

Zoom Background

Upload Instructions

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

To use the virtual background (<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>):

STEP 1: Ensure that you have saved your preferred Zoom background to your computer in an easily accessible folder/location.

STEP 2: Sign in to the [Zoom desktop client](#).

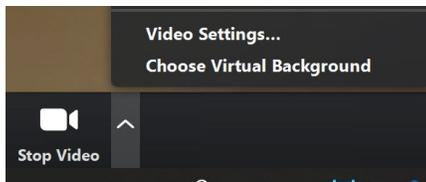
STEP 3: Click your profile picture then click **Settings**

STEP 4: Select **Virtual Background**.

*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 Client and sign in again.*



This can also be done from within a meeting session. Next to the camera symbol in your meeting, click the up  arrow, then select "Choose Virtual Background"



STEP 5: Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.

STEP 6: Click on an image to select the desired virtual background or **add your own image by clicking + and choosing if you want to upload an image or a video**.

If prompted, click **Download** to download the image file for virtual background without a green screen.

Helpful Notes:

- Ensure that you are using a solid background color.
- After you select an option, that virtual background will display during your meetings.
- To disable Virtual Background, choose the option **None**.

Secondly, increased demand on Zoom servers during the COVID-19 outbreak means that phone dial-in functions may be limited--be sure your computer has a microphone and/or camera to use Zoom to its fullest.

Thirdly, try to close other apps on your desktop: PowerPoint, Word, Excel and perhaps other web browsers so that your laptop should only have Zoom since you will dedicate the next hour for your meeting.

Helpful References:

<https://youtu.be/3Zq-b51A3dA>

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>