



## ASIRT Lite Summer Travel Series



### How to add backgrounds to prepare for your virtual visits to Hawaii, Uganda and Kenya

For more information, please go to:

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

#### User

To enable the Virtual Background feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. In the **Meeting** tab, navigate to the **Virtual Background** option and verify that the setting is enabled.

#### Virtual background



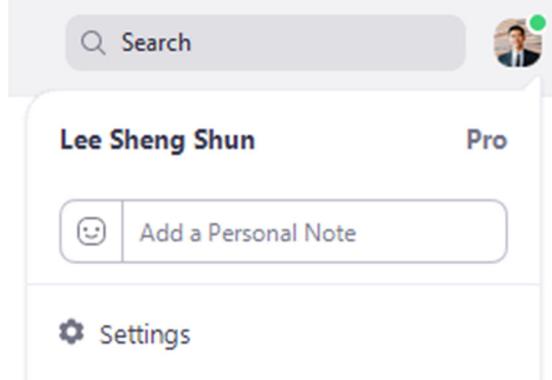
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

#### Notes:

- If the setting is disabled, click the status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

## Using Virtual Background

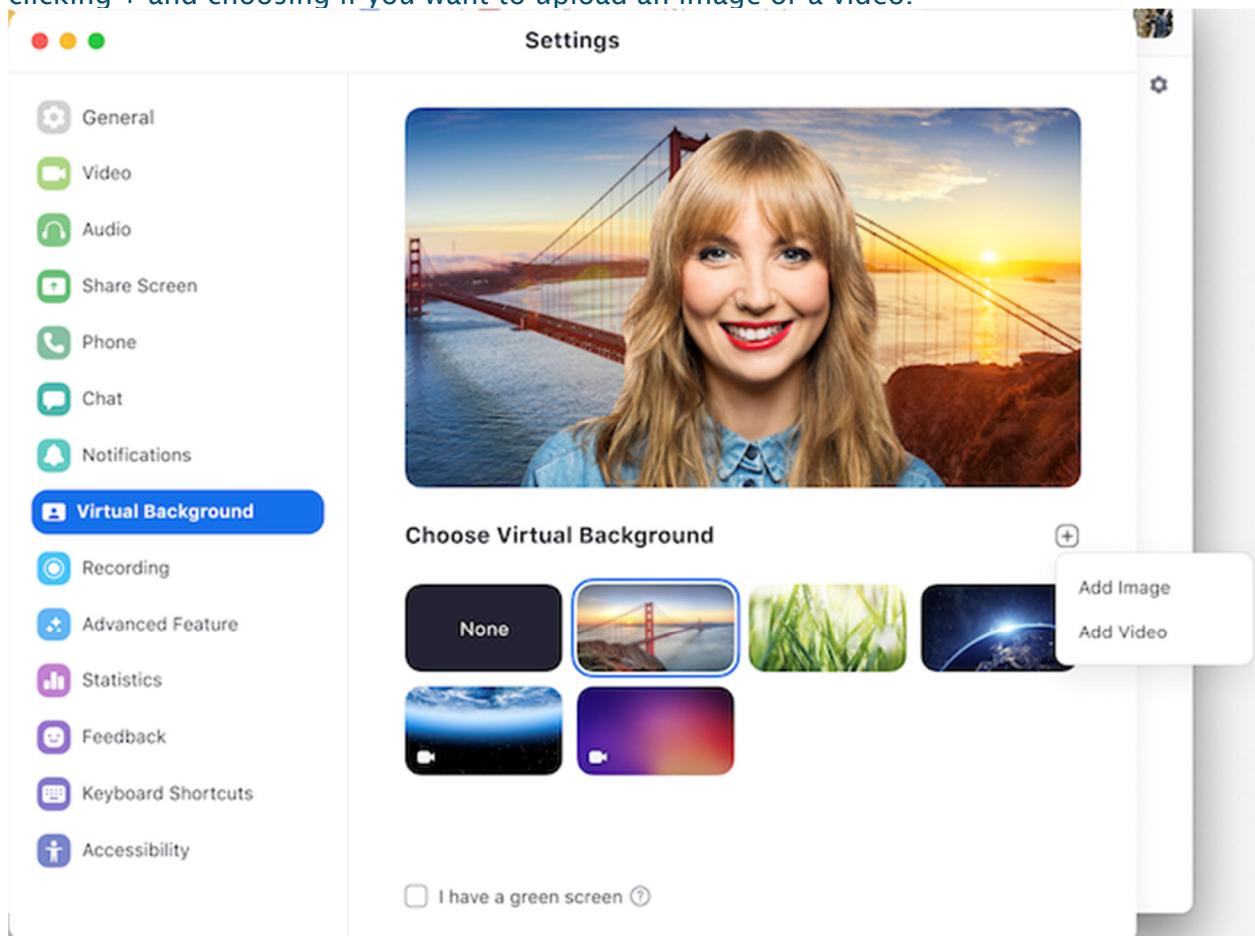
1. Sign in to the [Zoom desktop client](#).
2. Click your profile picture then click **Settings**.



3. Select **Virtual Background**.

**Note:** If you do not have the **Virtual Background** tab and you have enabled it on the web portal, sign out of the Zoom Desktop Client and sign in again.

-  **Virtual Background**
- 4. Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.
- 5. Click on an image to select the desired virtual background or add your own image by clicking **+** and choosing if you want to upload an image or a video.



If prompted, click **Download** to download the package for virtual background without a green screen.

To enable smart virtual background, download the smart virtual background package. You only need to download it once.

Cancel

Download

**Notes:**

- Ensure that you are using a solid background color.
- After you select an option, that virtual background will display during your meetings.
- To disable Virtual Background, choose the option **None**.



*We look forward  
to traveling with you!*