

## How to set up a VIRTUAL BACKGROUND in ZOOM.

You need first to have a Zoom ID of course

1. Log in to your personal Zoom ID
2. Find SETTINGS at the left hand side of the screen
3. Scroll way down through a myriad of settings until you eventually come to VIRTUAL BACKGROUND
4. Set the VIRTUAL BACKGROUND switch ON

## Having set up the VIRTUAL BACKGROUND option, you now need to open a personal meeting

1. Open a meeting
2. Click on the "Meeting information" icon, which is a little green shield at the top left of your screen
3. This opens up a panel showing "{Your Name}'s Personal meeting Room"
4. This is where you have access to a whole pile of settings!
5. Click on the SETTINGS icon at the top right of the panel - it is a little cog wheel!
6. Click on BACKGROUND & FILTERS
7. Either select one of the backgrounds offered, or choose one off your own by adding one from the plus sign. You can even use a video background, although I don't recommend it

## More tips

- Note that you can also change the display name of your meeting in the panel as well
- To set or update your PROFILE, choose the PROFILE option. This will change the panel but also bring you back to the main Zoom screen.
- Close the panel and edit your profile in the main screen.
- It is a good idea to add a thumbnail photo of some sort.
- This is also where you can change your displayed name - best is to have FORENAME and SURNAME, rather than to have a nickname, or the name of your computer! It gets very confusing in a meeting otherwise.