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Zoom Features: Virtual Background for Admins

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How to manage Zoom Virtual Background for Admins

Admins can upload their own virtual backgrounds for all users on their account to use, or can assign certain virtual backgrounds for use by specific user groups. The admin can allow users to add their own virtual backgrounds or restrict them to just what admins have provided.

1. Enable the virtual background feature in [Account Settings](#) or [Group Settings](#).
2. Click **Manage virtual background**.
3. Click **Choose Files** or drag and drop the images you want to upload.
4. Wait for the upload to finish before closing this window. A small banner will appear along the top of the page when the upload is successful.
After the new backgrounds are uploaded, users will need to sign out of the client and then back in to retrieve the backgrounds from the web.

Notes:

- This feature requires the account be a Pro, Business, Education, or Enterprise account.
- Users must be on the desktop client or mobile app version **5.1.1** or higher to utilize this feature.
- The default Zoom virtual backgrounds cannot be removed from the web portal.
- Video virtual backgrounds cannot be uploaded at this time.

Enable Virtual Background for a Group:

To enable the Virtual Background feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with permission to edit user groups.
2. In the navigation menu, click **User Management** then **Groups**.
3. Click the name of the group, then click the **Meeting** tab to access Settings.
4. In the **Meeting** tab, navigate to the **Virtual Background** option and verify that the setting is enabled.

Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the setting is grayed out, it has been locked at the Account level, and needs to be changed at that level.



5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon , and then click **Lock** to confirm the setting.
6. (Optional) Check **Allow use of videos for virtual backgrounds** then **Save** to confirm the change, to grant your users access to video virtual backgrounds.
7. (Optional) Check **Allow users to upload custom backgrounds** then **Save** to confirm the change, to grant your users access to upload their own virtual backgrounds in addition to the backgrounds currently uploaded.
8. (Optional) Click **Manage virtual background** to upload default background images available for users.
Note: Users must have client/app version **5.1.1** or higher to see the background images you upload.
9. (Optional) Check [Require users to always use virtual background](#) then **Save** to confirm the change.
10. (Optional) Check **Reset virtual backgrounds to default for users after each meeting** to reset any virtual background, selected by the admin, for users after any Zoom meeting. When a user changes their pre-approved virtual background for a specific meeting, their background will automatically reset back to the default after the meeting.

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