## Computer Tutorial:

## Use a Virtual Background in your Zoom Session.

**Purpose:** To show how to use a virtual background during your Zoom Session, which enables you to use your video but not show where you are located during the session.

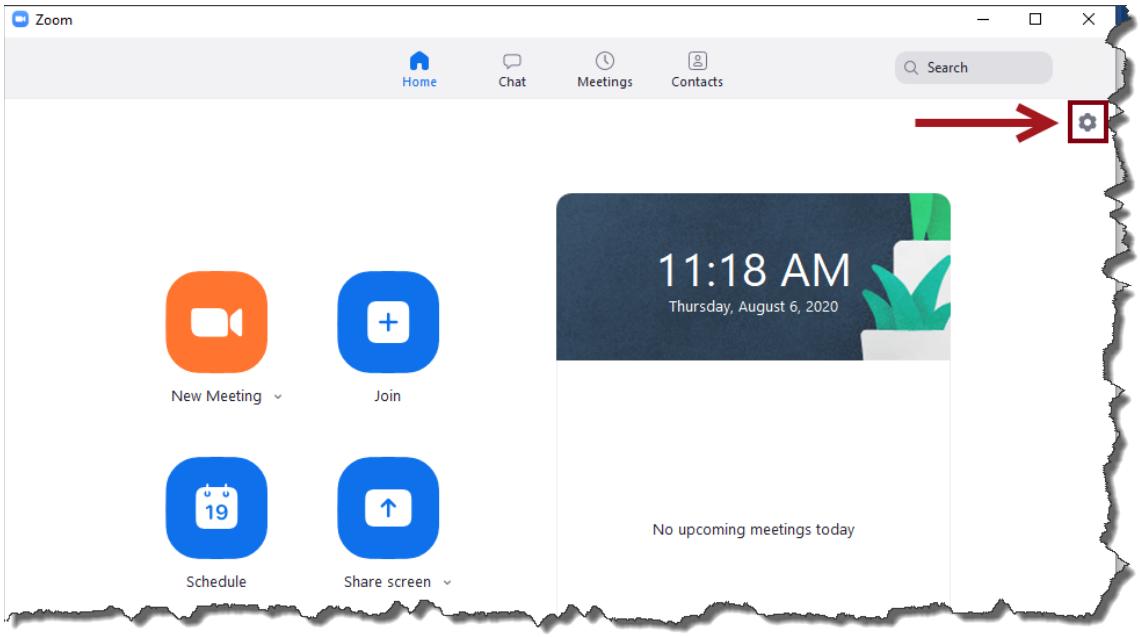
**Note**: This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background. You can upload your own images or videos as a virtual background. ***There is a custom Indian Hills Community College background that can be used as a virtual background. You may download the image using the link on the IHCC website in the Zoom Tutorials section titled IHCC Zoom Meeting Background.***

**Recommended Settings:**

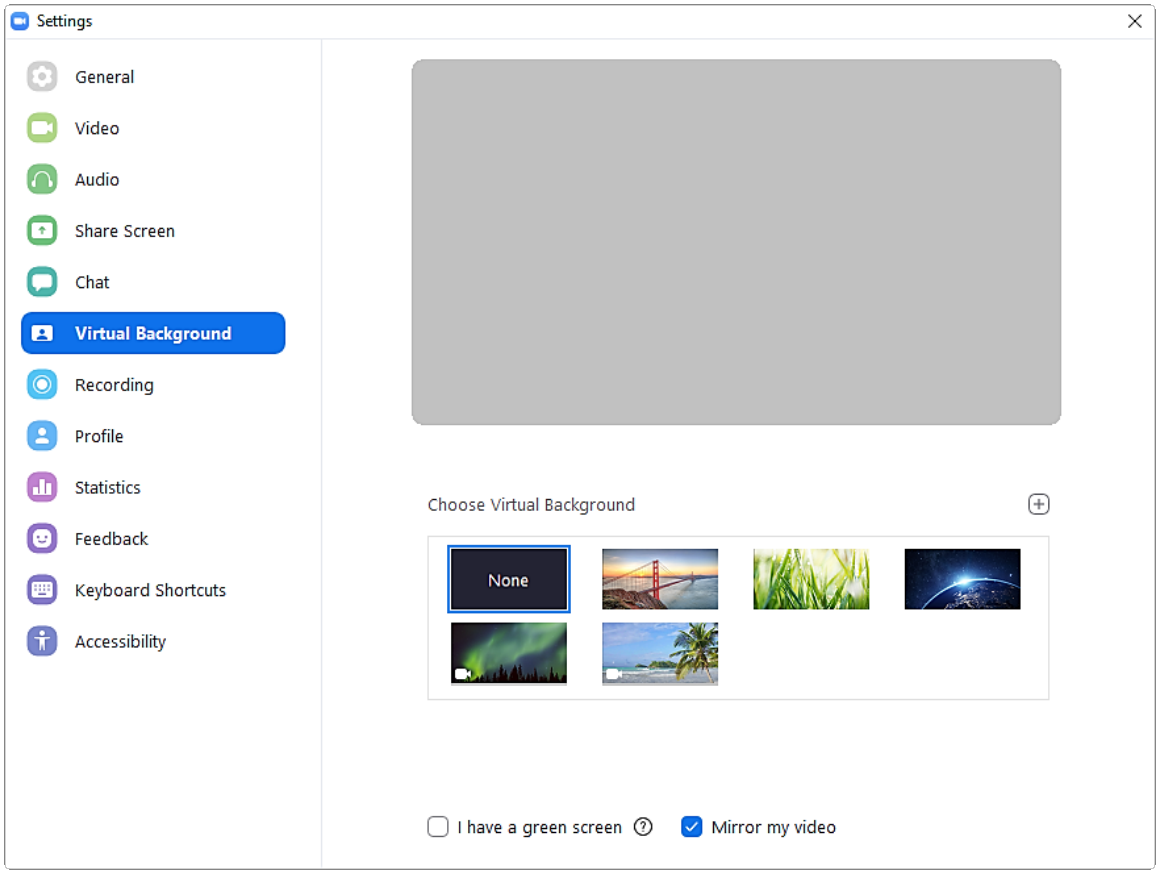
- To achieve the best virtual background effect, Zoom recommends using a solid color background, preferably green.
- Higher quality cameras result in a better virtual background. See camera recommendations for details.
- Use uniform lighting and color.
- Do not wear clothing that is the same color as the virtual background.

Open Zoom from your Start Menu, or by clicking on the Zoom icon.

Once you sign in, you will see the Zoom main page. Click "**Settings**."



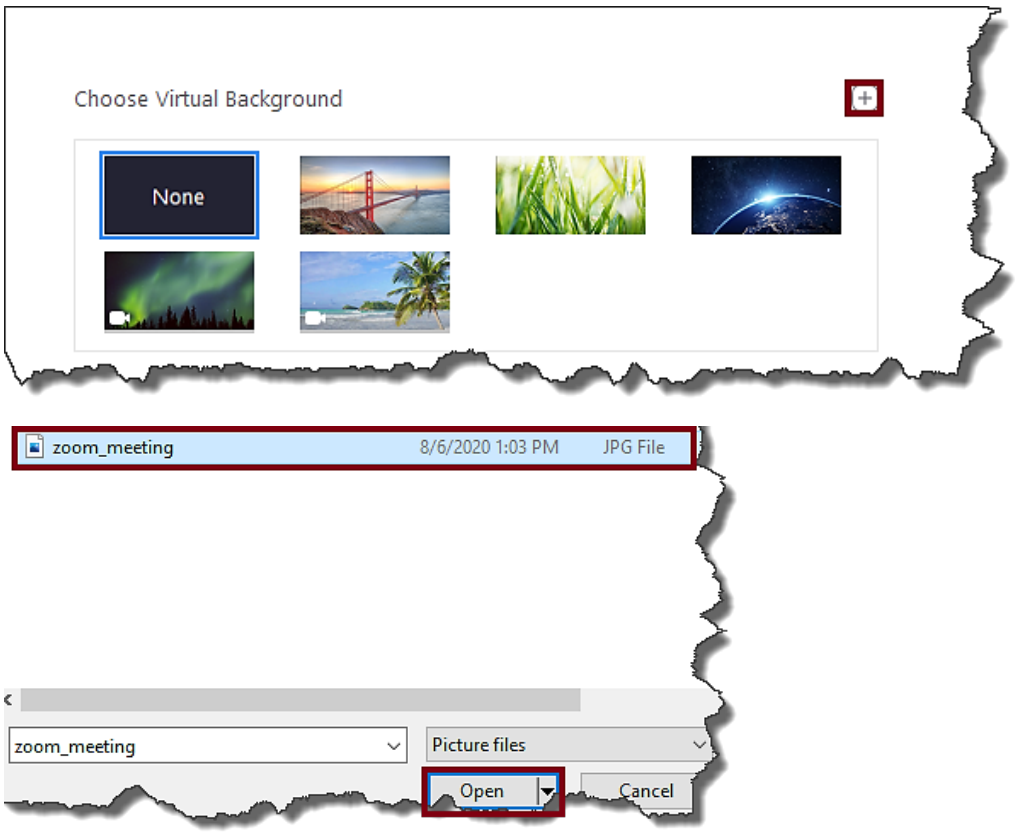
In the “Settings” menu page that opens, click “**Virtual Background**.”



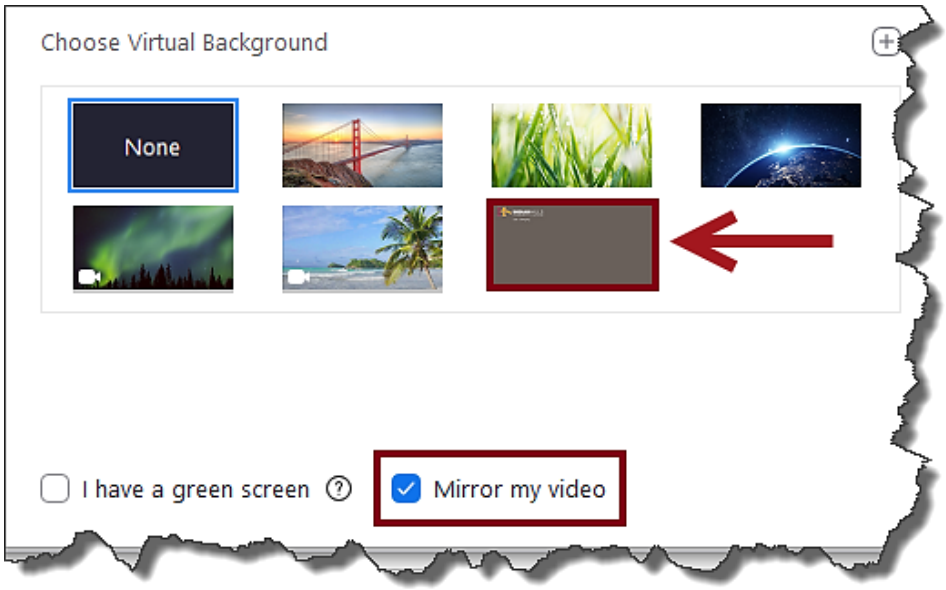

You can choose one of the Virtual Backgrounds provided, or add the custom IHCC background.

**Note:** ***If you would like to use the custom Indian Hills Community College background as a virtual background, you need to download the image using the link on the IHCC website in the Zoom Tutorials section titled IHCC Zoom Meeting Background.***

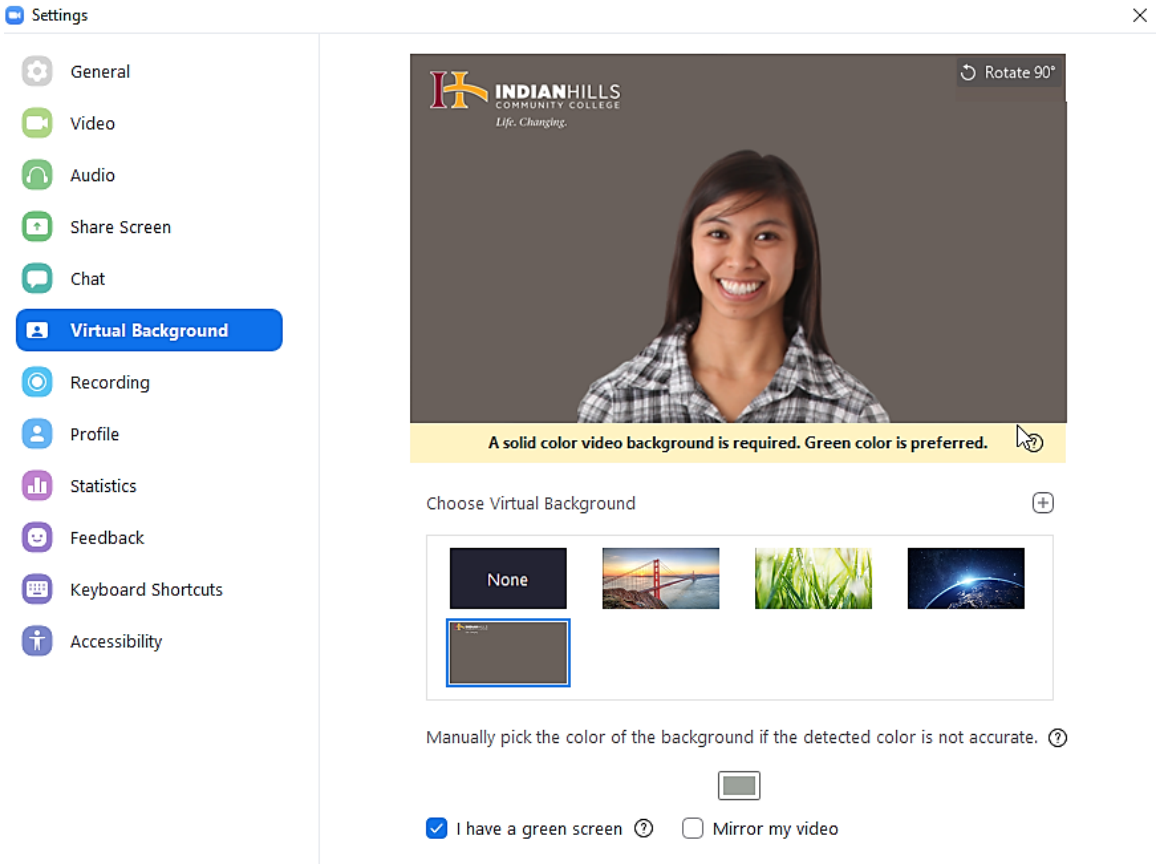
If you would like to choose the IHCC background, click the "**+**" button, then click "**Add Image**." Browse to find the image you wish to upload, then click "**Open**."




The new virtual background is now available for you to select.
**Note**: If, when you select the background, the text is backwards, uncheck next to "**Mirror my video**."



**Note**: Users may need to sign out of the Zoom Desktop Client and sign back in for Virtual Backgrounds to take effect.




Congratulations! You are now ready to use a Virtual Background during your Zoom meeting!

**Office of Online Learning**

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