

Using virtual backgrounds in Zoom meetings

The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background. Some computers may even require a green screen while using virtual backgrounds. Zoom comes with several virtual background images and allows you to upload your own images or videos as well.

Appropriate Backgrounds

Zoom and Skype meetings have become the norm in how we're conducting county business these days. With most staff members working from home, it's important to protect their privacy and continue to represent the county in a professional manner. Using a standard background when attending internal and external county meetings online can help us do both.

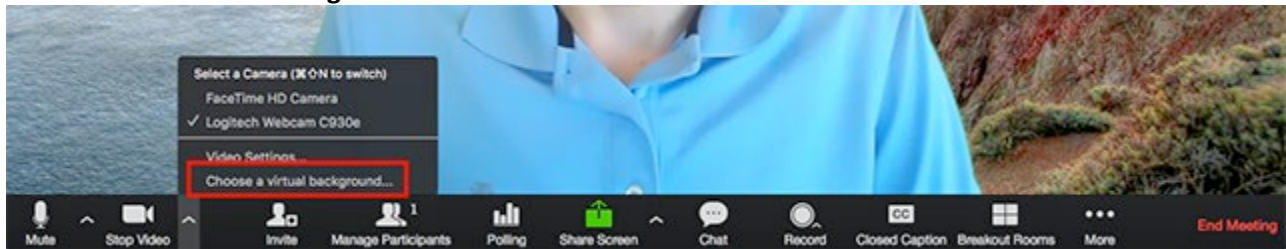
Choose one of these standard background images to use as a background when attending county meetings in Zoom and then install it using the instructions below:

[Option A: Zoom Background \(light gray/w logo\)](#)

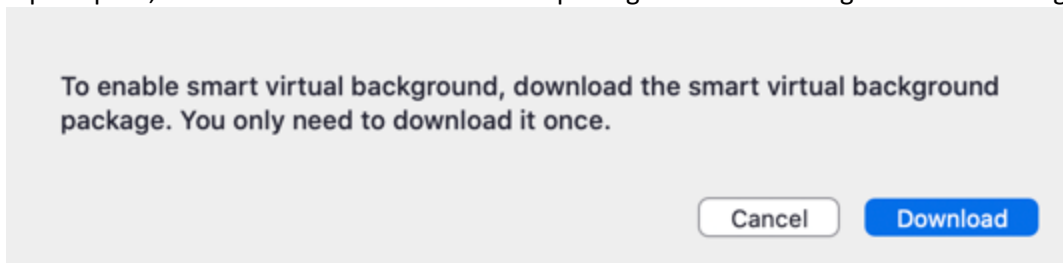
[Option B: Zoom Background \(dark gray/w logo\)](#)

Enable a virtual background while in a Zoom meeting

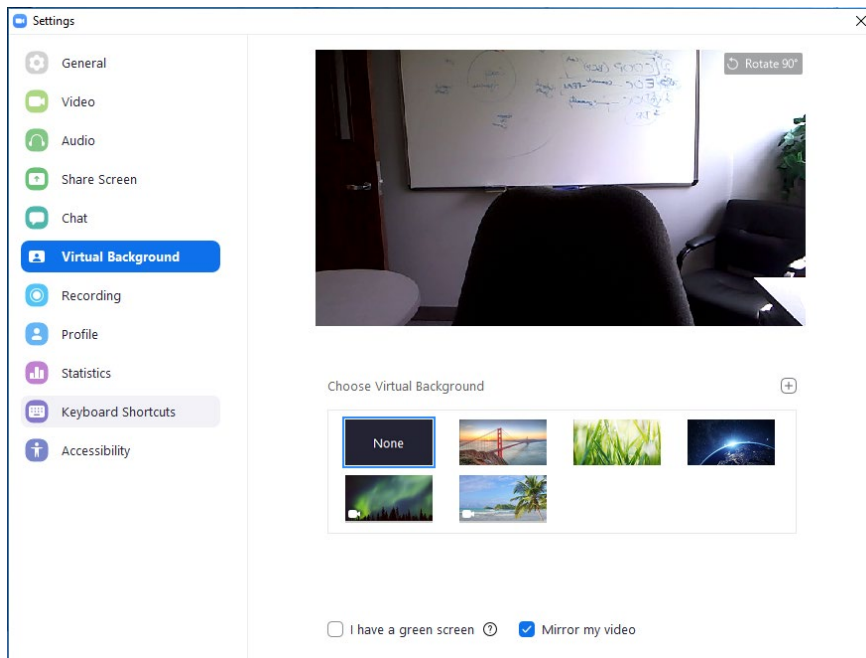
1. In a Zoom meeting click the ^ arrow next to **Start/Stop Video**.
2. Click **Choose a virtual background...**



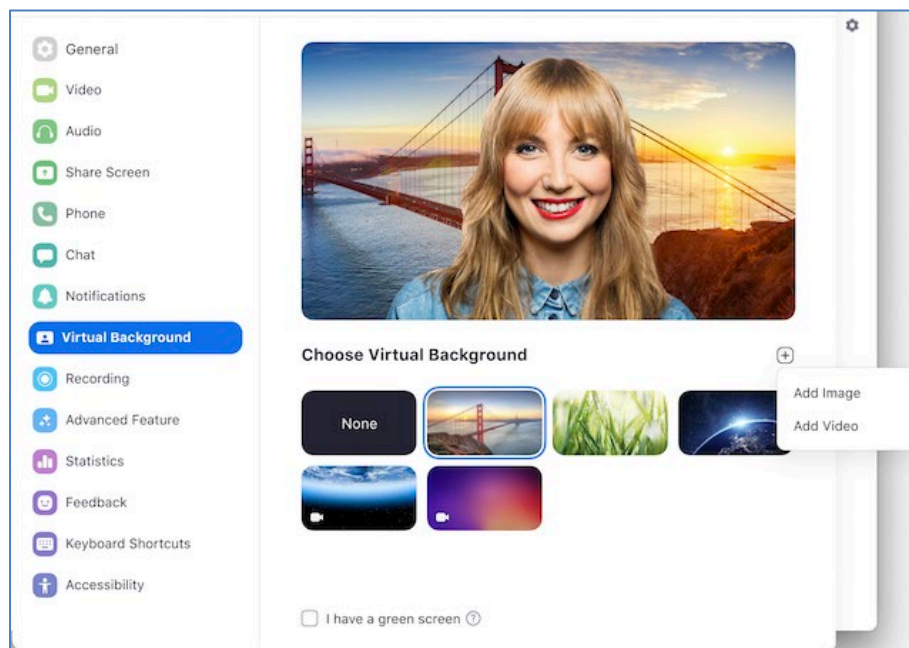
If prompted, click **Download** to download the package for virtual background without a green screen.



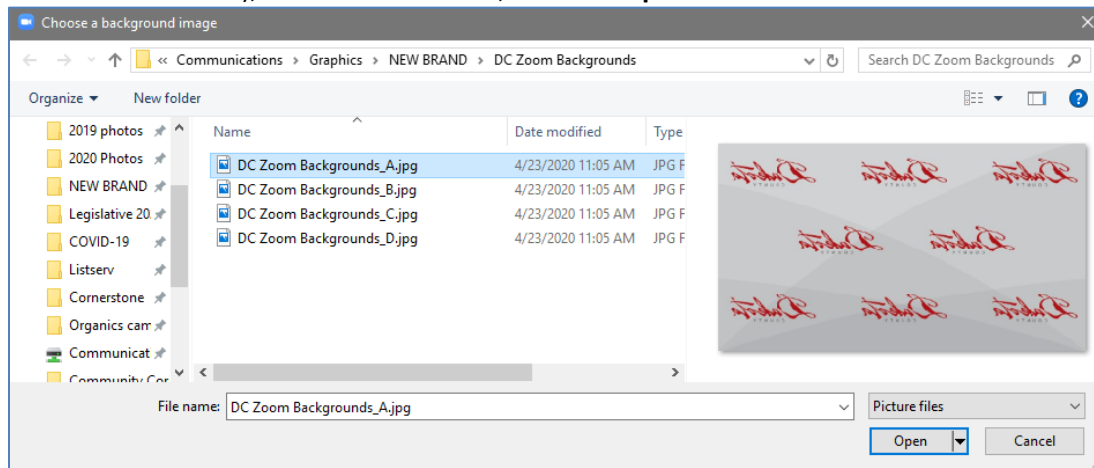
3. The Settings window should appear with the Virtual Background section visible.



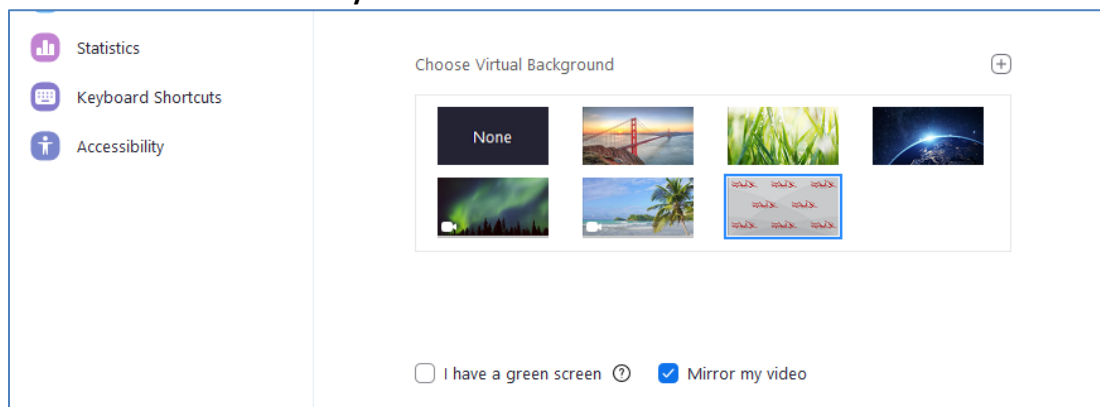
4. Check **I have a green screen** if you have a physical green screen or solid colored wall behind you. If this option is enabled and can't be disabled, your computer may require a green screen to effectively use virtual backgrounds.
5. Click the **+** symbol along the right side of the window and choose **Add Image**.



6. In the file explorer window that appears, locate the County-approved background image files (most likely in the “Downloads” folder), select the file name, and click **Open**.



7. Make sure that the **Mirror my video** box is checked.



8. Click **X** in the upper right corner to close the Settings window. The virtual background should now be in effect for this and all future Zoom meetings.

Troubleshooting

If you are experiencing issues with Virtual Background, try the following troubleshooting tips:

- If you do not have the Virtual Background tab in your Zoom desktop client settings after enabling it, sign out of the client and sign in again.
- Ensure that the background behind you is a solid color with minimal shadows. Also ensure the background is uniform in lighting. Avoid busy backgrounds or sitting in front a bright window.
- If your body seems to disappear, you may be wearing clothes that are the same a color as the wall or background behind you. You may need to change clothes.

Logo appears backward. Ensure that **Mirror my video** on the bottom of the window is checked (see Step 7 of the set up).

Virtual background not working. Your laptop or computer may not be able to apply this Zoom effect.

Turn off background. Go to step 5 and choose the **None** box for the photo option.