, your affiliation and the title of your keynote, panel or workshop.
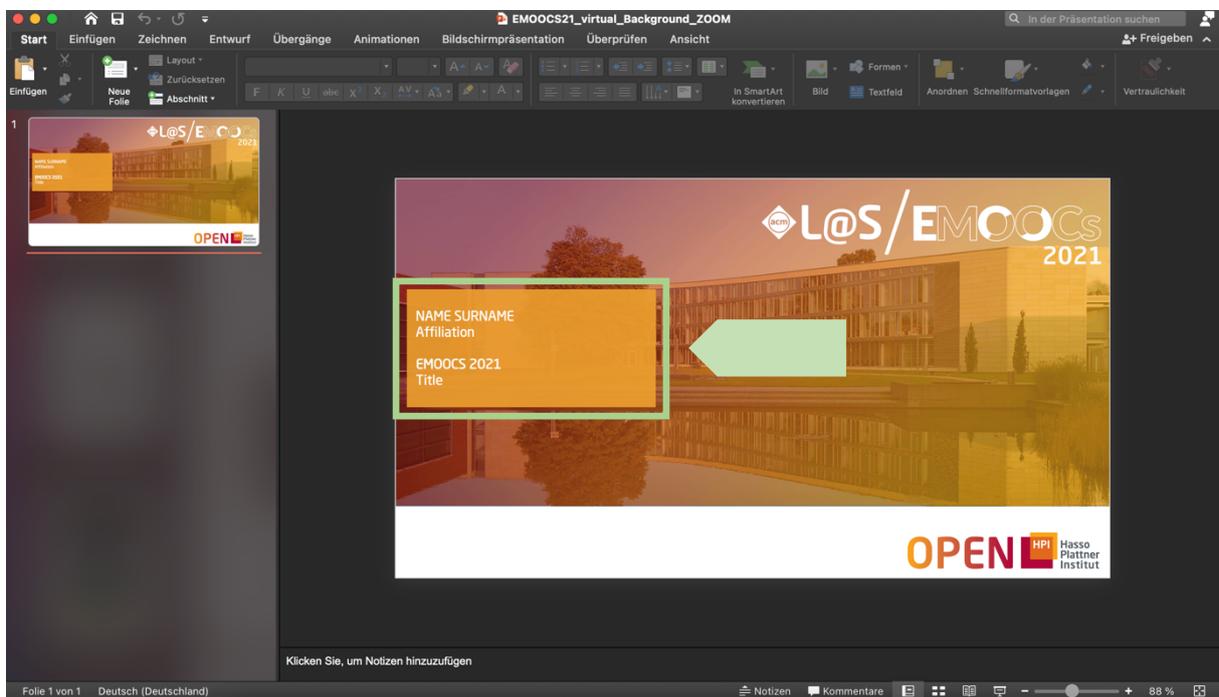
3. Export and save the slide in PNG format.

4. Open the ZOOM app and log in with your access data. Then click on "Settings":
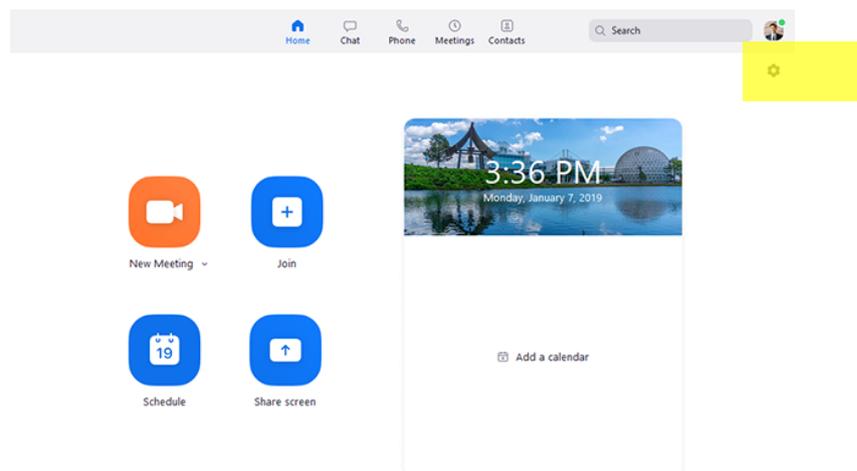
5. Click on **"Virtual background"** (1), then on the small **plus** on the right (2) and on **"Add picture"** (3).
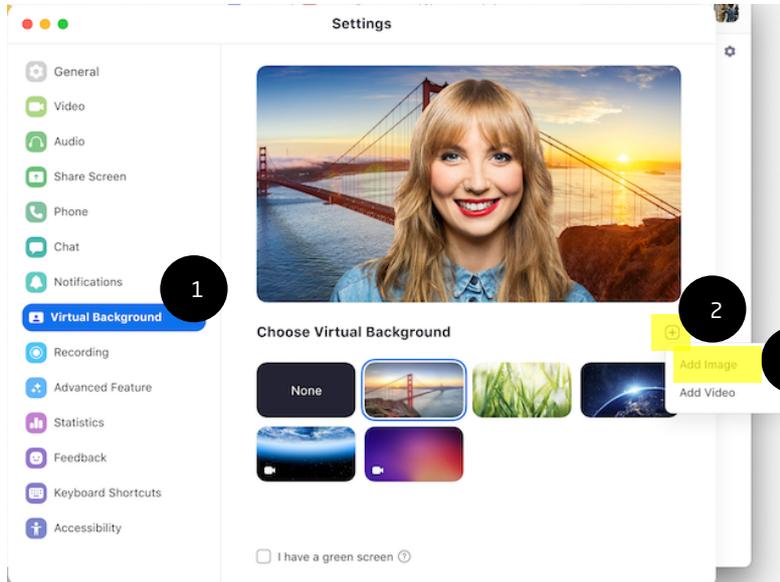
6. Select the saved PNG file from step 3 and click on "**Open**".

7. Now you see yourself in front of the virtual background. Please do not be surprised - the background appears mirror-inverted. As soon as the ZOOM webinar has been opened, the background will appear the right way round again for the other participants.