



APRIL 2020

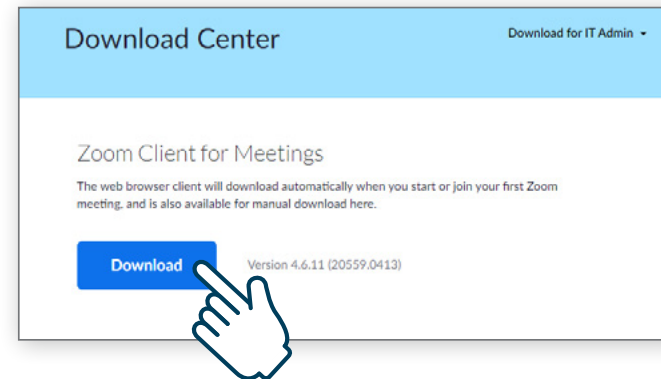
# USING A CUSTOM ZOOM VIRTUAL BACKGROUND

## DOWNLOAD THE 'ZOOM CLIENT FOR MEETINGS'

1. Follow the below link:

a. <https://zoom.us/DOWNLOAD>

b. Select the first download option

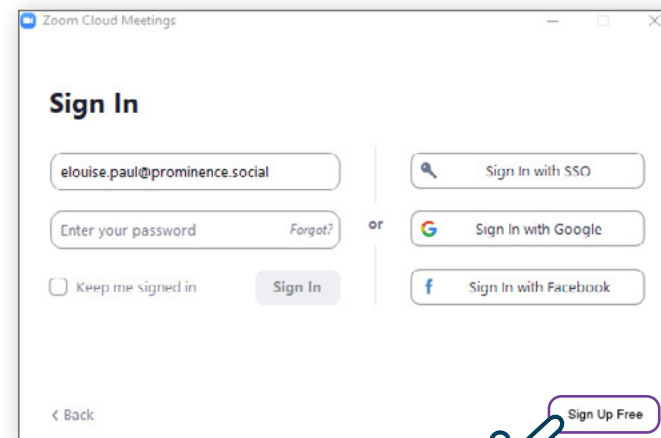


2. Follow the prompts to complete the download via the Zoom Installer

3. Select the 'Sign In' option

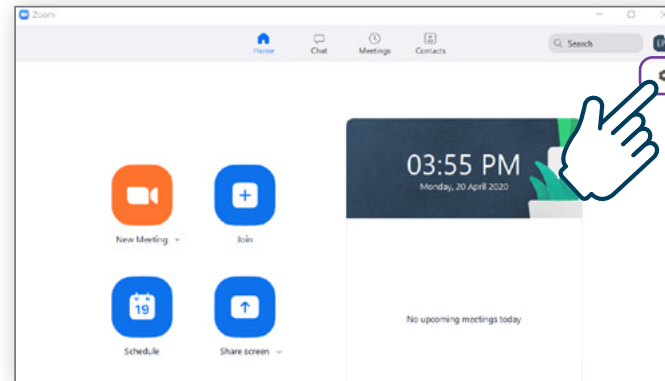
a. Either sign in with your existing account or

b. Click 'Sign up Free'

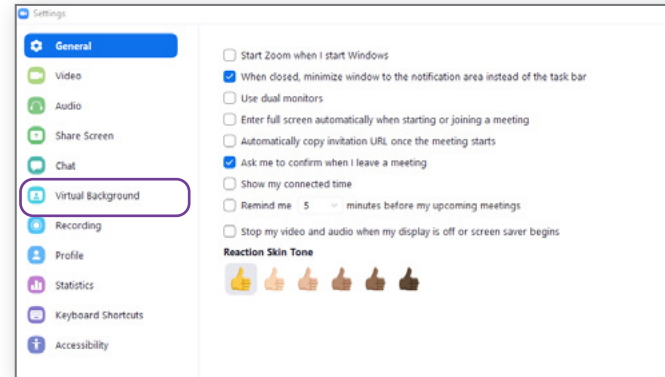


## UPLOADING YOUR VIRTUAL BACKGROUND

1. Click the 'Settings' toggle in the top right corner



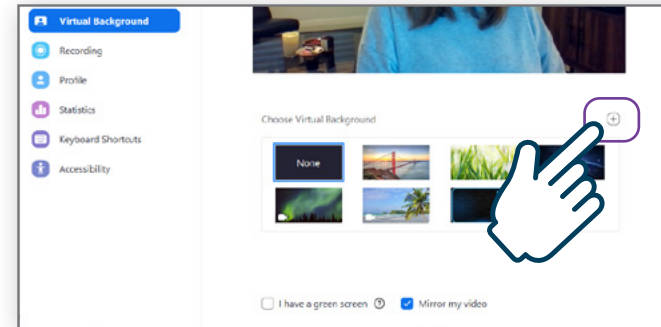
2. Select 'Virtual Background' from the list on the left-hand side



3. If you cant see this option, log into the web version of Zoom  
 a. Go to settings and select 'In Meeting (Advanced)'  
 b. Turn on 'Virtual Background'

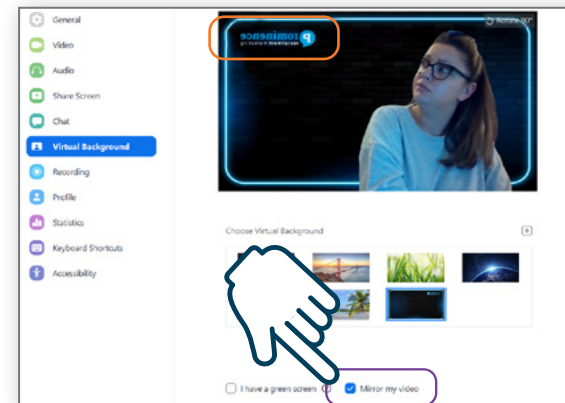
## UPLOADING YOUR VIRTUAL BACKGROUND

4. Make sure 'I have a green screen' is unticked
  - a. Click the + on the right-hand side
  - b. Select 'Add Image'
  - c. Navigate to where your file is saved and select it



5. You will be prompted to download the Smart Virtual Background package, go ahead and download the package

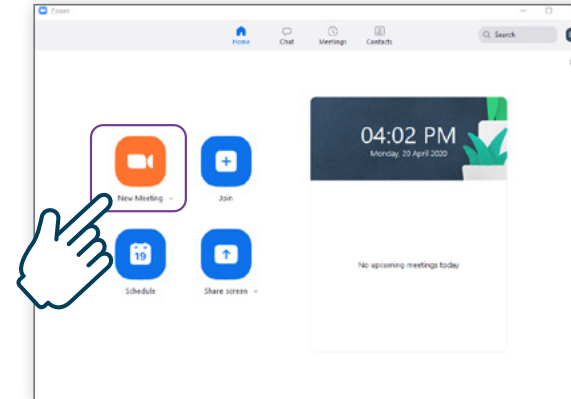
6. If your logo is showing the wrong way, untick the mirror my video box



7. Your background is now ready to use

## TESTING YOUR NEW VIRTUAL BACKGROUND

1. Click 'New Meeting'



2. Your meeting will open, you may be prompted to select an audio source
- If your camera is off, turn it on
  - Your background should appear automatically

