



## Using Zoom Virtual Backgrounds

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.

You can also upload your own images or videos as a virtual background. There are no size restrictions when adding your own virtual backgrounds.

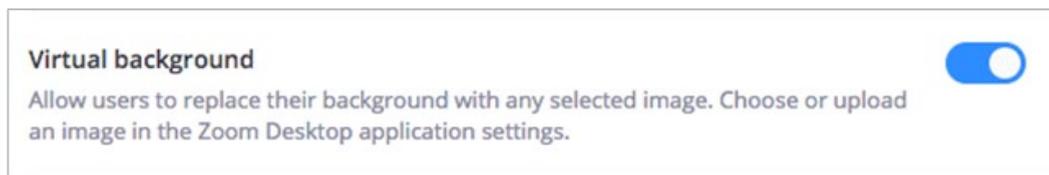
**SEE FOR YOURSELF:** Easy to follow YouTube instructions are available at: <https://youtu.be/3Zq-b51A3dA>

### Recommendations

- To achieve the best virtual background effect, Zoom recommends using a well lit solid color background, preferably green.
- Higher quality cameras result in a better virtual background. Use uniform lighting and color.
- Do not wear clothing that is the same color as the virtual background!
- A background image with an aspect ratio of 16:9 and minimum resolution of 1280 by 720 pixels.
- Sources for royalty-free images: Pexels, Unsplash, Pixabay.

### Step 1: Enabling Virtual Backgrounds

1. Sign in to the Zoom web portal.
2. Click My Meeting Settings, if you are an account administrator or Meeting Settings, if you are an account member.
3. Navigate to the Virtual Background option on the Meeting tab and verify that the setting is enabled.



#### NOTES:

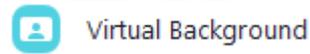
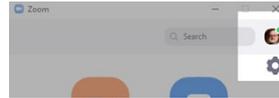
- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
  - If the option is grayed out, it has been locked at either the Group or Account level, and is unavailable.
4. You must logout of the Zoom Desktop Client and login to it again for this setting to take affect.



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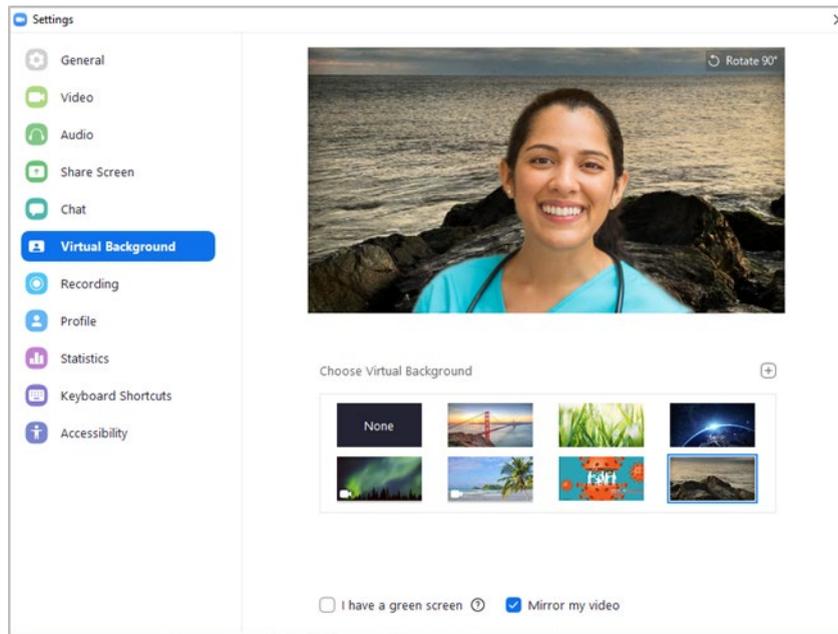
## Step 2: Using Virtual Background

1. Sign in to the Zoom desktop client.
2. Click your profile picture in the upper right corner of the screen, then click **Settings**.
3. Select Virtual Background in the left hand column of the Settings window.



**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.

4. 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.



**NOTE:** If prompted, click Download to download the package for virtual background without a green screen. You only need to do this once.

5. To disable Virtual Background, choose the background labelled **None**.