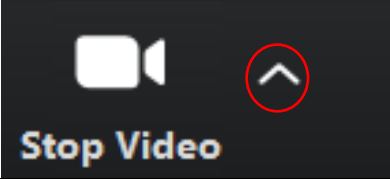
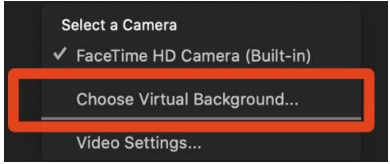
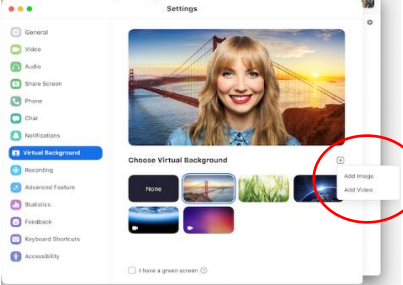


Using a Virtual Background in Zoom

Before beginning the process of adding a virtual background in Zoom, please save the preferred images from your email to your desktop. You may either create a folder that contains multiple images or just save one image straight to your desktop.

	<ol style="list-style-type: none">1. Click the arrow next to the Stop Video button on the bottom left hand side of your Zoom Window.
	<ol style="list-style-type: none">2. Click Choose Virtual Background. A new option window will appear.
	<ol style="list-style-type: none">3. Click the + sign in the right hand corner of the menu.4. Click Add Image5. Choose the image you downloaded to your desktop.6. Your video should now appear with the virtual background.7. Exit from this window to resume participation in the meeting.