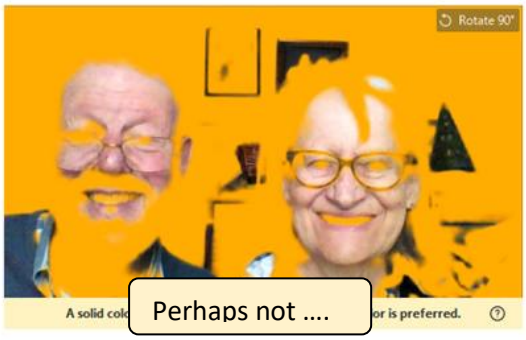
Instructions for setting a virtual background on Zoom

These instructions are for those using a laptop or PC running Windows 10, but the basic principles apply for those on iPads, iPhones, MACs (I think!).

There are two different processes to undertake. Firstly to ensure you have a file (typically in picture – JPG – format) ready to use. And secondly to set the virtual background on Zoom.

Notes:

- **Virtual backgrounds work best with an uncluttered/plain background.**
- **Some devices may not have the processing power to run virtual backgrounds. Here's an example of what may happen. If so, abandon ship and back to your real background.**

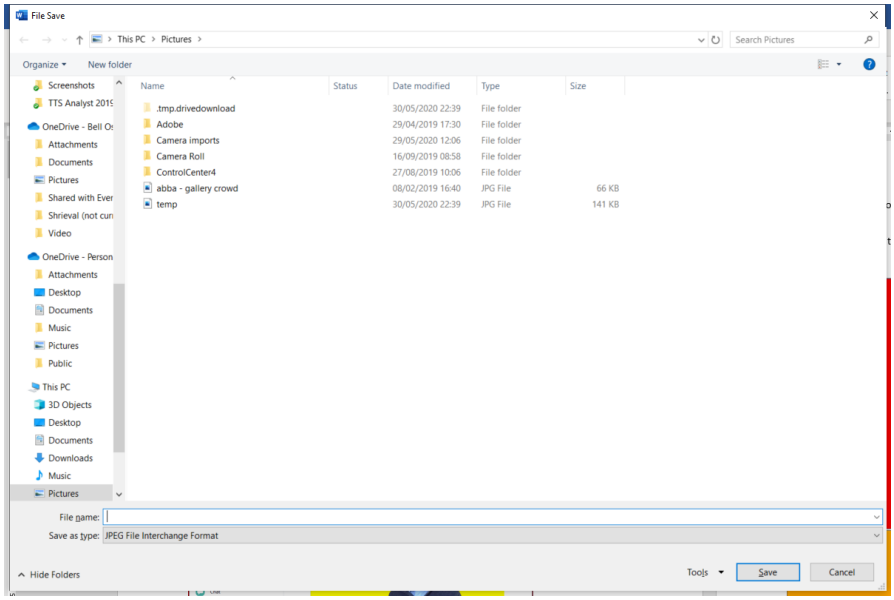


Process 1 – Ensuring you have a suitable picture

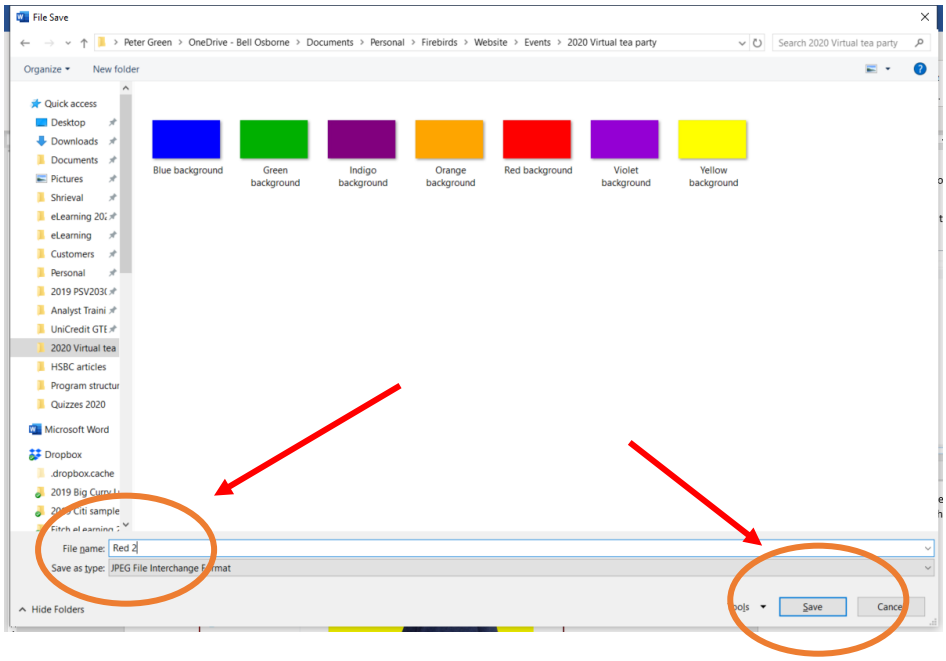
You can use any picture as a background. For the Firebirds Tea Party, we are suggesting 'rainbow colours'. Below are series of colour blocks that you can 'copy and save' to your computer to use as rainbow colour backgrounds.

If you already have a suitable picture, go straight to Process 2

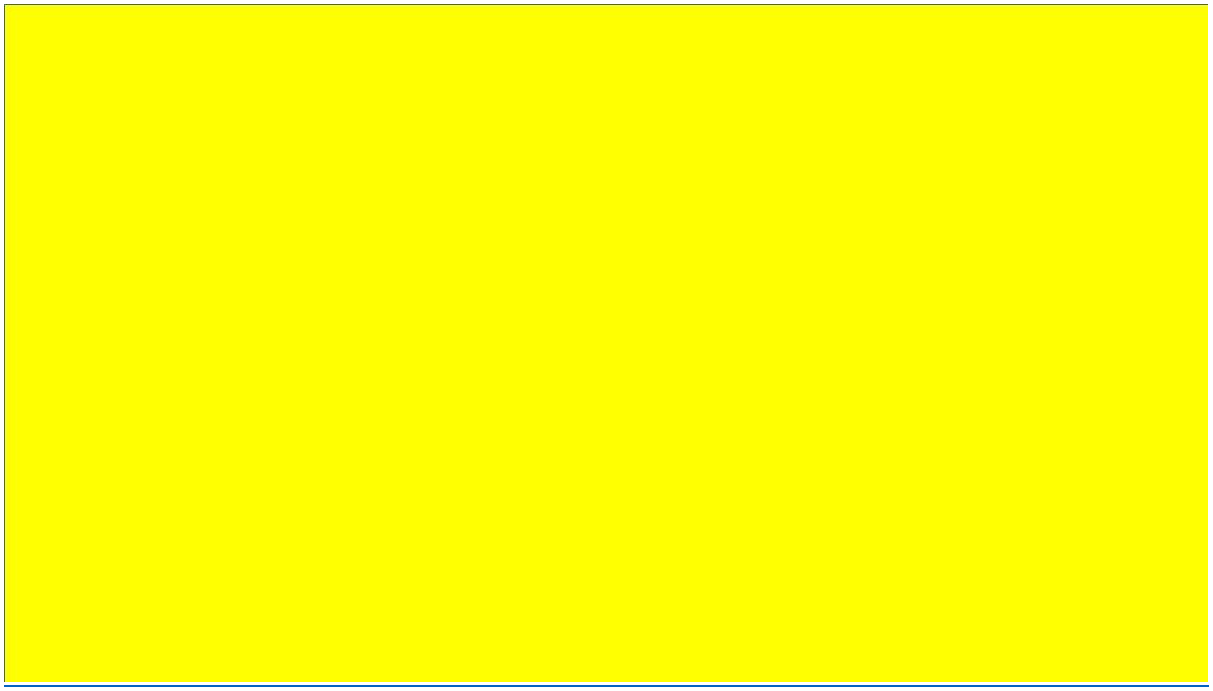
Step A – Right Click on the colour of your choice, choose "Save as Picture…." And the following box will pop up



Step B – Go to the folder where you want to save the picture. this can be any location but do remember where you have saved it!

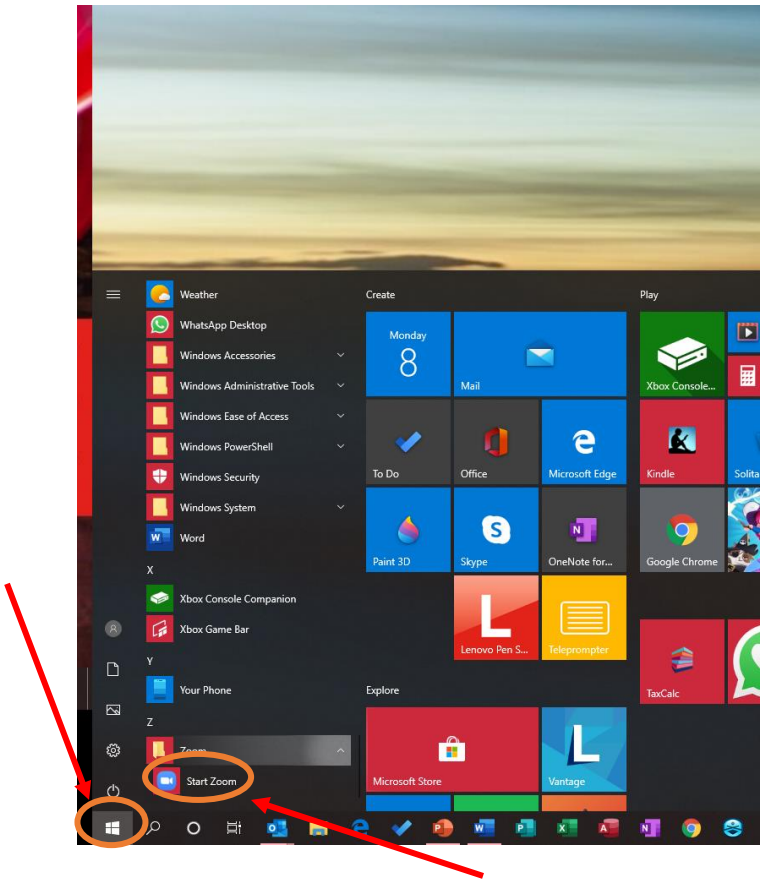


Step C – Type in an appropriate filename (I have called mine “Red 2”) and then click “Save”. You are now ready to set up your Zoom Virtual Background as described in Process 2.

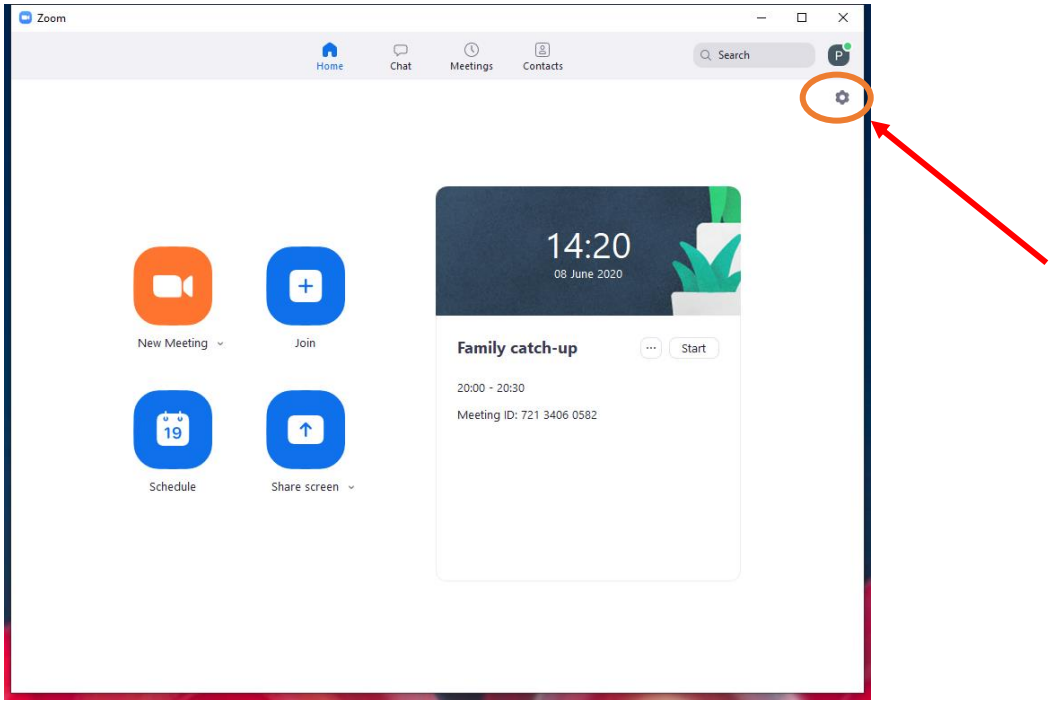


Process 2 – Setting the Virtual Background in Zoom

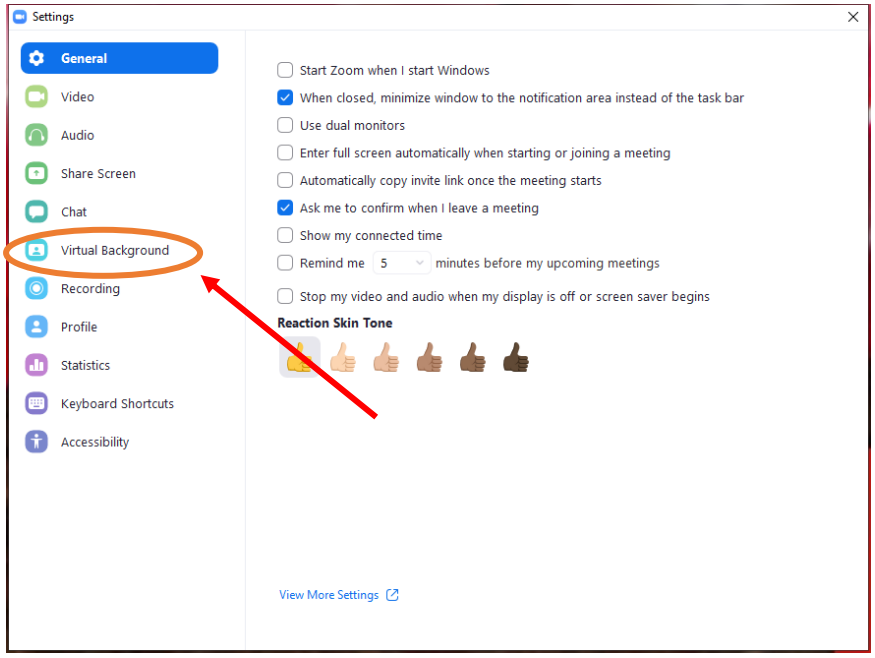
Step 1 – Open Zoom – if you typically only click on a link to join a meeting, you may not have done this step before. Click on the Windows Icon, very bottom left of the screen (the four white boxes) and scroll down the list of programs until you see Zoom. Click to open



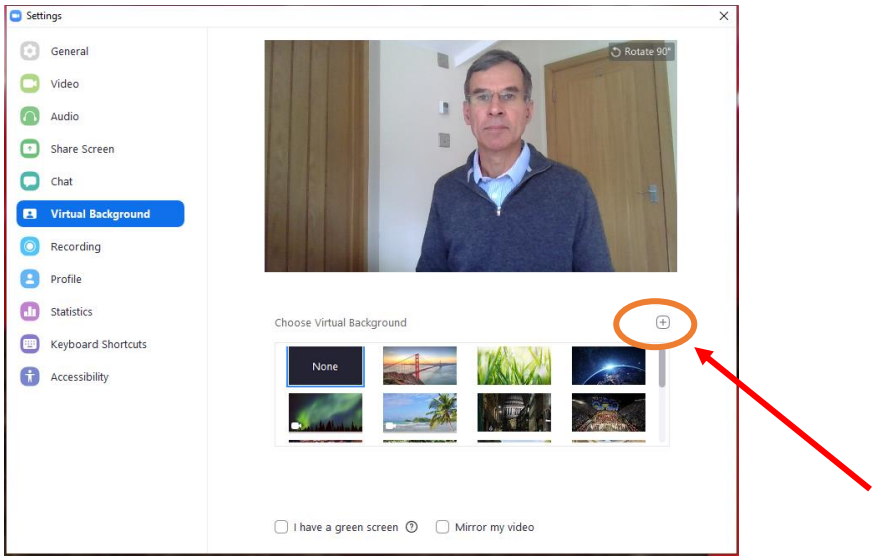
Step 2 - Go to the Home Screen (as below). Click on the 'Settings' icon (a little cog, circled in the screenshot below)



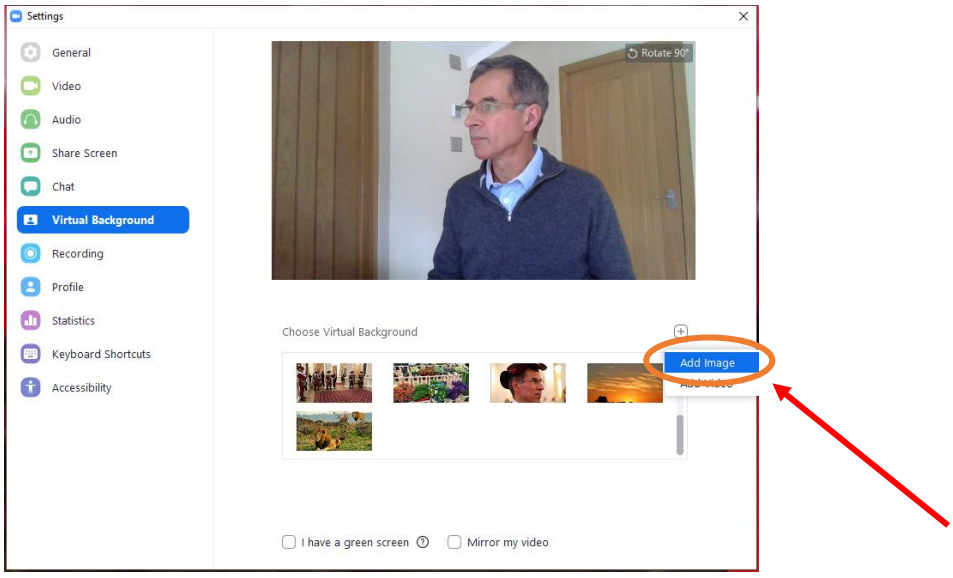
Step 3 – In Setting, select Virtual Background



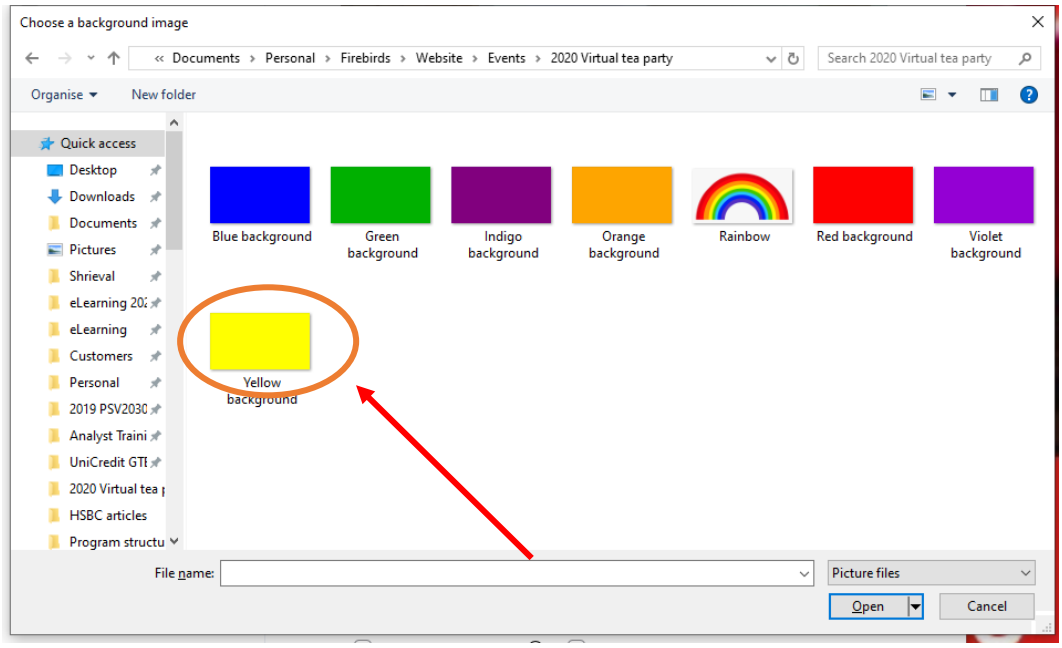
Step 4 – Click on the little ‘plus sign’ to add a Virtual Background



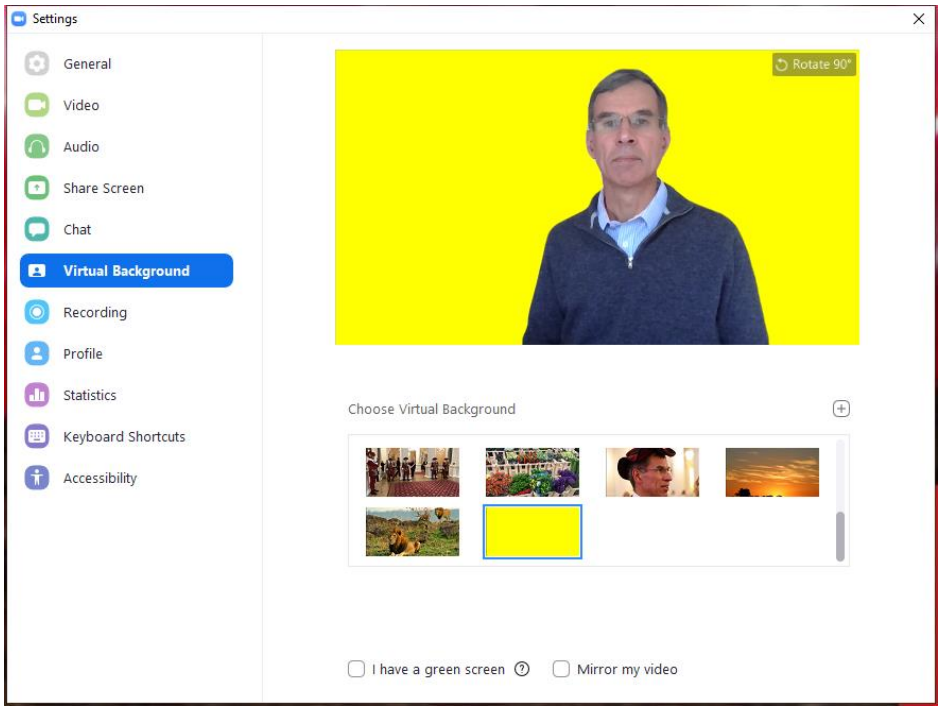
Step 5 – Click on ‘Add Image’



Step 6 – You now must navigate to a folder that contains the image you want to use as background. At the end of this document are some (very exciting) pictures that are the seven rainbow colours, so you can simply 'right-click' on one of these, save to a place on your computer and then use the saved file as your background. Fuller instructions on this in the Appendix



Step 7 – Sit back and admire yourself in glorious prime colour



Step 8 - Importantly, you will want to get back to a different or no background. Simply repeat and select a different picture, or select 'No background'