TIMER INSTRUCTIONS FOR VIRTUAL MEETINGS

1. Download the "timer" slides at https://www.toastmasters.org/resources/timer-zoom-backgrounds.

2. Open Zoom. Click Settings.
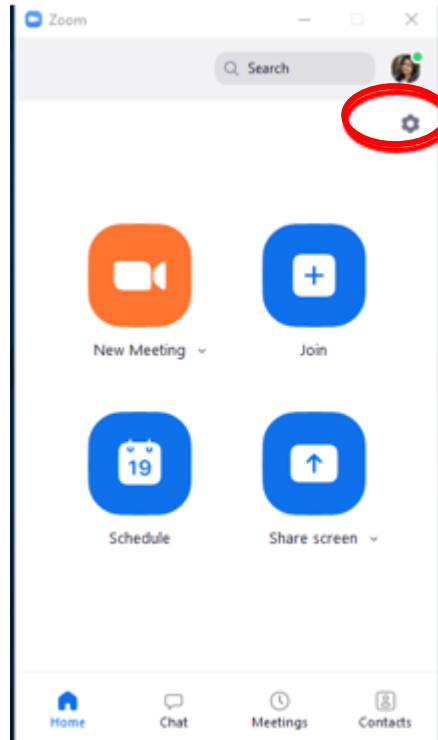
3. Click "Virtual Background".

4. Click the + icon to add the slides, which is under your video to add the timer slides. (If you downloaded the slides from the website, they are likely in your ⬇ Downloads folder.)

5. When you are acting as timer, leave these settings open so you can easily access them.
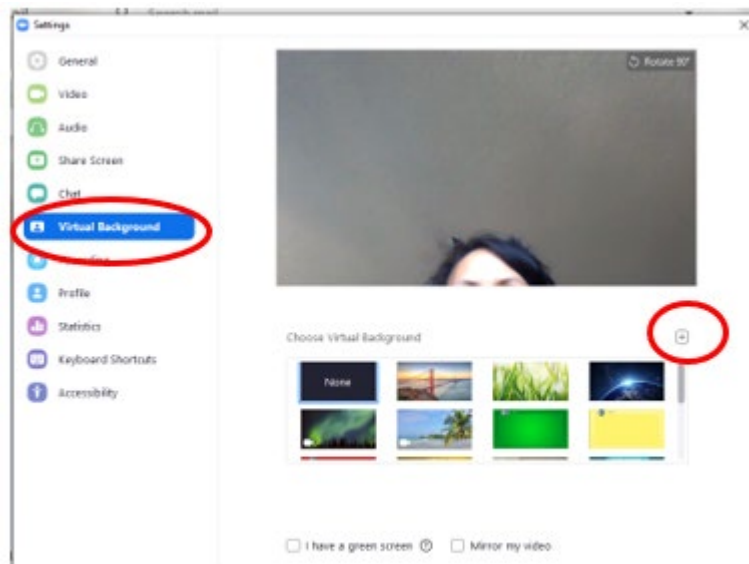
6. Click on the colored slide in the gallery to change your background.

NOTE: It is easier to leave the yellow slide up until you have to switch to the green slide; then leave up the green slide until you have to switch to the red slide.
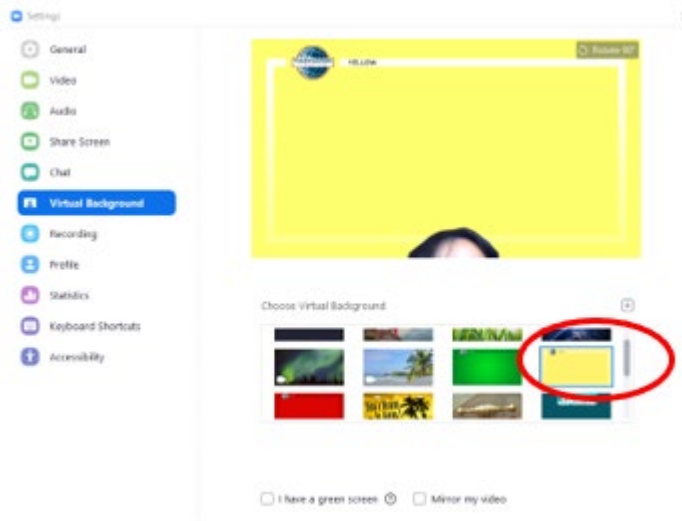
7. If you want to rotate the slide vertically and then horizontally (to attract attention), click the "Rotate 90" button on the right corner of the video.