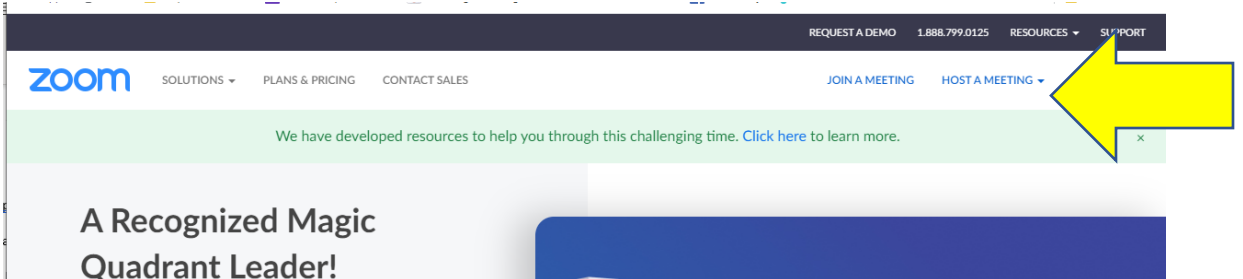# How To Update Zoom Background and Take a Screen Shot
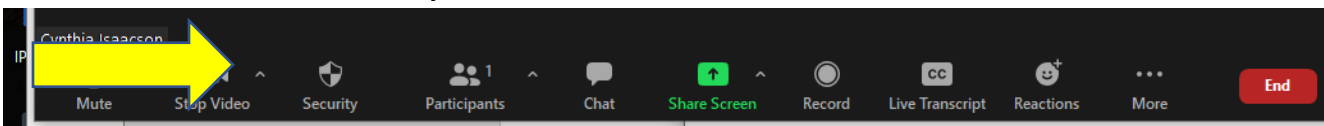
1. Save zoom background to your computer
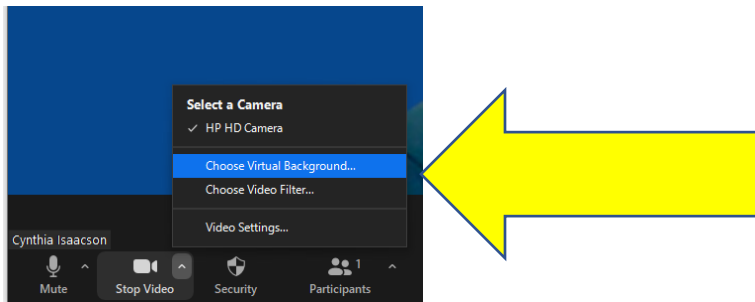

2. Go to www.zoom.com

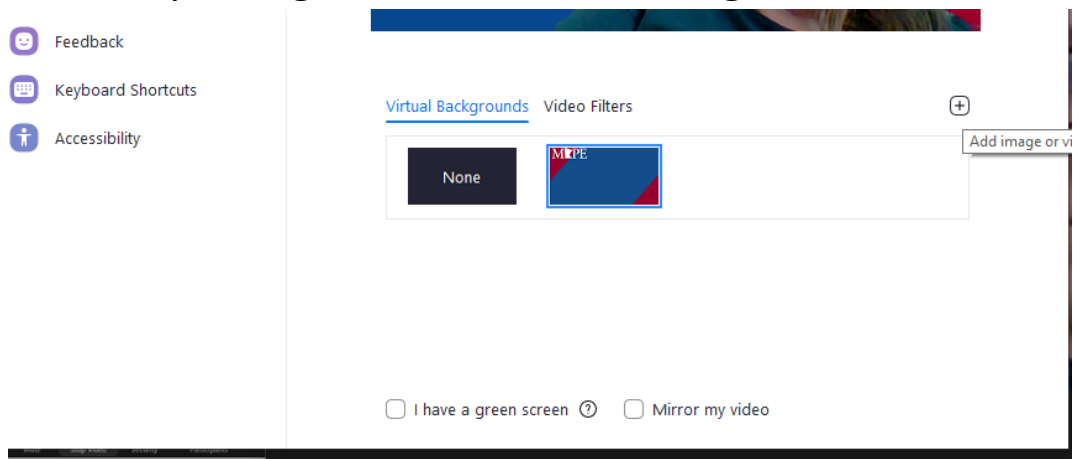3. Click on Host a Meeting and then "With Video On"

4. Click on the little up arrow next to Share Video/Stop Video on the bottom left of your zoom screen

5. Select Choose Virtual Background
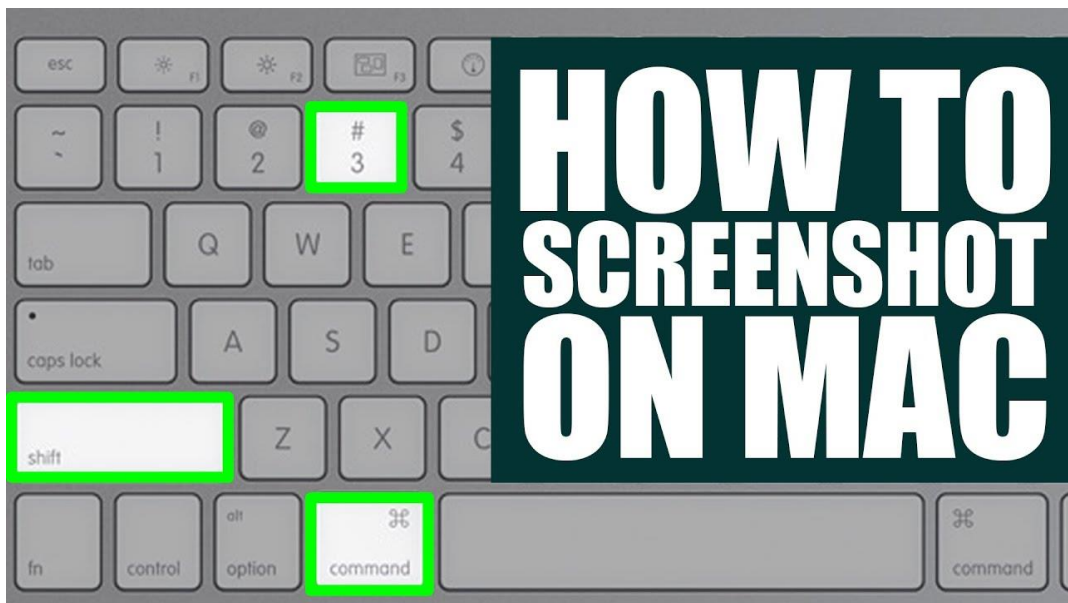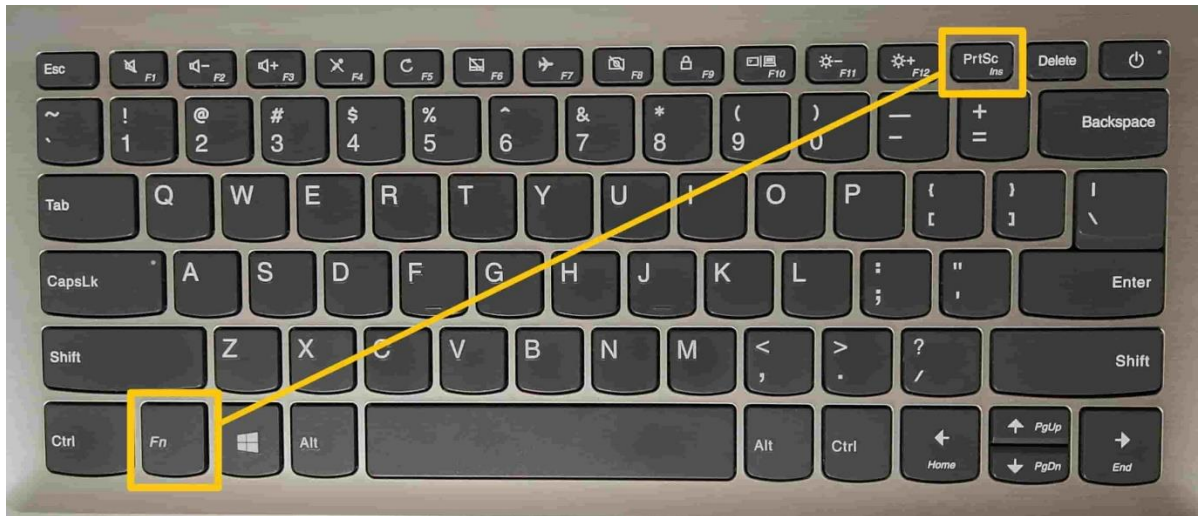

6. Click on plus sign and select Add Image

7. Find the zoom background you saved on your computer and upload
8. Do not mirror image.
9. Make your zoom image full screen.
10.   Now take a screen shot: Here's a few options depending on your keyboard.

HOW TO
SCREENSHOT
ON MAC

11.   Paste picture into paint, word, canva, etc.
12.   Save your picture.
13.   Send to action@mape.org.