

How to install a virtual background on WebEx

- First, download the Fórsa conference background and save it to your desktop.
- Next, [download the WebEx desktop app](#) onto your computer. You will not be able to use a virtual background without this.

There are two ways to install a virtual background on WebEx.

1. Before the WebEx meeting:

- Before joining your WebEx meeting, you will be presented with a preview screen
- Provided you're using the desktop app, you should see a 'Change Background' option in the upper right-hand corner of the preview screen
- Select this option, scroll down and click the '+' button
- Then add the Fórsa background you downloaded earlier.

2. During the WebEx meeting:

- At the bottom of your screen, select the small dropdown arrow on the 'start/stop my video' button
- Select 'Change Virtual Background' and follow the same steps as above.

Pre-loading your WebEx virtual background:

If you are joining conference as a participant, your microphone and camera will automatically be off. These will only be activated if you indicate an intention to speak and the president permits it, making you a panellist.

In this event, *if you would like your background to be pre-loaded*, you should [sign up for a free WebEx account](#), log in and start a meeting in your personal meeting room. Your personal meeting room is available on your WebEx account home screen.

Then follow the installation steps above, and WebEx will remember your background selection for when you are invited to speak at conference.

Important notes:

- If the text on your virtual background appears backwards, simply click the 'mirror my video' button on your preview screen. This looks like two back-to-back triangles with a line down the middle. **No matter what way your background appears on your own device, it will appear correctly to participants.**
- If you are having bandwidth issues and your WiFi is slow or failing, turn off your virtual background by following the steps above and selecting the 'None' option in your virtual backgrounds bank.
- Virtual backgrounds are tough on battery life so ensure you have easy access to a power source.