

Tips for staying safe online while attending CLAPA's online events

- We hope you may make new connections at our events, but please be careful about sharing personal details and/or meeting up in person.
- We hope you will take an active role at our events, but please only share what you are comfortable sharing.
- Take breaks as and when you need to.
- Let us know if there is anything we can do to make this event more accessible and welcoming for you.
- Let us know if you wish to be removed from any 'screenshots' taken at any online event.
- Let us know if you have any concerns about any other event attendees.
- Please let other household members know you are on a video call. It is fine for young children to run around, etc., but we ask that anyone who can be seen in the video is appropriately dressed.
- Please do not send the Zoom link to anyone, as we need to ensure we have records of everyone who is attending our sessions.
- Please be mindful when you are on a video call that all the other attendees can see you when your camera is on. Please consider what is in the background and ensure there is nothing with personal information e.g. your address or family photographs. You will be able to preview your video before you join the call.

Enable blurred background before a meeting

1. Sign in to the [Zoom desktop app](#).
2. Click your profile picture, then click [Settings](#).
3. In the navigation menu, click [Backgrounds & effects](#).
4. Click the [Virtual Backgrounds](#) tab.

Note: If you do not have the [Virtual Background](#) tab and you have enabled it on the web portal, sign out of the Zoom desktop app and sign in again.

5. Click [Blur](#).
6. Your background will become blurred behind you, obscuring your surroundings.

Note: You can remove the virtual background by choosing None.

Enable blurred background during a meeting

1. Join a [Zoom meeting](#) or a [webinar as a panelist](#) from your [Zoom desktop app](#).
2. In the bottom-left corner of the video window, click the arrow icon next to [Start Video / Stop Video](#).
3. If there's no checkmark next to [Blur my background](#), click it.

Note: You can remove the virtual background by clicking [Blur my background](#) while a checkmark is next to it.

(Source: [Using blurred background](#))