

## Insert a Virtual Background in ZOOM

Make your ZOOM meetings extraordinary!

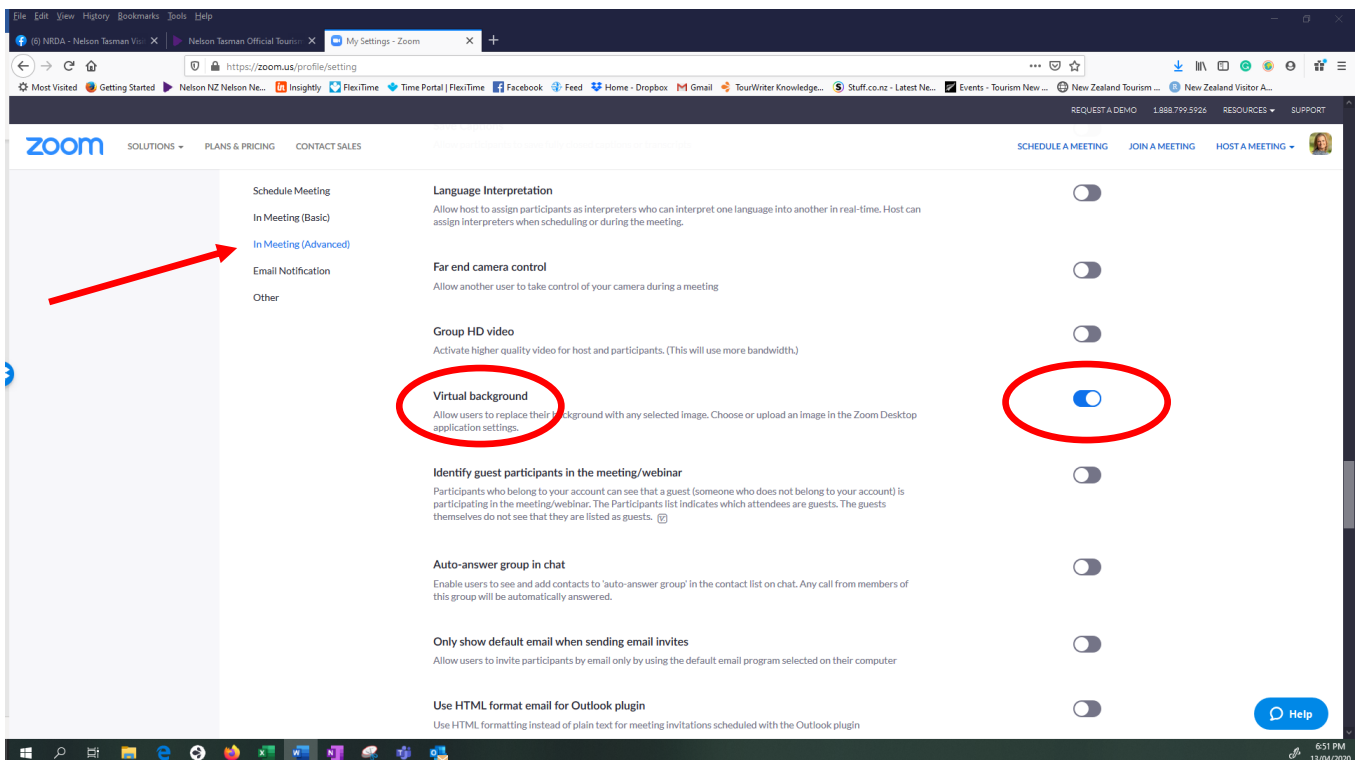
As ZOOM has rapidly become the most common way to communicate with friends, family and business colleagues, you might like to create a virtual background:

- Its a visual reminder about where you are calling from
- It provides additional branding
- It blocks out kids, cats and anything else in your background!

Its easy to set up but not particularly intuitive, so here are some pointers:

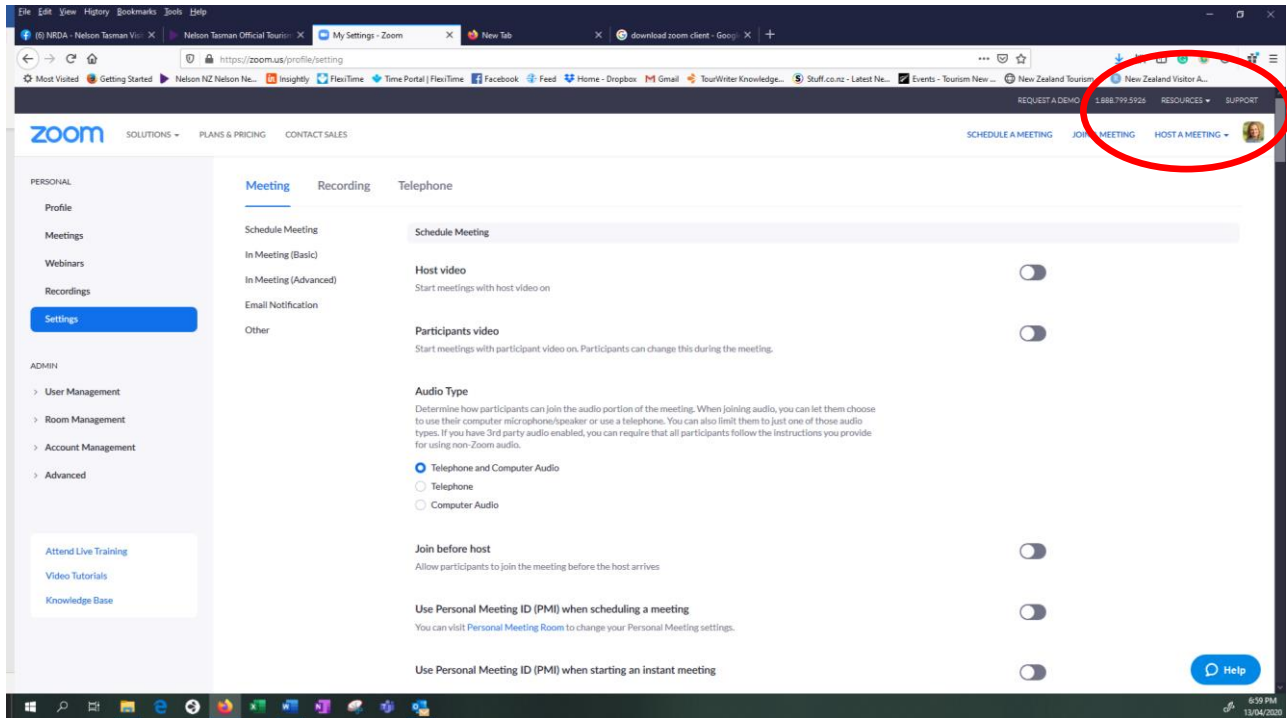
### 1. Enable Virtual Background

- Log into your zoom account from a computer (not a mobile device)
- Select Settings (on the left)
- Select In Meeting (Advanced)
- Ensure that Virtual Background is turn on

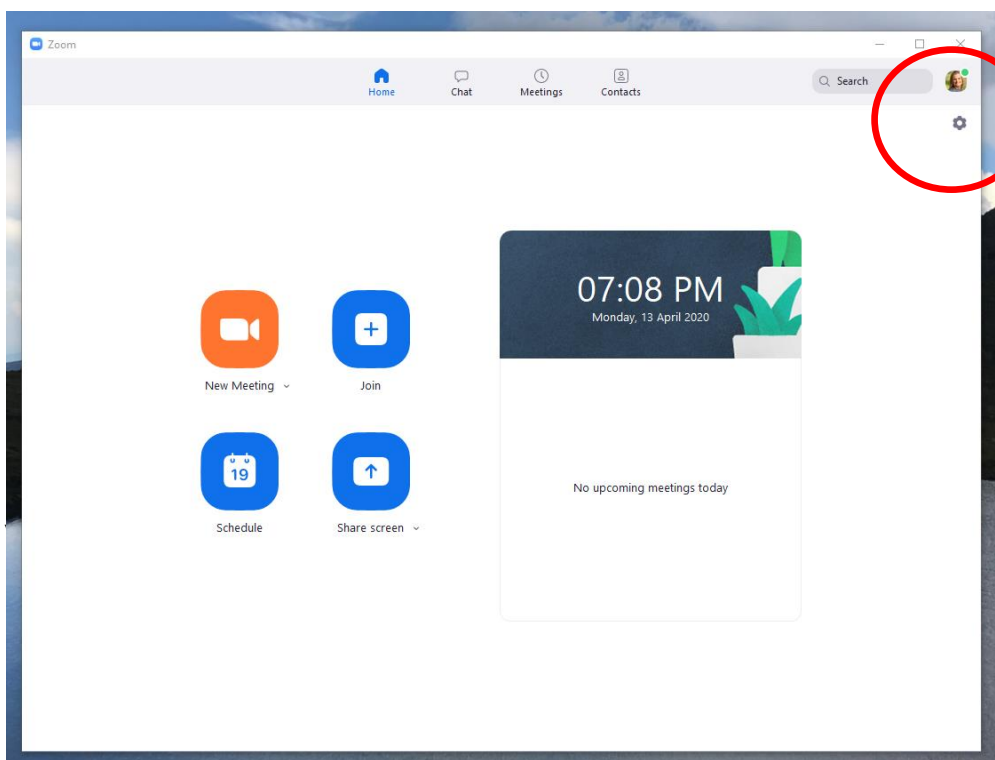


## 2. Import Virtual Background

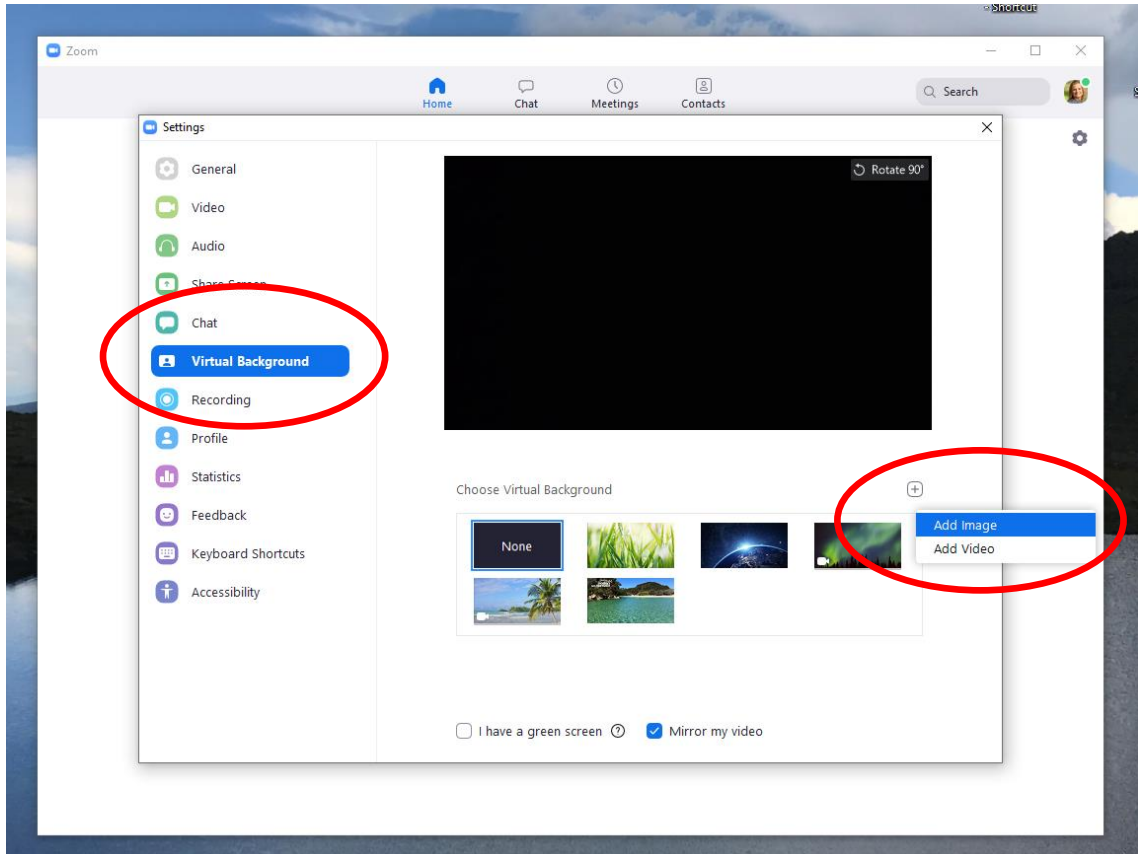
- i. Log into your zoom account from a computer (not a mobile device)
- ii. Select the dropdown menu by Resources (top right)



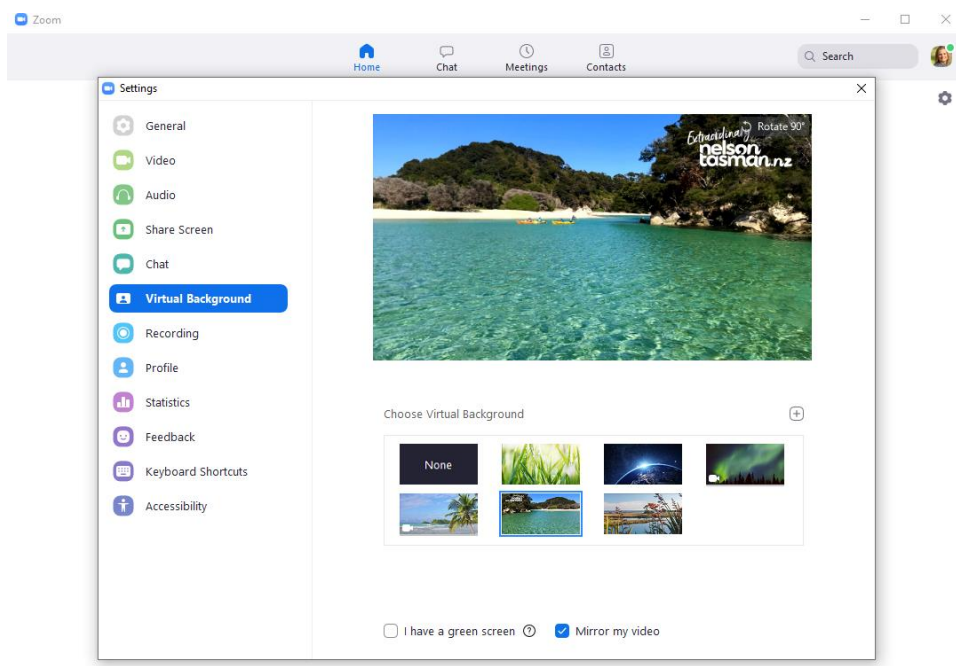
- iii. Select Download Zoom Client
- iv. Download Zoom Client for Meetings
- v. Save file on your computer
- vi. Navigate to the installer that you have downloaded – it might be on your desktop – and double click to run it
- vii. Open your Zoom Client and click on the cog button on the top right corner



- ix. Download the smart virtual background package (if you get this pop up)
- x. Select the + symbol above the standard images
- xi. Select Add Image



- xii. Then you can navigate to your preferred image on your computer and simply double click it to upload it!



- xiii. Voila! – there you have it. You'll look like you are at the beach, up a mountain, in the bush - anywhere except for your home office!

