

Instructions to Use an Image for a Zoom Background

If an image is stored as a link, then click on each link to view image, then right-click on the image and select the "Save picture as" option to save to your computer.

For a Zoom meeting, see the instructions below for adding the background after joining a Zoom meeting:

- On the bottom left of the meeting screen, click the "up arrow" to the right of the video camera icon, then click "Choose Virtual Background..."
- In the pop-up window, click the Plus (+) icon to the right of the text "Choose Virtual Background" or "Virtual Backgrounds" if you already added images before, then click "Add Image."
- If you do not have a physical green screen, and if you have not previously used a virtual background, you will be prompted to download the smart virtual background package.
- Select the file that you would like to upload to Zoom to use as a background image (using the location of where you save the file) and click "Open."
- It now displays as the background. (Note that the image will appear mirrored in the preview.)
- Close the setting window and return to the main meeting screen.