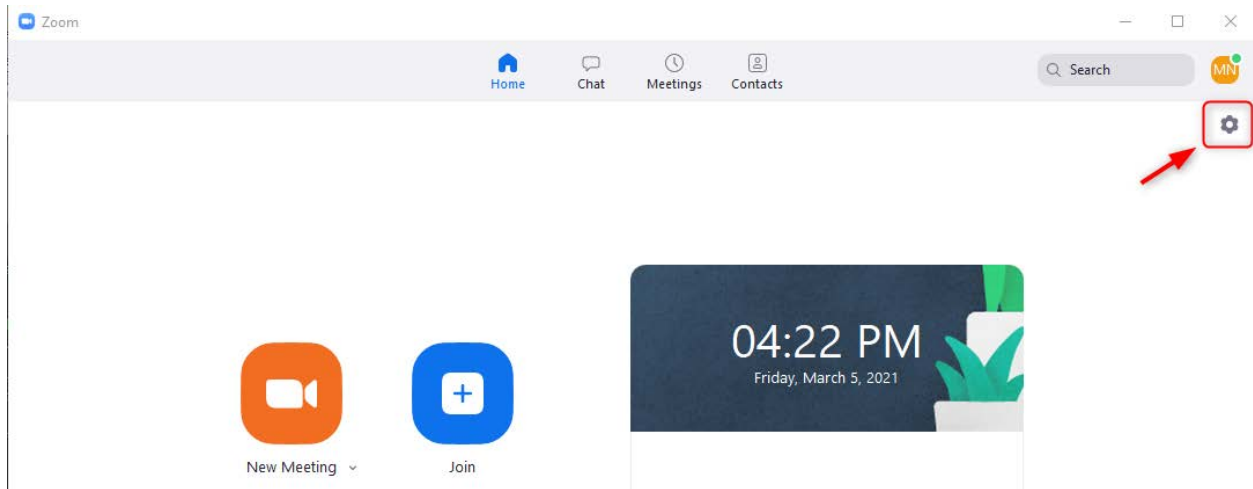
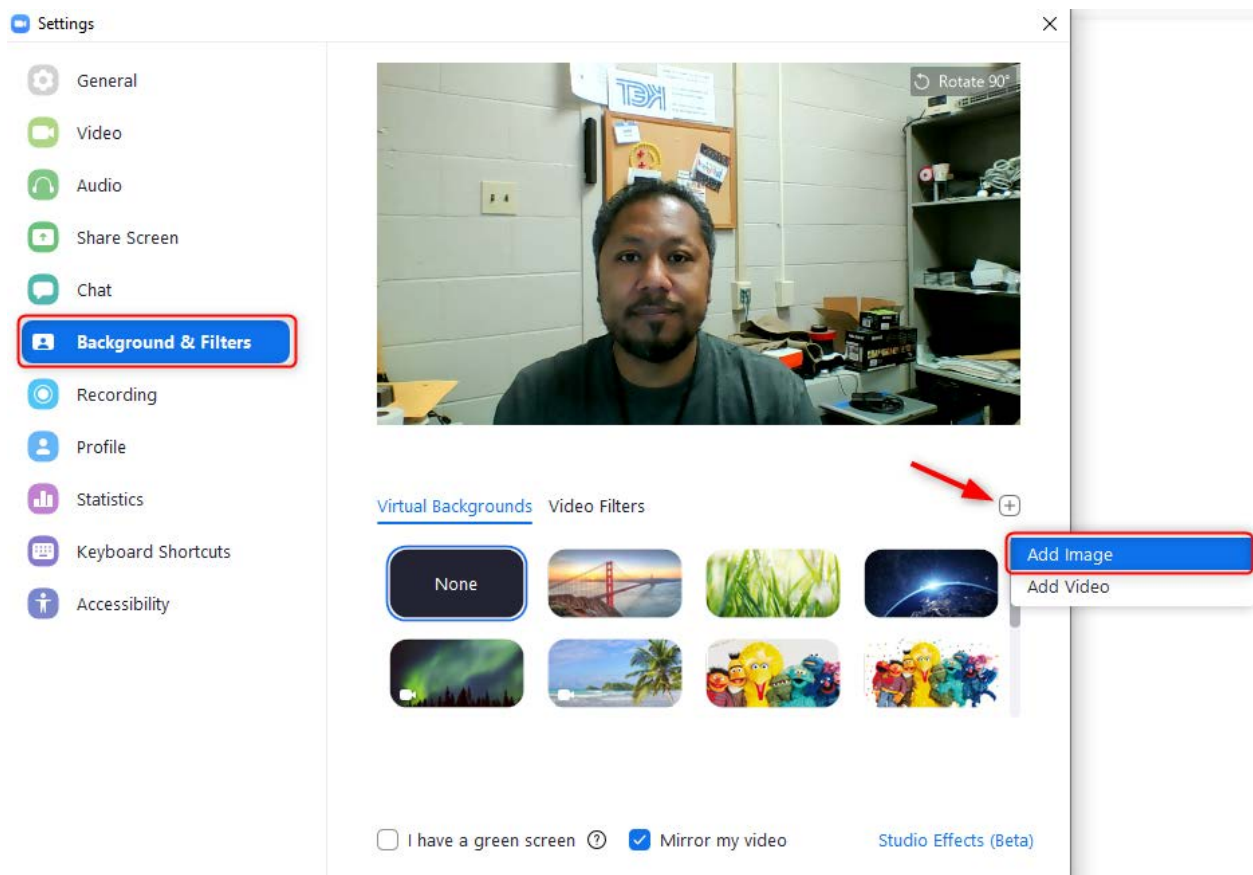


How to add a virtual background in Zoom (COMPUTER)

1. First **download and install the Zoom app**. You can download it by clicking [here](#). If you already have it installed move on to step 2.
2. **Launch the Zoom app and sign in.**
3. **Then click *Settings***. This is the gear icon in the top right corner of your window.

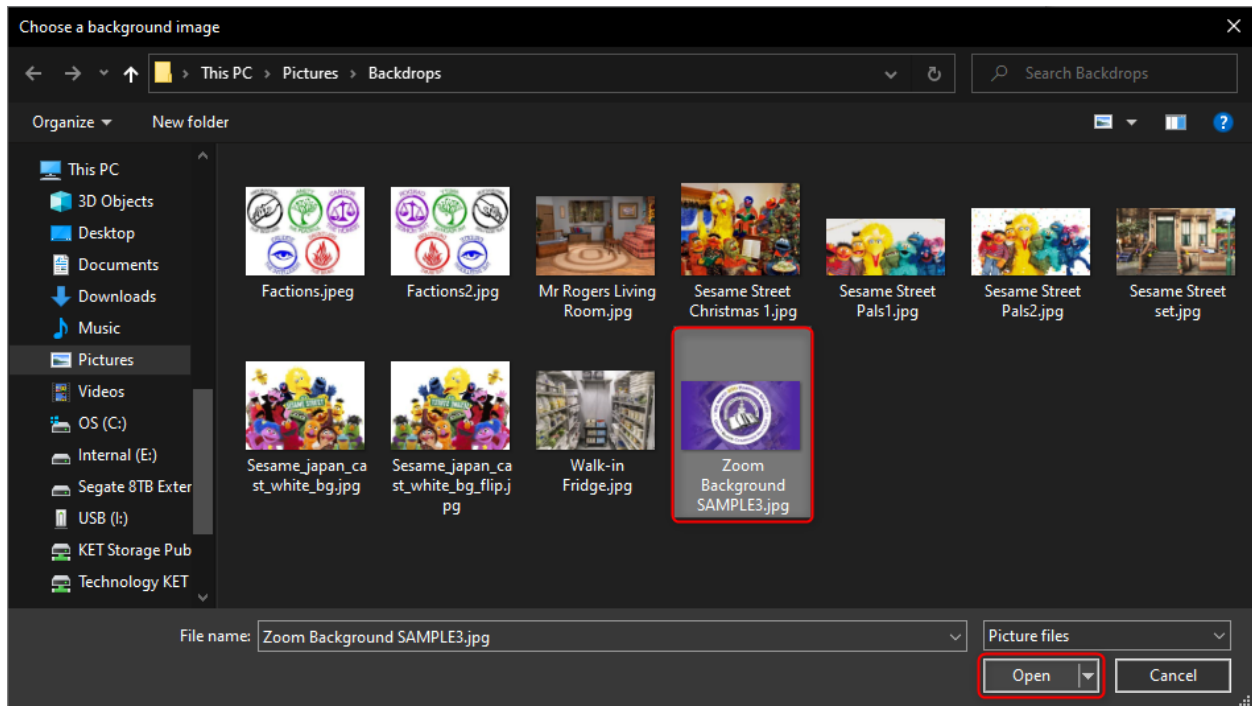


4. **Next, select *Background and Filters***. You can find this in the left sidebar.
5. **Click the + then select *Add image***.

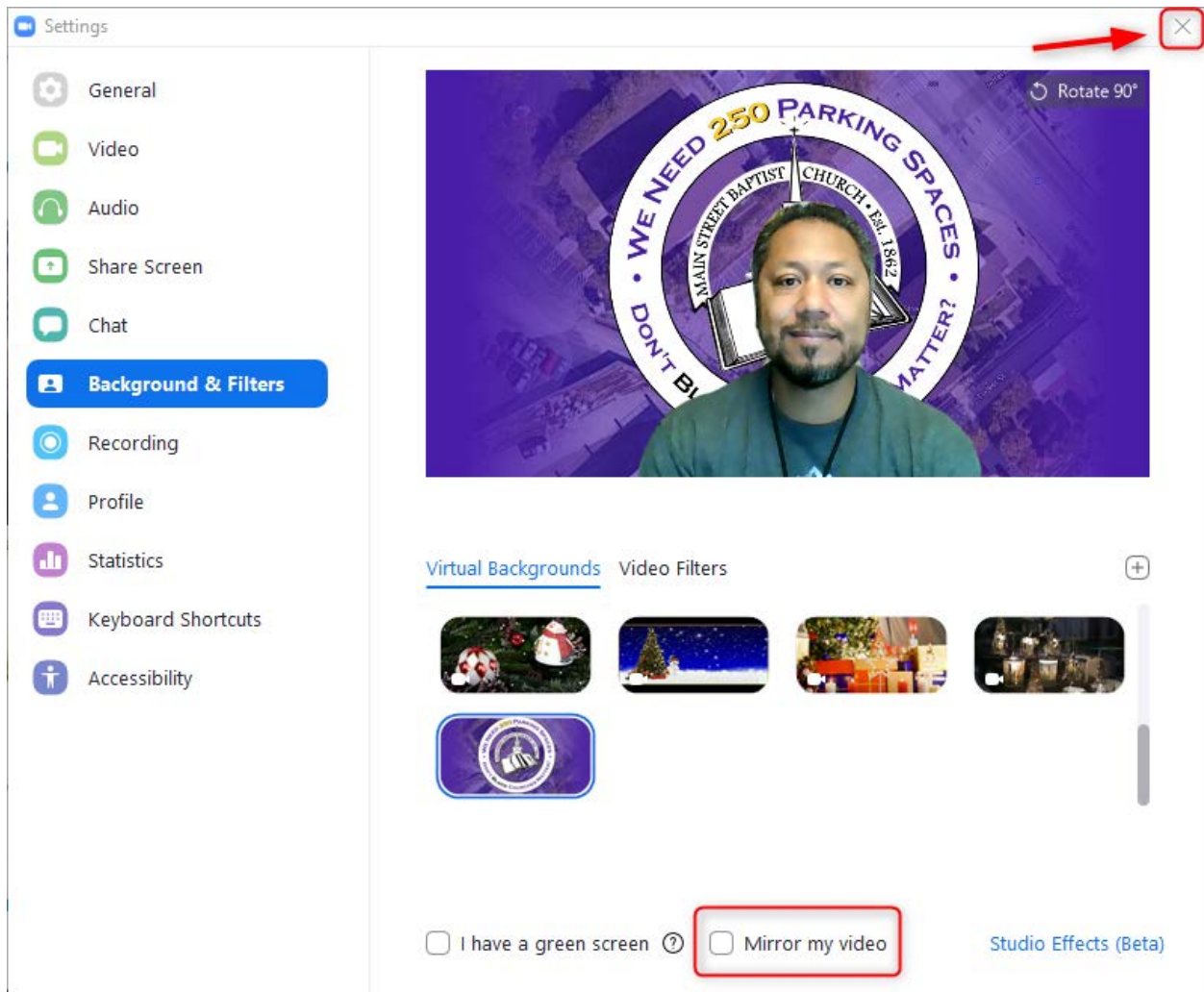


Note: If you do not have this option, make sure that you have **Virtual background** turned on in your settings on the [Zoom website](#). Go to page 3 for instructions on how to **Turn On Virtual Background** in Zoom.

6. Select the background image you want to use and click *Open*.



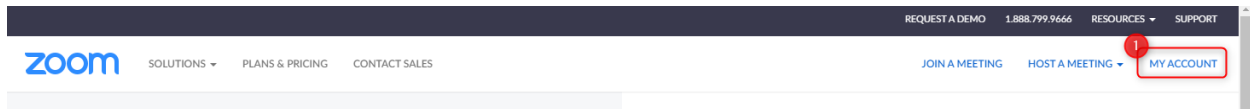
7. Uncheck the box to *Mirror my video*, then click X to close and save your changes.



Turn On Virtual Background

If you don't see the option for **Background & Filters** then follow these steps to turn it on.

1. Sign in to Zoom then click **MY ACCOUNT** in the upper-right corner.



2. Then go to **Settings**.
3. Click **In meeting (advanced)** and scroll down until you see **Virtual background**.
4. Click the slider to the right to turn it on. (This option should be turned on by default.)

