Zoom Features: Virtual Background for Admins

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How to Change your Zoom Virtual Background

1. Sign in to the Zoom Desktop App.
2. In the top-right corner, click your profile picture, then click **Settings**.
3. Click the **Video & effects** tab.
4. Click the **Virtual backgrounds** tab.
   Note: If you do not see the **Virtual backgrounds** tab and you have enabled it on the web portal, sign out of the Zoom desktop app and sign in again.
5. (Optional) Choose from the following options to change or remove your virtual background:
   Note: If you are currently in a meeting or webinar with your video on, your virtual background will change in the live session if you change it from these settings.
   - Click **None** to remove your virtual background.
   - Click **Blur** to blur your background.
   - Choose from the available default or recently uploaded images or videos.
   - To upload your own virtual background, click the add icon and choose if you want to upload an image or a video. Then continue by choosing a file on your device. If prompted, click **Download** to download the package for virtual background without a green screen.
   - To generate a custom virtual background using AI Companion, click **Generate** next to **Create AI virtual background**, then enter your virtual background idea into the text box and click **Generate**. If you'd like a different result, click **Try again** to generate a new background. You can also select an artistic style for your image from the available options.
6. (Optional) Click the **I have a green screen** toggle if you have a physical green screen set up. Ensure that you are using a solid background color when this option is enabled. You can then click on your video to select the correct color for the green screen.

Change your virtual background during a meeting

1. Join a meeting on the Zoom desktop app.
2. In the meeting controls toolbar, click the arrow icon next to **Video**.
3. Click **Video & effect settings**.
   The **Video & effects** side panel will open.
4. Below your video preview, click the **Virtual backgrounds** tab, or scroll down to the **Virtual backgrounds** section.
5. (Optional) In the **Virtual backgrounds** section, choose from the following options to change or remove your virtual background:
   Note: If you are currently in a meeting or webinar with your video on, your virtual background will change in the live session if you change it from these settings.
   - Click **None** to remove your virtual background.
   - Click **Blur** to blur your background.
   - Choose from the available default or recently uploaded images or videos.
   - To upload your own virtual background, click the add icon and choose if you want to upload an image or a video. Then continue with choosing a file on your device. If prompted, click **Download** to download the package for virtual background without a green screen.
   - To generate a custom virtual background using AI Companion, click **Generate** next to **Create AI virtual background**, then enter your virtual background idea into the text box and click **Generate**. If you'd like a different result, click **Try again** to generate a new background. You can also select an artistic style for your image from the available options.

6. (Optional) Click the **I have a green screen** toggle if you have a physical green screen set up. Ensure that you are using a solid background color when this option is enabled. You can then click on your video to select the correct color for the green screen.

Click here for Virtual Background files

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