Follow these steps to request and download your departmental Zoom background:

**Step-by-Step Guide:**

1. **Access the Marketing Project Request form:**
   * Open your web browser and navigate to the Algonquin College Marketing Project Request form: <https://www.algonquincollege.com/acmarketing/project-request/>
2. **Fill Out the Required Information:**
   * In the “Project Description/Objective” field, enter your department name and if you have a specific theme or design preference.
   * Choose the option labeled "Collateral/Asset Development" under “Project Type”.
   * Under the “Collateral/Asset Development” section, choose “Digital Graphic(s)”.
   * In the “Digital Graphic(s)” section, choose “Zoom Background”.
   * Once all necessary fields have been filled, review your information to ensure everything is correct.
3. **Submit the Request:**
   * Click the "Submit Request" button to send your request to the Marketing Department.
   * If additional information is needed, a member of the marketing team may reach out to you.
4. **Download Your Departmental Zoom Background:**
   * Once your background is ready, you will receive a notification email with a download link or instructions on how to access the background file. This may take up to 10 business days (2 weeks).
   * Follow the link or instructions provided to download the background to your computer.
5. **Set Up the Zoom Background:**
   * Open the Zoom application on your computer and sign in.
   * Go to the settings menu by clicking on your profile picture in the top right corner and selecting "Settings."
   * In the settings menu, navigate to the "Backgrounds & Filters" tab.
   * Click on the "+" icon to add a new background, then select the downloaded departmental background from your computer files.
   * Ensure the background is selected and appears correctly during your Zoom meetings.

For any questions or further assistance, please contact acmarketing@algonquincollege.com for guidance.