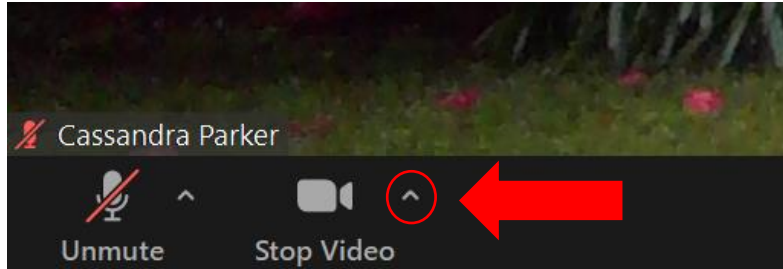
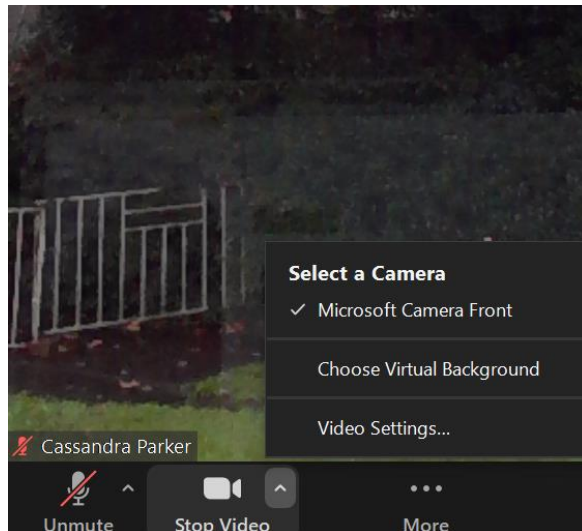


To add a background:

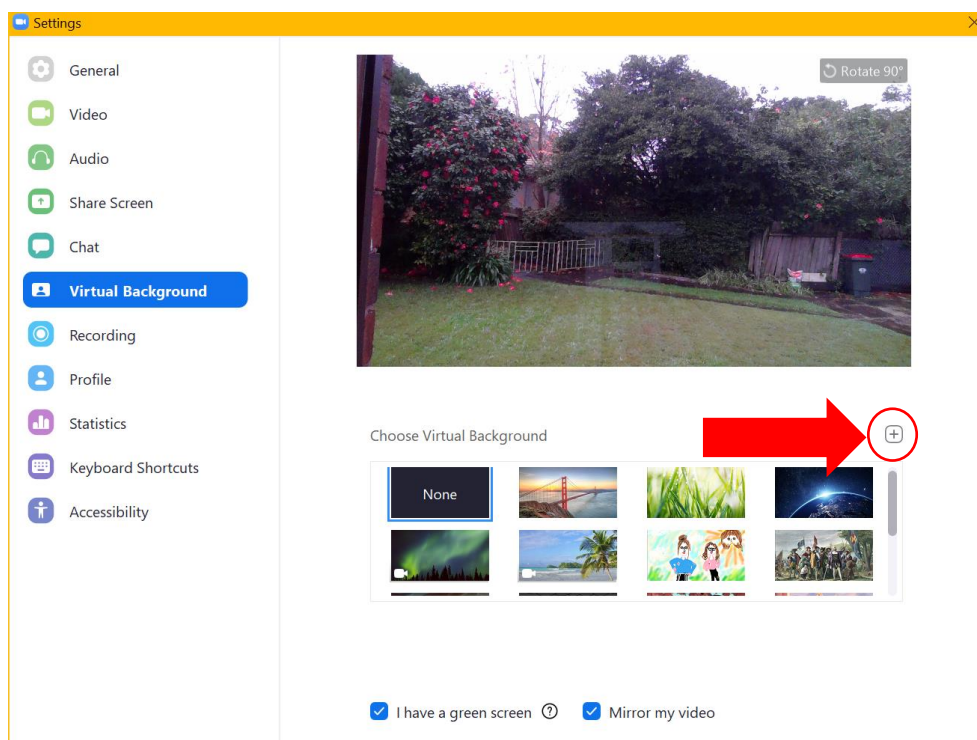
1. **When you start a Zoom call, click on the little arrow** (the ^ symbol) on the right of the camera symbol.



2. This should open a menu. The menu options may vary depending on your device. **Click "Choose Virtual Background."**



2. **Click on an image to select the desired virtual background.** To add your own images, click on the circled symbol (plus sign in a square). Images must be saved to your desktop before being uploaded as a Zoom background.



3. To disable Virtual **Background**, choose the option None.

Troubleshooting:

- Make sure "I have a green screen" at the bottom of the Virtual Background Menu is **unchecked**. *Some devices are unable to uncheck this box. If this is the case, your Zoom background may appear patchy – this cannot be solved.*
- If your internet connection is slow, Zoom may work better without the background. If you are finding it difficult to hear the call due to internet connection, it is recommended to turn off the background.

Happy Zooming!