MC MONTGOMERY COLLEGE

Zoom Virtual Background

To change your virtual background while in a meeting:

1. Go to the Start/Stop **Video** drop down.

2. Click **Choose Virtual Background.**

3. Depending upon your version of Windows, it may have backgrounds available to click on and try or you may have one black background that says **None**. If it says none, you will have to download a background. You can go to Google and search **Zoom background images**.

4. Once you find a picture that you like, right-click the picture and click **Save image as**. Type a name for the file, then click **Save**.

5. Go back to Zoom window. You should still be at the Virtual Background window. Click the + sign and click **Add Image**.

6. Go to the **Download** folder and select the file that you saved. Click **Open**.

7. The file will appear in the video preview window with the background showing.

8. Close the Virtual Background Settings window and your background will appear in the Zoom meeting.