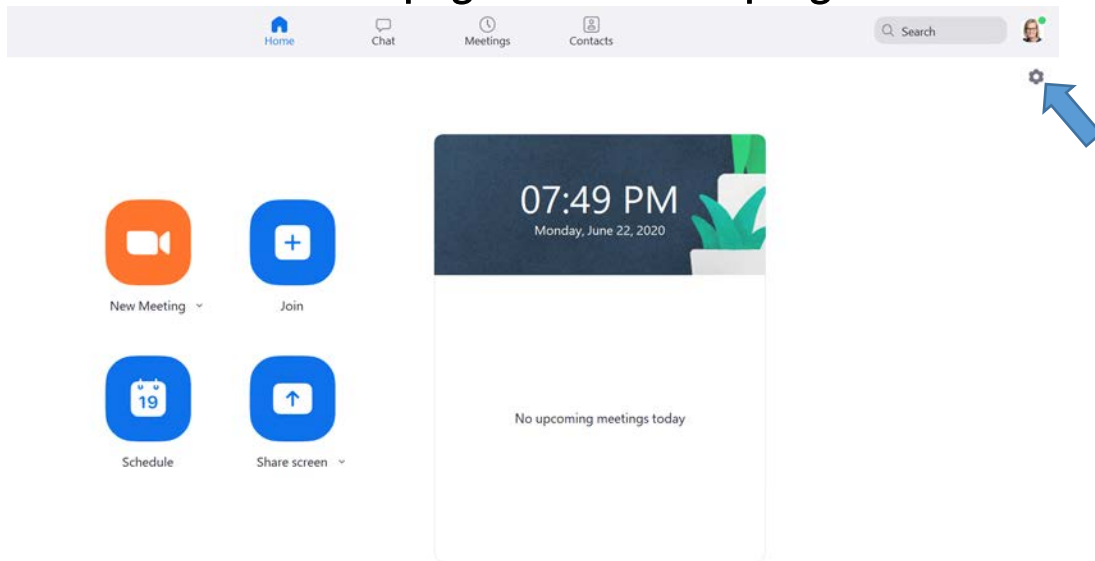


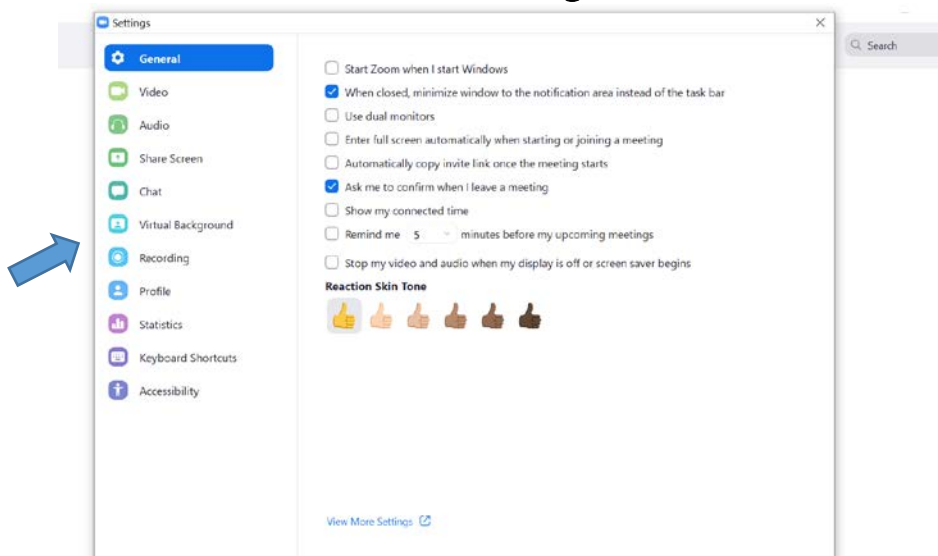
# How to Add a Zoom Background

1. Go to the home page of the Zoom program.

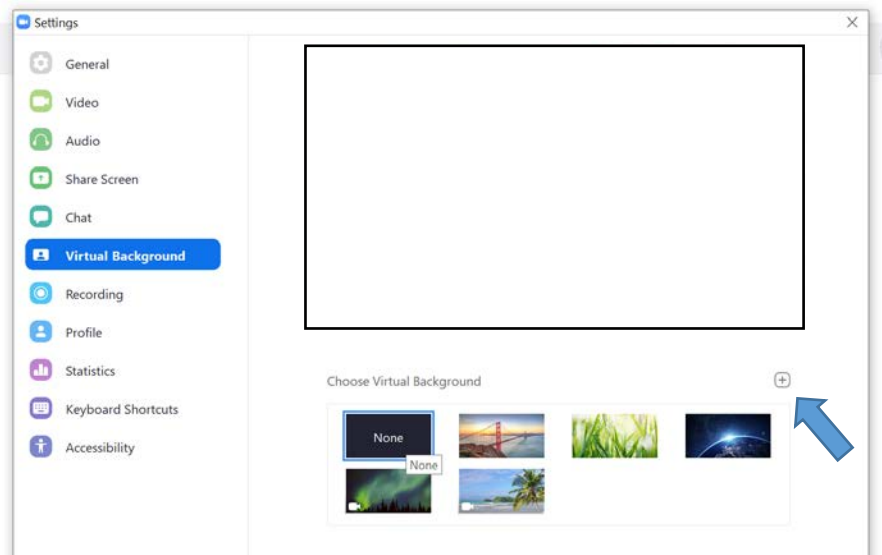


2. Click on the settings symbol  located in the upper right corner.

3. Click on “Virtual Background”



#### 4. Click on the + sign



#### 5. Click on “Add Image”

6. Upload provided .jpgs one at a time by clicking on the \*.jpg and then clicking open. Do this for all provided images.

7. Then click on the image you would like to use

8. Click the “X” at the top right to leave Settings.

9. Ensure “Mirror My Video” is not checked

### **Link to Zoom Approved Graphics and instructions on Rhodes Intranet:**

<https://intranet.rhodesstate.edu/Resources/default.aspx?RootFolder=%2FResources%2FShared%20Documents%2FZoom%20Backgrounds&FolderCTID=0x01200082D9FB485853874F89A8D8B0EB3FBD93&View={6A02A164-1319-4B70-A2F9-A7A9A28E2E12}>

<https://intranet.rhodesstate.edu/Resources/Shared%20Documents/Zoom%20Backgrounds/a%20-%20zoom%20instructions.pdf>