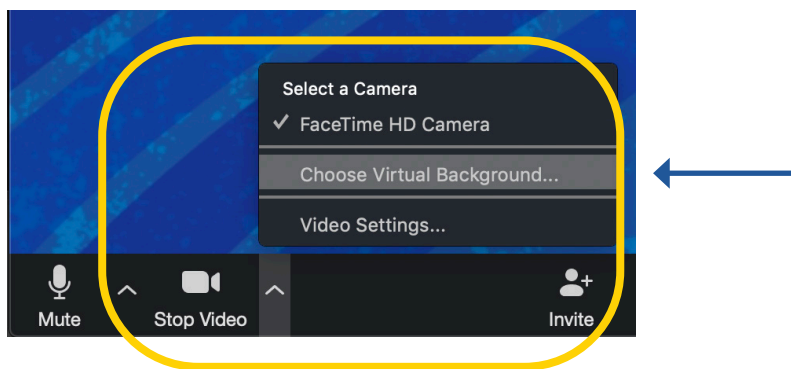


# ZOOM MEETING ONE SHEET

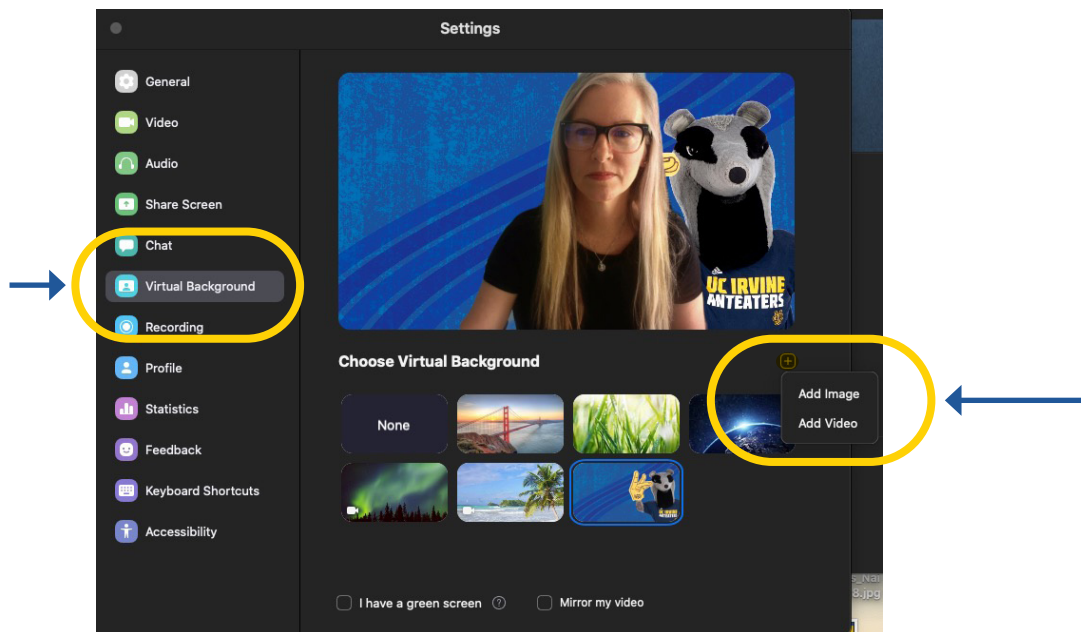
## Using Virtual Backgrounds

### 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](https://support.zoom.us/hc/en-us).