



Zoom Features: Virtual Background for Admins

Luis Norda - 2026-01-21 - [Zoom](#)

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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