Instructions for using the virtual backgrounds:

Microsoft Teams
After saving the background either from the website or this email to your computer, while in a call click the 'three dots' icon in the meeting toolbar and click to open the 'Apply Background Effects' panel. Click 'Add new' and select the background file you saved to your computer. The background will be added to the list of background thumbnails at the very bottom. Scroll down and select the background you wish to display and click 'Apply'.

Zoom
After saving the background either from the website or this email to your computer, click your profile photo in the Zoom Desktop Client and select 'Settings'. Click the Virtual Background item in the left pane to open the Virtual Background Settings pane. Click the small plus sign and select 'Add Image'. Locate the file you saved earlier and if you are prompted to download the 'smart virtual background package' click 'Download' in the dialog box that appears (this should only appear the first time you use virtual backgrounds). During a meeting you can enable your virtual background by clicking the small upward facing arrow that is part of the 'Start Video' or 'Stop Video' button and select 'Choose Virtual Background' and select the background you added in the previous step.

Blackboard Collaborate
Unfortunately, virtual background are not supported in Blackboard Collaborate at this time without the use of additional (paid) software.

If you encounter any issues setting up or using virtual backgrounds, would like a walkthrough of the process or would like to perform a test call with IT staff, please submit a ticket to the KPE IT Helpdesk at https://helpdesk.kpe.utoronto.ca and someone from the IT team will be happy to give you a hand.