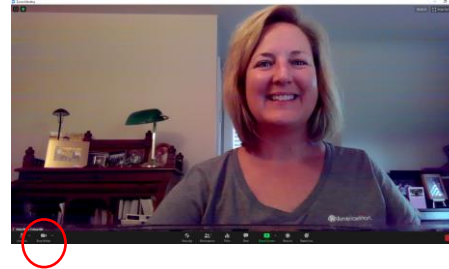


# Using a Virtual Background in Zoom

*Use a virtual background to hide your home office or other surrounding, and to personalize how others view you in Zoom when your video is turned on.*

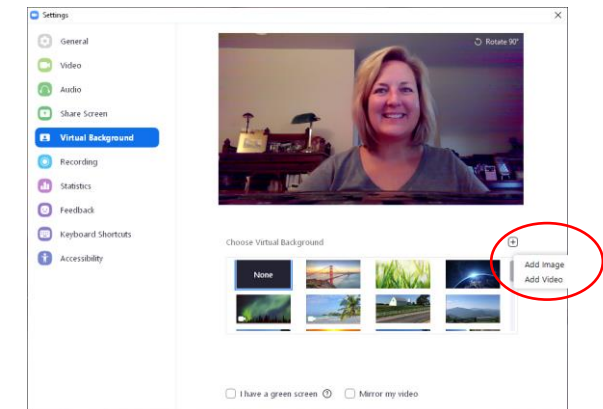
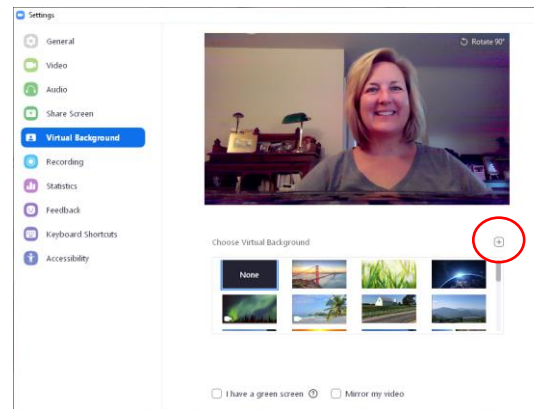
- Click on the up arrow to the right of the “Stop Video” camera located in the bottom left corner of your screen when in Zoom.



- A menu pops up and select “Virtual Background”.



- A new window will open. Select the “+” icon to the right of your virtual background library.
- A menu will appear below the “+” icon – select “Add image”.



- After you click on “Add image” your browser will open, and you can go select the image file saved on your computer.

- Select your background image to upload into Zoom. And click on “Open”

- Due to the file size, it may take a few seconds for your file to upload, and you may have to go through these last steps to select a file more than once.

- Once your file has uploaded, click on the image you want to use as your virtual background. When you see the background in your preview screen, click the “X” in the top right corner of that pop up box.

- Now you have a virtual background.

- If you wish to change your virtual background, follow the same steps and select a different background image.

- If you wish to no longer have a virtual background, follow the same steps and instead of selecting an image in your virtual background library, select the black box labeled “None”. It will be the first box in the top left corner of your image library.

