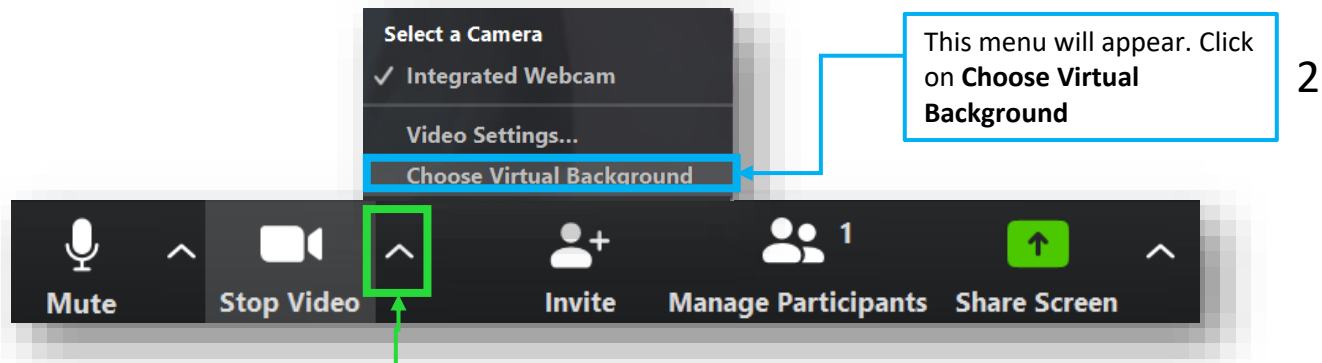# VIRTUAL *bits & tips* #05

WZOOM *Virtual Background*

Add a Virtual Background on WZOOM for a more professional look or a creative one!

Note: Users with some machines may find virtual backgrounds incompatible with their device. For further assistance click anywhere on this image for detailed instructions for enabling ZOOM Virtual Backgrounds.

Select a Camera
✓ Integrated Webcam

Video Settings...
Choose Virtual Background

This menu will appear. Click on **Choose Virtual Background**

2

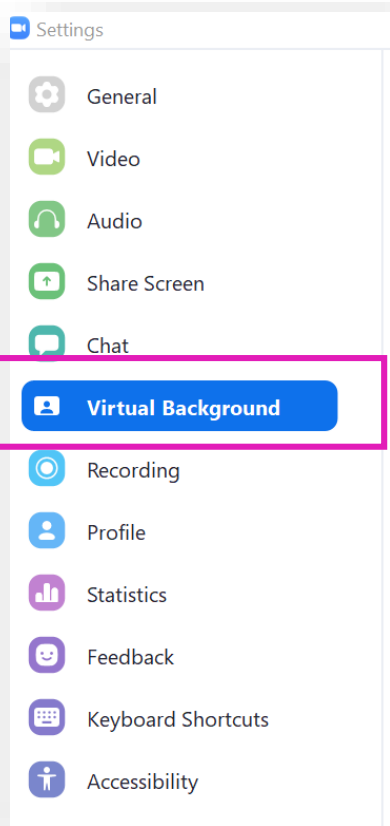Mute Stop Video Invite Manage Participants 1 Share Screen

1

Once you have started a meeting, click on the **Up Arrow** next to Start/Stop Video.

Note that from the ZOOM home screen you can choose **New Meeting** at any time and have a meeting by yourself to set your background. Changes made will be set for all future meetings

3 | The **Settings** window will populate with **Virtual Background** highlighted

Settings

General
Video
Audio
Share Screen
Chat
Virtual Background
Recording
Profile
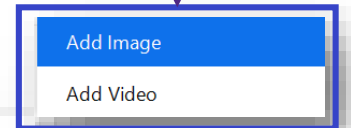Statistics
Feedback
Keyboard Shortcuts
Accessibility

4

Choose from a variety of generic ZOOM backgrounds. Backgrounds that you have customized and used in the past will also appear. Click on **None** to show your real background again.

6 | Click **+** and then **Add Image** or **Add Video**. Choose from pictures or videos that you have already downloaded to your device

Add Image
Add Video

Choose Virtual Background

None

⊕

4

Western Wallpaper: Click anywhere on this image and within the document there is a link to download **Western Wallpaper Backgrounds**. Save in your **pictures folder** and upload as instructed in step #6.

5

Create a white background: Save a blank PPT slide as a **PNG** in your **pictures folder**, then upload as instructed in step #6.