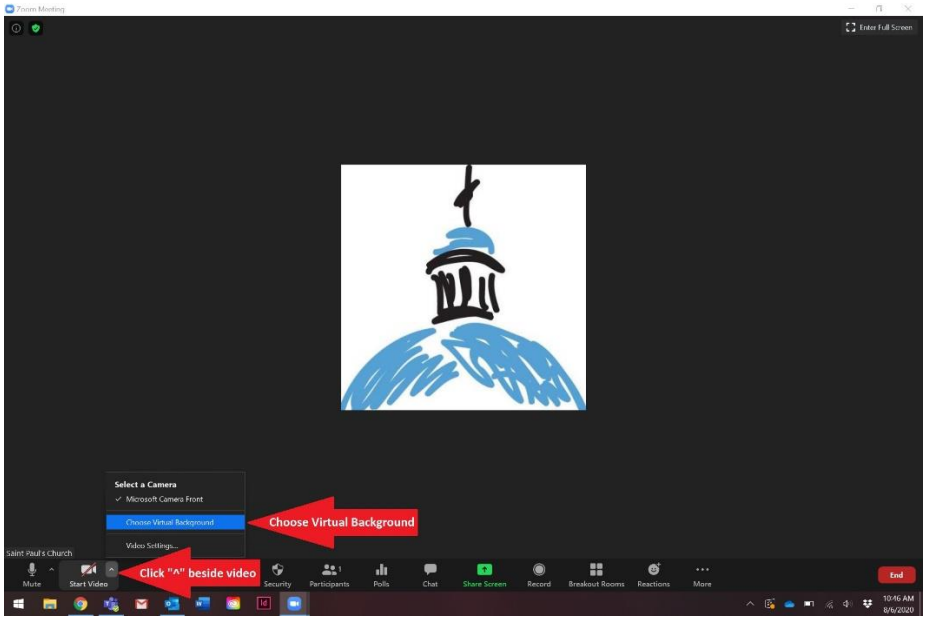
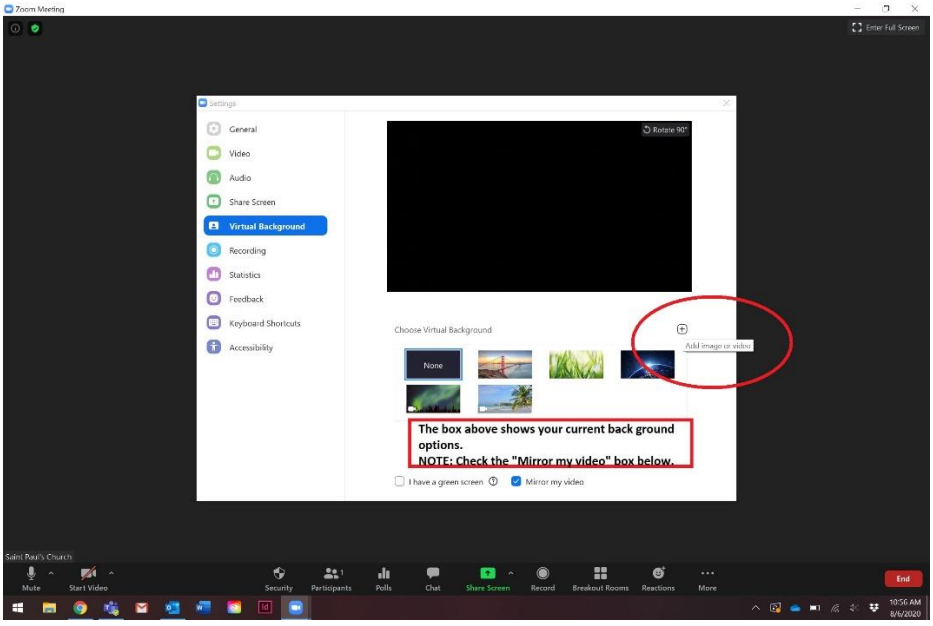
Uploading a Zoom Virtual Background from your Computer

1. Begin by downloading the Virtual Background that was included in the email.
   *TIP: Save it somewhere on your computer you can quickly and easily find (like your Desktop or Download folder)

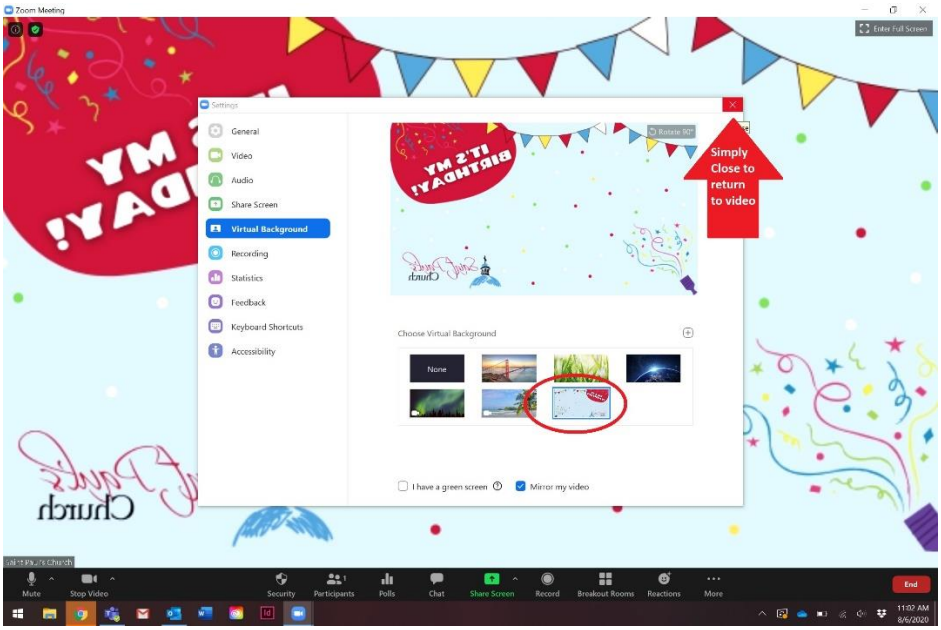
2. Once your Zoom App is open, locate the video icon button (usually along the bottom of your screen). **Click the caret button ("^") beside the video icon**.
   a. Select "Choose Virtual Background"



3. When you click "Choose Virtual Background," a box will appear in the middle of your screen. **Locate the square with a plus sign** in the middle of it and click on this button to import your Virtual Background that you have *already downloaded*.



a. Check to make sure the “Mirror my image” box is checked as shown above.
b. **Select “Add Image.”** This will open another box for you to locate the background you wish to import. Go to the folder you saved the image to, click the image, then click “Open.” Your Background will appear on the screen like the image below.
c. To return to your main screen, simply click the Close button (Red X at top of box)



***** NOTE: The image will appear backwards to you. It DOES NOT show backwards to the other participants in the meeting! This is because your image is mirrored. *****

- If you return to Zoom and the Birthday background is still displayed, repeat Step 2 and select the “None” option in the list of Virtual Background options.
- Once you have uploaded the background, it will stay as an option for you to use at any point.