



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



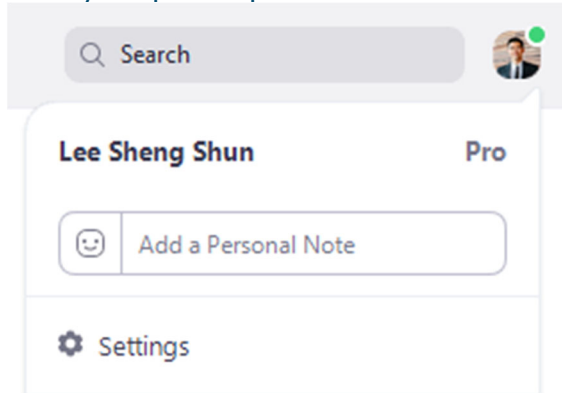
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Notes:

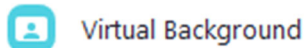
- If the setting is disabled, click the status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Using Virtual Background

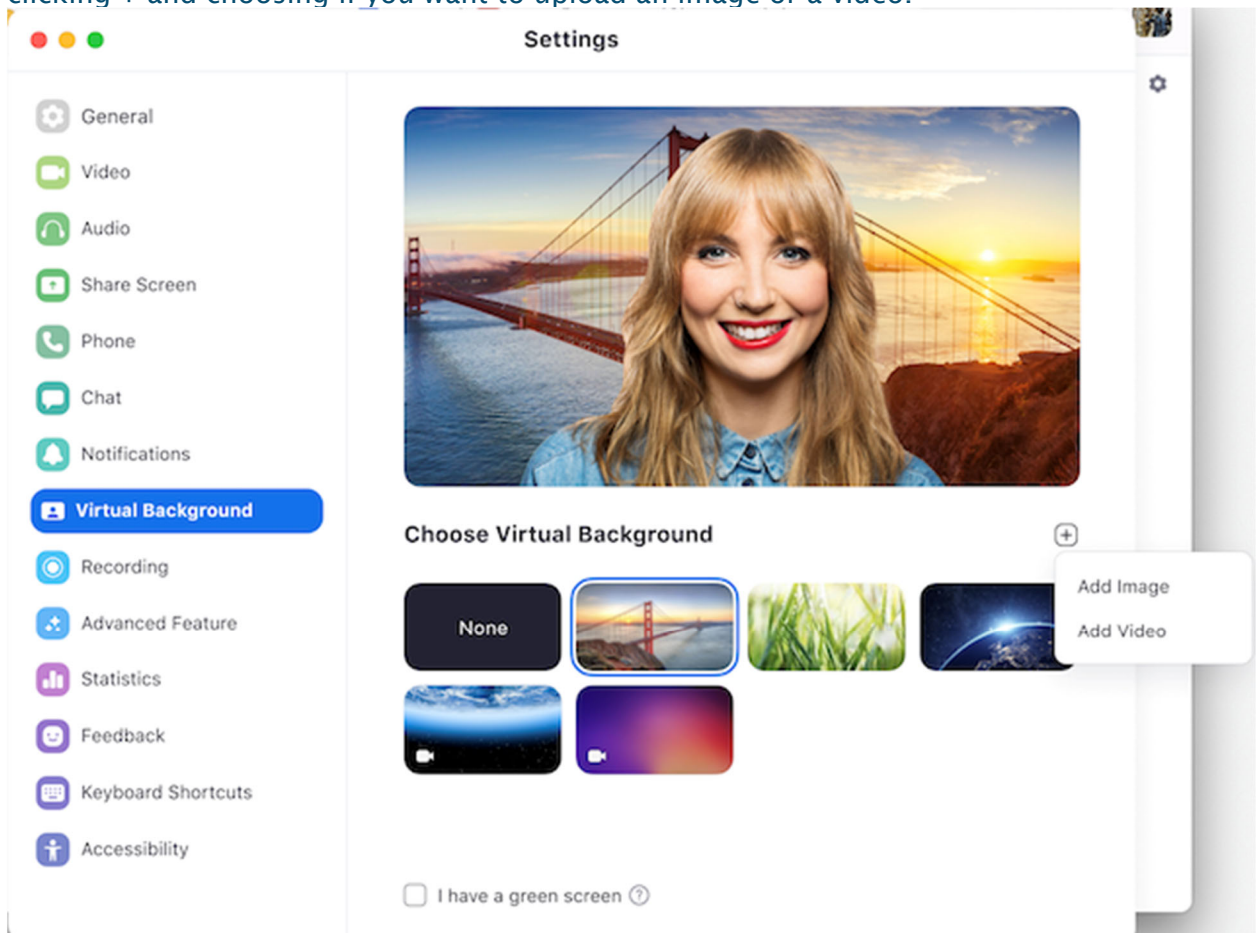
1. Sign in to the [Zoom desktop client](#).
2. Click your profile picture then click **Settings**.



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.



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!*