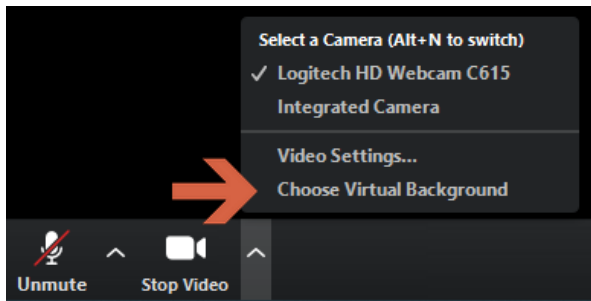
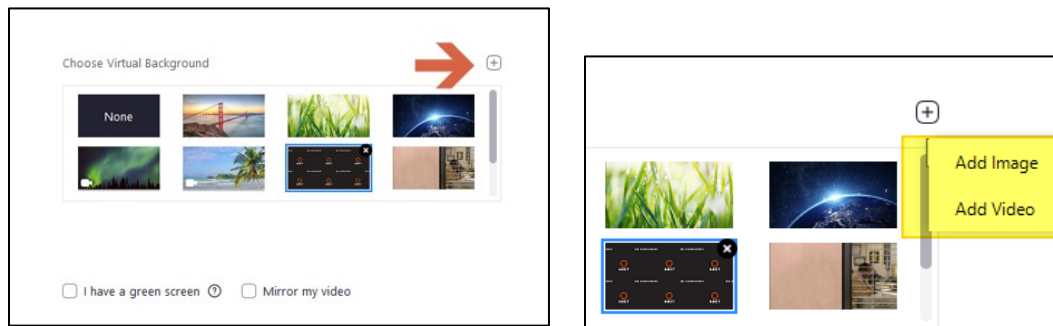


How to Set Up a Zoom Virtual Background on a Computer

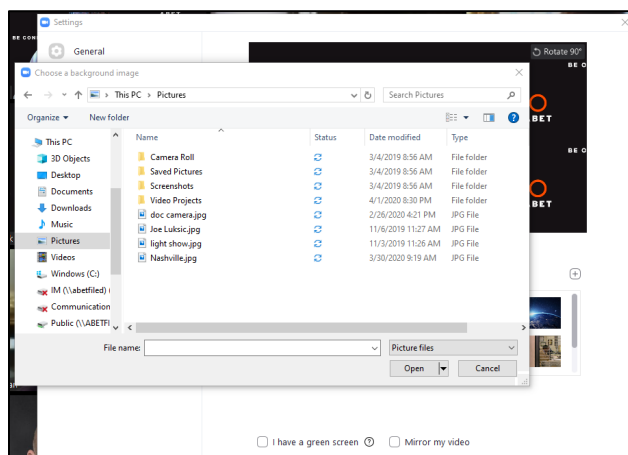
- 1) Save the image you want to use as a background to your computer.
- 2) When you are in a Zoom meeting, click the ^ to the right of the video button. Select "Choose Virtual Background" from the pop-up menu.



- 3) Click the '+' button, then select 'Add Image' from the drop-down menu.



- 4) In the file explorer window, browse to the location of the image you want to use, click on the image file, then click the 'Open' button.



- 5) Your image should now appear in the list of images to choose from. Simply click on it to select it.

Note: There are two other options to be aware of on this page. First, if you have a green screen, you can check the "I have a green screen" check box to give you a cleaner virtual background. Second, if you see yourself in reverse in the preview video, make sure you haven't checked the "Mirror my video" check box.

