

Adding a Virtual Background

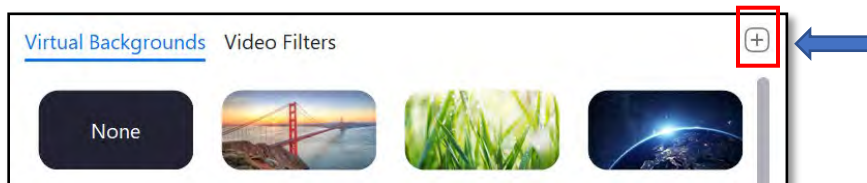
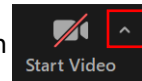
To enable the Virtual Background feature in the settings:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. In the **Meeting** tab, navigate to the **Virtual Background** option (under the In Meeting (Advanced) section) and verify that the setting is enabled.

Note: Before adding a virtual background, you will need to save the virtual background picture on your device to the **Download** folder.

To add your virtual background during the Zoom meeting:

1. Start or join your zoom meeting.
2. Click the **Start Video** or **Stop Video** drop-down button
3. Click **Choose Virtual Background**.
4. Click the + sign to add a virtual background.



5. Click **Add Image** to locate your saved virtual background file (most likely, you will need to look in the **Download** folder for your file).
6. Select the virtual background. Click **Open**.
7. The file will appear in the video preview window with the background showing.
8. Close the Settings window, and your background will appear in the Zoom meeting.