

## How to Change Your Virtual Meeting Background

Download the #SeeSayDay virtual background from [www.dhs.gov/seesayday](http://www.dhs.gov/seesayday). Then apply using the instructions below:

### Microsoft Teams

1. Download the [#SeeSayDay virtual background](#).
2. While you're setting up your video and audio before joining a meeting, turn on your camera and select **Background filters**.
3. To use an image of your own, select **Add new** and then select one to upload from your computer.
4. Select **Preview** to see how your chosen background looks before you apply it, and then select **Apply**.

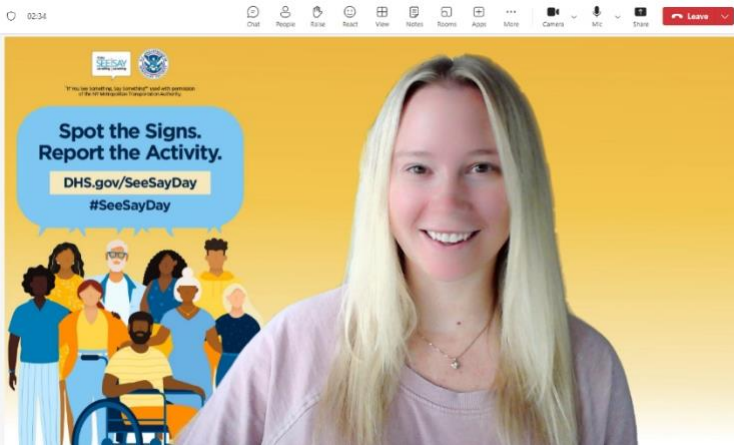
### WebEx

1. Download the [#SeeSayDay virtual background](#).
2. In Webex, go to **Preferences** and select **Video**.
3. From the video tab, select **Change Virtual Background**
4. Scroll to the (+) icon and tap. You can upload your own image, video file, or a Webex custom background to use as your background.
5. Select **Apply**.

### Zoom

1. Download the [#SeeSayDay virtual background](#).
2. On the desktop app, navigate to **Preferences** in the settings menu. On the left side menu, go to **Background & Filters**.
3. You will then see **Virtual Backgrounds**, where you can choose from the preloaded options, or upload your own by clicking the plus (+) icon to the right of **Video Filters**.
4. You can choose either an image or a video as your background. You'll see a library of the images and videos you've uploaded under **Virtual Backgrounds**.

*Note: Words in your background may look backwards to you, but will read normally to the other meeting participants.*



## How to Change Your Email Signature

Download the #SeeSayDay email signature from [www.dhs.gov/seesayday](http://www.dhs.gov/seesayday). Then apply them to your email signature using the instructions below:

### Microsoft Outlook Desktop Computer Instructions



1. Download the [#SeeSayDay email signature graphic](#).
2. On the **View** tab, select **View Settings**.
3. Select **Accounts > Signatures**.
4. Select **New signature**, then give it a distinct name, like SeeSayDay.
5. In the editing box below the new name, type your signature, then format it with the font, color, and styles to get the appearance you want.
6. Select **Save** when you're done.
7. With your new signature selected from the list above the editing box, go to **Select default signatures** and choose whether to apply the signature to new messages and to replies and forwards.
8. Select **Save** again.

### Gmail Instructions

#### **Gmail Desktop Computer**

1. Download the [#SeeSayDay email signature graphic](#).
2. Open [Gmail](#).
3. At the top right, click **Settings**, then **See all settings**.
4. In the "Signature" section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.
  - **Tip:** Your image also counts toward the character limit. If you get an error, try to resize the image.
5. At the bottom of the page, select **Save Changes**.

#### **Gmail Mobile**

1. On your iPhone or iPad, open the Gmail app .
2. At the top left, tap **Menu**  **> Settings**
3. Under "Compose and Reply," tap **Signature settings**.
4. Turn on "**Mobile Signature**."
5. Add or edit your mobile signature.
6. To save, tap **Back** (iPhone/iPad) or **OK** (Android).
  - **Tip:** If you don't create a signature in the Gmail app, new messages use the signature that you set up on your computer.