ENABLING YOUR ZOOM VIRTUAL BACKGROUND

1. In a Zoom meeting click the arrow next to Start/Stop Video in the tool bar at the bottom of your Zoom screen.

2. This opens the Settings window. Click Choose a virtual background...

3. Select from a number of pre-populated Zoom backgrounds OR add your own background. Do this by navigating to a folder on your computer by clicking on the plus icon to Add Image. Depending on the orientation of your image, select Mirror my video OR leave it unselected. Check and uncheck the Mirror my video option and see what works best for your video.

When you are happy with your background, click out of the Settings window. Then you are done. Happy Zooming!

For additional helpful Zoom tips, visit support.zoom.us/hc/en-us.