

# How to add a virtual background to Zoom

1. You must have a video camera, an account with Zoom and the application installed on your computer, or tablet in order to use the virtual background feature. There is a free version of Zoom available.

2. Sign in to your online Zoom account at [www.zoom.us](http://www.zoom.us)

*Note: While here you can upload a profile photo. This image is displayed in place of your video feed if you do not have a camera or if you are not showing your video feed.*

3. To continue with virtual backgrounds click on “Settings”

4. Once in the settings screen scroll down to the “In Meeting (Advanced)” section and turn on “Virtual background”.

*Note: When it’s on you should see the blue highlight.*

5. Log out of your online Zoom account

6. Open the Zoom App on your computer, or tablet and sign in to your Zoom account. You should see a screen that looks like the image at right for a computer. Tablets may vary.

*Note: This example shows a profile photo in the upper right corner. Profile photos are managed in your online Zoom account at [www.zoom.us](http://www.zoom.us).*

7. Click on the “Settings” icon below the profile photo

8. In the settings menu select “Virtual Background”

*Note: You will see a video preview of yourself in front of your current background*

9. Choose a background

- A. None
- B. Stock background
- C. Your own image (as shown here)

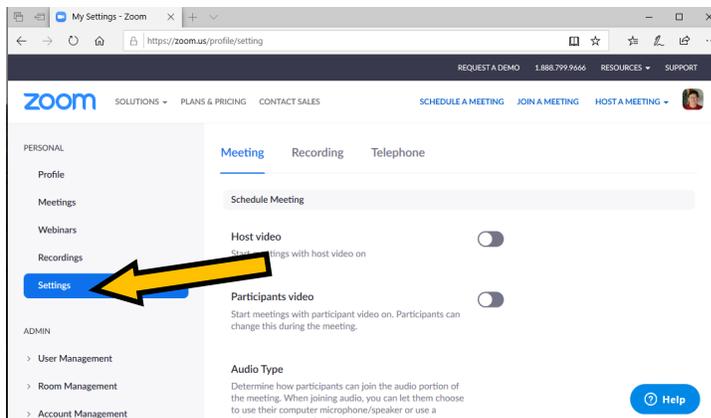
Click the plus + icon to upload your own images

10. Be sure the “I have a green screen” and “Mirror My Image” boxes are NOT checked.

11. To change these settings from within a meeting on a computer click the arrow to the right of the video camera then select “Video Settings” from the pop up menu.

*Note: On a tablet you will click the “More Icon” \*\*\**

*Then click “Virtual Background”*



## Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

