

# Zoom Cloud Meetings

## Setting a Background Image



When using Zoom Cloud Meetings, it is possible to have a picture or video displayed as a background when you are in a meeting. This is beneficial, as it will hide whatever is behind you, for example windows, items of furniture, other people etc. Many organisations have a picture which includes their name and logo. In the corporate world, this is quite normal. However, in the world as it is today, where millions of people are using Zoom to stay in touch with family and friends, it is more usual to have the background set to a scene, such as a view of a beach, mountain or lake.

To set a background image in Zoom, follow these suggested steps:

1. Start the Zoom program on your computer.
2. Activate the Sign In button. Upon doing this, the Sign In screen will be displayed.
3. Enter your User Name and Password. Then, activate the OK button. Upon doing this, you will be logged in to your Zoom Account.
4. In the Zoom main window, activate the Home Tab, situated at the top of the screen. Then, activate the Settings button. Visually, this looks like a cog wheel. For reference, it is situated towards the upper right corner of the program window. Upon doing this, the Settings screen will be displayed.
5. In the Settings screen, you will find a list of categories at the left side. This list consists of General, Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Keyboard Shortcuts and Accessibility. When a category is chosen, its associated settings are displayed to the right side of the screen.
6. Activate the Virtual Background category. Upon doing this, the associated settings will be displayed to the right.

7. Activate the Add Image or Video button. Visually, this looks like a square box. It is situated at the right edge of the screen. Upon doing this, a menu will be displayed consisting of 2 options. These are Add Image and Add Video. Activate the Add Image button. Upon doing this, a list of recently used images will be displayed. If you have not used an image before, a dialog box will be displayed. This is very similar to the Open dialog box found in many Windows programs.
8. Locate the image you want to use as your Background Image and then activate the Open button. Upon doing this, the image will be opened and added to the list of recently used backgrounds.

Note: It is recommended that you have a suitable image available to choose in advance!

9. Finally, press ESCAPE to exit the Settings screen. Upon doing this, you will be returned to the main Zoom window. Here, you will find that the image you chose is now set to be a background.

Now, the next time you join a Zoom meeting, participants will not only see you, they will also see you in front of that lovely scene you chose as your background!