

Zoom Meetings

Virtual Background

Overview

- The **virtual background** feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.
- You can also **upload your own images** or videos as a virtual background. There are no size restrictions when adding your own virtual backgrounds, but we recommend cropping the image to match the aspect ratio of your camera before uploading it.
- **Example:** If your camera is set to 16:9, an image of 1280 pixels by 720 pixels or 1920 pixels by 1080 pixels would work well.



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Recommendations

- To achieve the best virtual background effect, Zoom recommends using a solid color background, preferably green. Recommended green screens from [Webaround](#) or [Amazon](#).
- Higher quality cameras result in a better virtual background. See [camera recommendations](#) for details.
- Use uniform lighting and color.
- Do not wear clothing that is the same color as the virtual background.
- A background image with an aspect ratio of 16:9 and minimum resolution of 1280 by 720 pixels. Sources for royalty-free images: [Pexels](#), [Unsplash](#), [Pixabay](#).
- A video (MP4 or MOV file) with a minimum resolution of 480 by 360 pixels (360p) and a maximum resolution of 1920 by 1080 pixels (1080p).



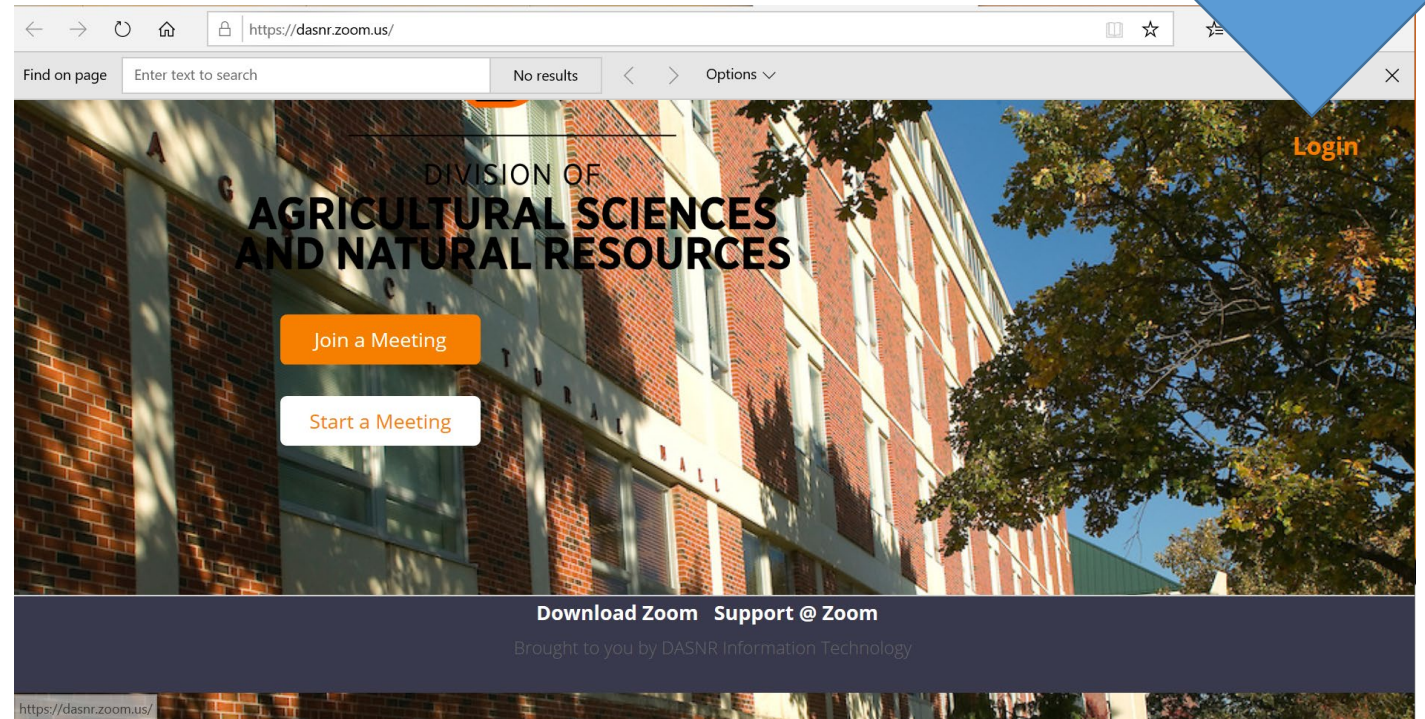
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Enabling Virtual Background in web portal

To enable the Virtual Background feature for your own use:

- Open a **web browser** such as Chrome or Internet Explorer
- **Login** to the DASNR Zoom web portal at:
<https://dasnr.zoom.us/>

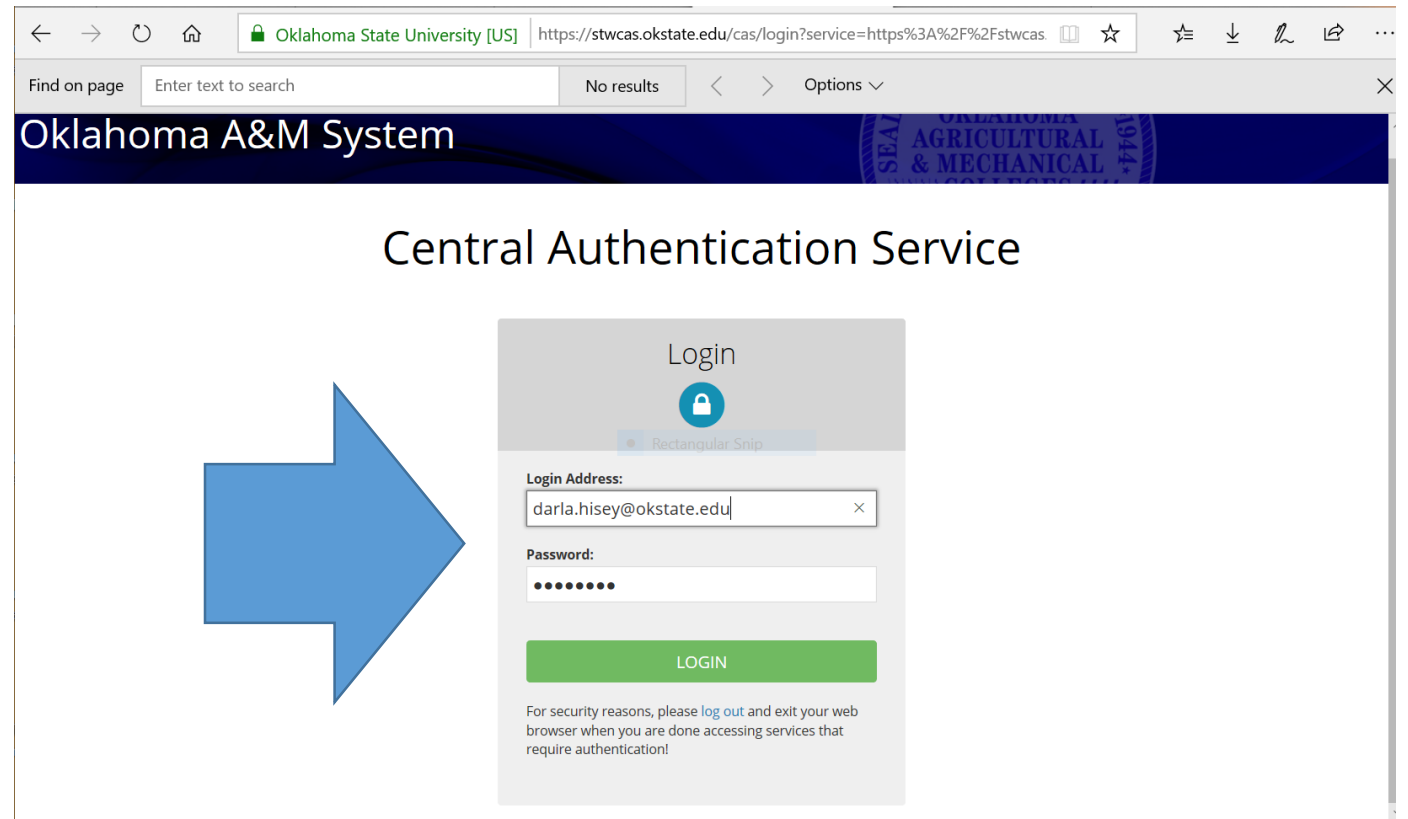


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Enabling Virtual Background in web portal

- Enter your OSU login address and your password



The screenshot shows a web browser window with the URL <https://stwcas.okstate.edu/cas/login?service=https%3A%2F%2Fstwcas>. The page header reads "Oklahoma A&M System" and "Central Authentication Service". The main content is a "Login" form with a lock icon and a "Rectangular Snip" label. The form contains the following fields and elements:

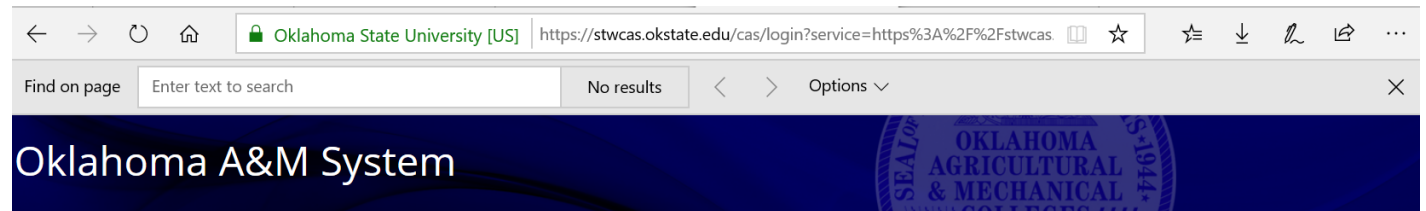
- Login Address:** A text input field containing "darla.hisey@okstate.edu" with a clear button (X).
- Password:** A password input field with masked characters (dots).
- LOGIN:** A green button.
- Footer:** A security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Zoom Meetings

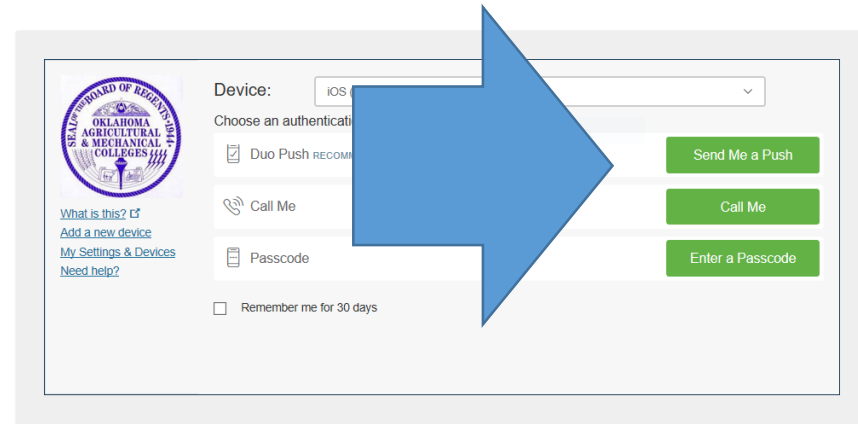
Virtual Background

Enabling Virtual Background in web portal

- Choose an **Authentication Method**
 - Send Me a Push (recommended)
 - Call Me
 - Enter a Passcode



Central Authentication Service



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Enabling Virtual Background in web portal

- After you choose an authentication method, a message will appear at the bottom of the box: **“Success! Logging you in...”**

https://stwcas.okstate.edu/cas/login?service=https%3A%2F%2Fstwcas.okstate.edu%2Fcas%2Fidp%2Fprof

Oklahoma A&M System

Central Authentication Service

Device: IOS (XXX-XXX-1969)

Choose an authentication method

Duo Push RECOMMENDED Rectangular Snip

Call Me

Passcode

Remember me for 30 days

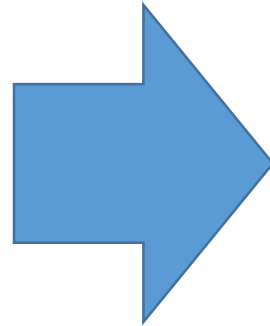
Success! Logging you in...

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- Click **Settings** in the ZOOM web portal



Support @ Zoom

JOIN A MEETING HOST A MEETING

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates

Schedule a New Meeting

Start Time Topic Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

Rectangular Snip

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download

Chrome Extension Download

Firefox Add-on Download

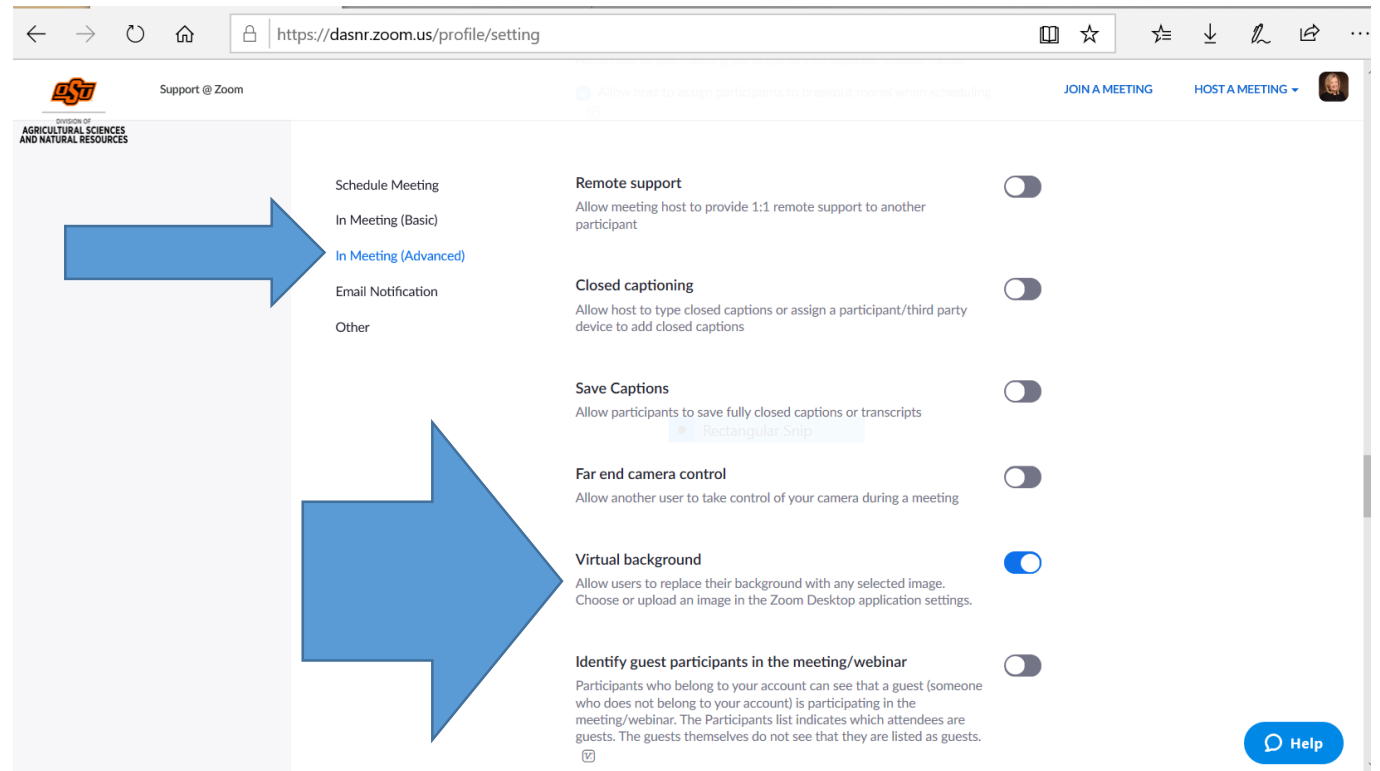
Help

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Enabling Virtual Background in web portal

- Navigate to the **In Meeting Advanced** section on the **Meeting** tab
- Verify that the **Virtual Background** setting is enabled.



The screenshot shows the Zoom web portal settings page for a user named 'Support @ Zoom'. The page is titled 'Support @ Zoom' and has a URL of 'https://dasnr.zoom.us/profile/setting'. The page is divided into two main sections: a left sidebar and a main content area. The sidebar contains a list of navigation options: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. A blue arrow points from the 'In Meeting (Advanced)' option to the main content area. The main content area contains several settings, each with a toggle switch. The 'Virtual background' setting is highlighted with a blue arrow and is currently turned on (indicated by a blue toggle switch). The 'Virtual background' setting is described as: 'Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.' Other settings include 'Remote support', 'Closed captioning', 'Save Captions', and 'Identify guest participants in the meeting/webinar'. A 'Help' button is located in the bottom right corner of the page.

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Enabling Virtual Background in web portal

- Scroll back to the **top** of the page
- On the **right** side, click on your profile picture
- Choose **Sign Out**

The screenshot shows the Zoom web portal settings page for a user named Darla Hisey. The page is titled "Support @ Zoom" and shows the "Meeting" settings tab. A large blue arrow points to the "Sign Out" button in the user profile dropdown menu. The settings page includes sections for "Meeting", "Recording", and "Telephone". The "Meeting" section has options for "Schedule Meeting", "In Meeting (Basic)", "In Meeting (Advanced)", "Email Notification", and "Other". The "Recording" section has a "Schedule Meeting" option. The "Telephone" section has a "Host video" option. The "Participants video" section has a toggle switch and a "Rectangular Snip" button. The "Audio Type" section has radio buttons for "Telephone and Computer Audio", "Telephone", and "Computer Audio". The "Join before host" section has a toggle switch. A "Help" button is visible in the bottom right corner.

zoom

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Zoom Desktop Client

- While meetings can be started and scheduled from the Zoom web portal, you can also schedule/start meetings directly from the ***Zoom application***.
- It is also important to access the ***Zoom application*** to set certain in-app settings, including ***Virtual Background***, Audio/Video settings, as well as other options.

Note: The ***Zoom Desktop Client*** and Mobile App have different features than the Zoom web portal. The Zoom web portal is primarily used for changing your meeting settings and Zoom Phone settings. You can also use the web portal to customize your profile.



Zoom Meetings

Virtual Background

Downloading the Zoom Desktop Client

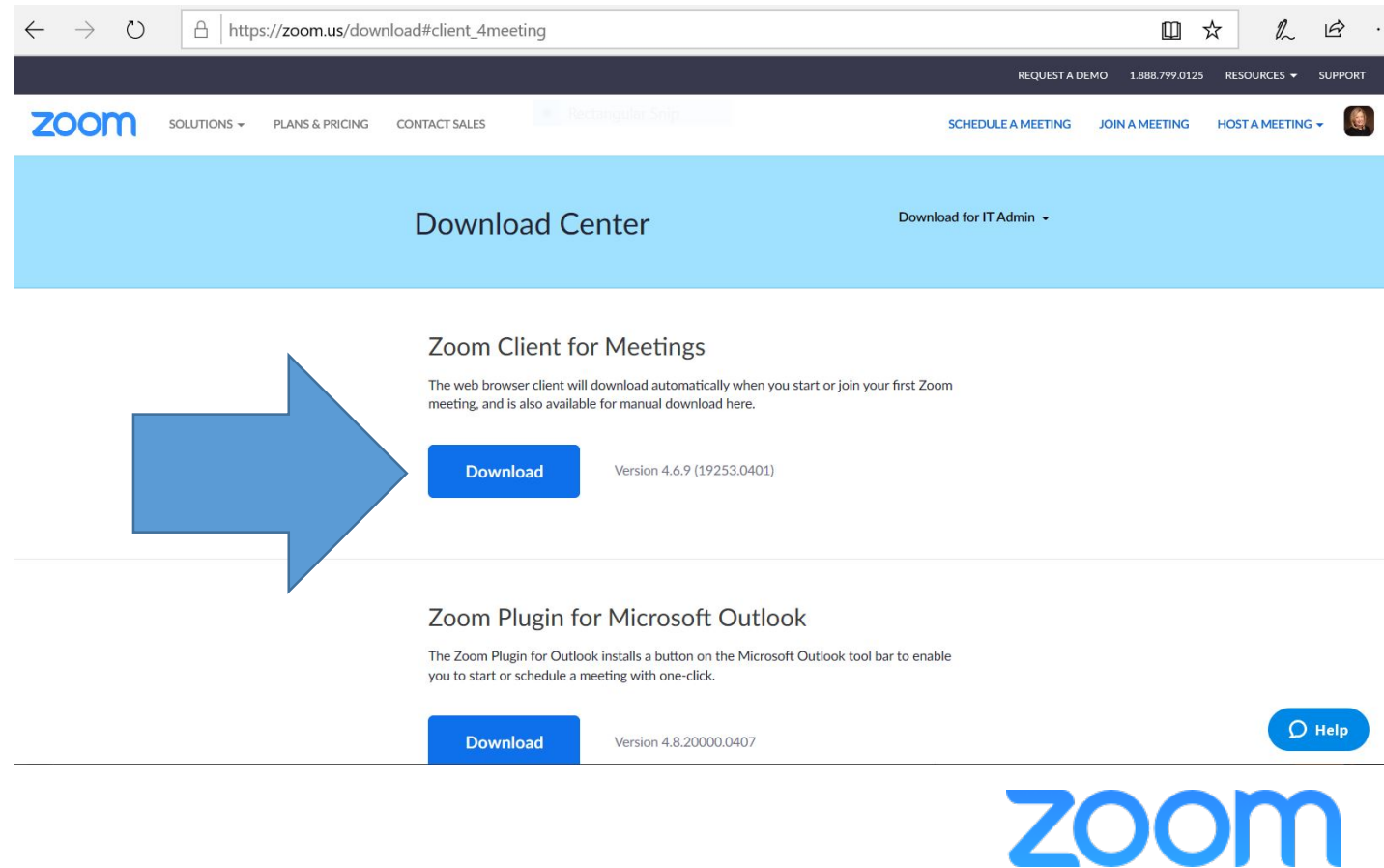
- To ***add an image in virtual background***, your computer must have the ZOOM Desktop Client.
- To ***download the Desktop Client***, use the following link:
- https://zoom.us/download#client_4meeting

Zoom Meetings

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Downloading the Zoom Desktop Client

- After you click on the link, you will be directed to the ZOOM Download Center.
- Choose the **Download** option for the ZOOM Client for Meetings



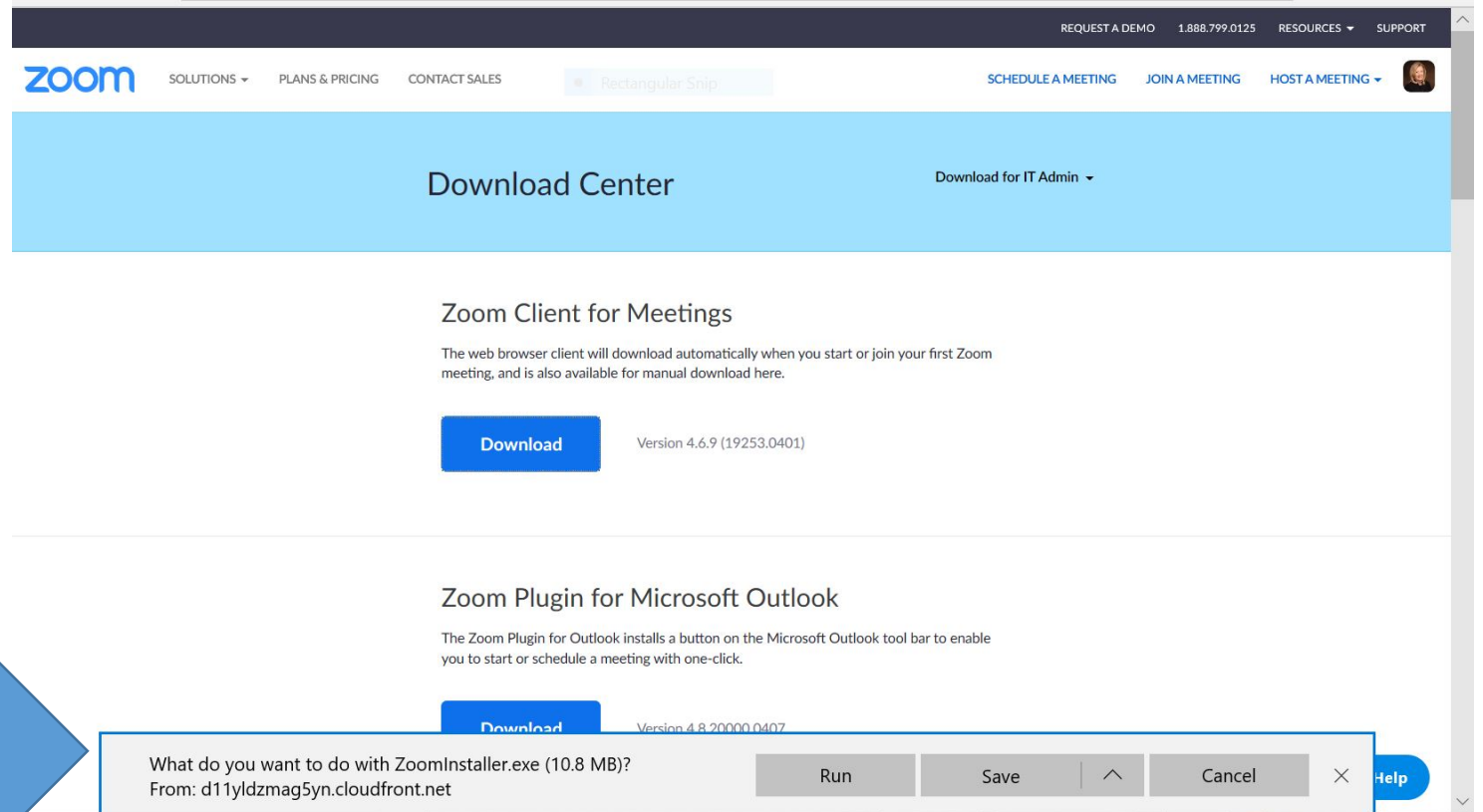
The screenshot shows a web browser window with the URL https://zoom.us/download#client_4meeting. The page is titled "Download Center" and features a navigation bar with links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". A large blue arrow points to the "Download" button for the "Zoom Client for Meetings" section. The "Zoom Client for Meetings" section includes a "Download" button and the version number "Version 4.6.9 (19253.0401)". The "Zoom Plugin for Microsoft Outlook" section includes a "Download" button and the version number "Version 4.8.20000.0407". A "Help" button is visible in the bottom right corner.

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Downloading the Zoom Desktop Client

- Choose **RUN** at the bottom of the page to install the software



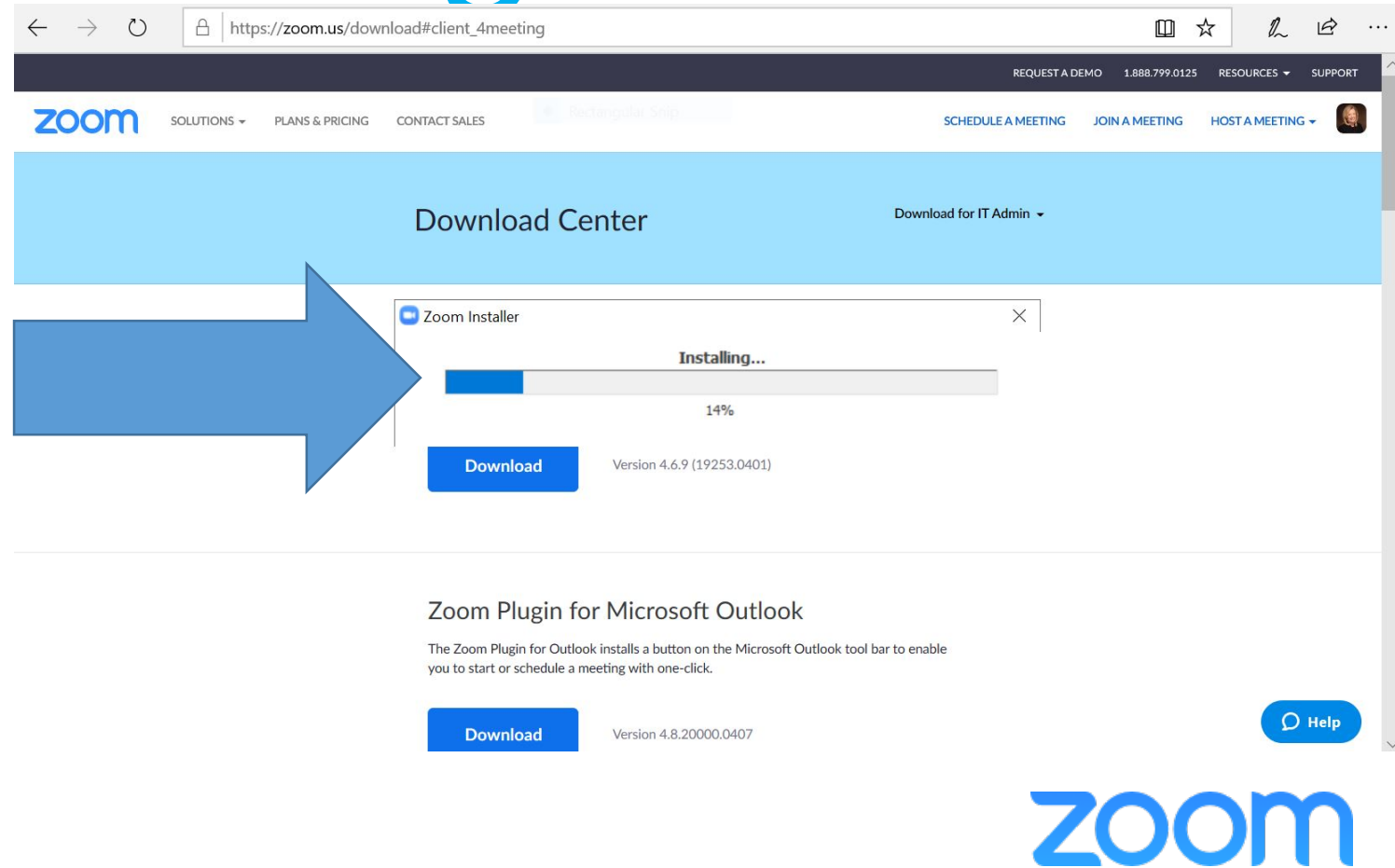
The screenshot shows the Zoom website's Download Center. The page title is "Download Center" with a link for "Download for IT Admin". Under the heading "Zoom Client for Meetings", there is a "Download" button and the text "Version 4.6.9 (19253.0401)". Below this, under "Zoom Plugin for Microsoft Outlook", there is another "Download" button and the text "Version 4.8.20000.0407". At the bottom, a Windows file explorer dialog box is open, asking "What do you want to do with ZoomInstaller.exe (10.8 MB)? From: d11yldzmag5yn.cloudfront.net". The "Run" button is highlighted, and a large blue arrow points to it from the left.

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Downloading the Zoom Desktop Client

- The **ZOOM** Installer will download the software on your computer



The screenshot shows the Zoom website's Download Center. A large blue arrow points from the text on the left to the Zoom Installer window. The installer window is titled "Zoom Installer" and shows a progress bar at 14% with the text "Installing...". Below the progress bar is a "Download" button and the version number "Version 4.6.9 (19253.0401)".

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download Version 4.8.20000.0407

Help

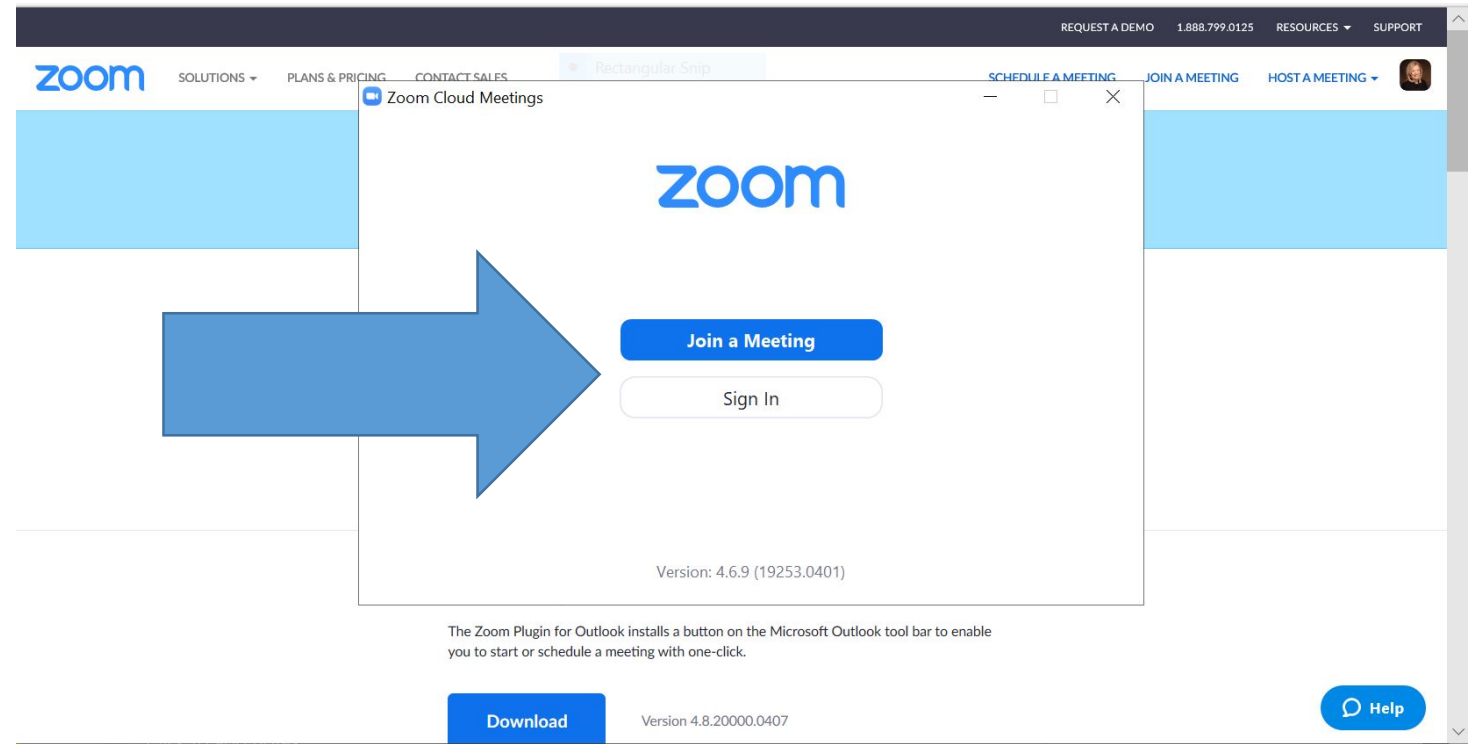
zoom

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Using the Zoom Desktop Client

- When the installation is complete, the ZOOM **Sign In** screen will pop up.

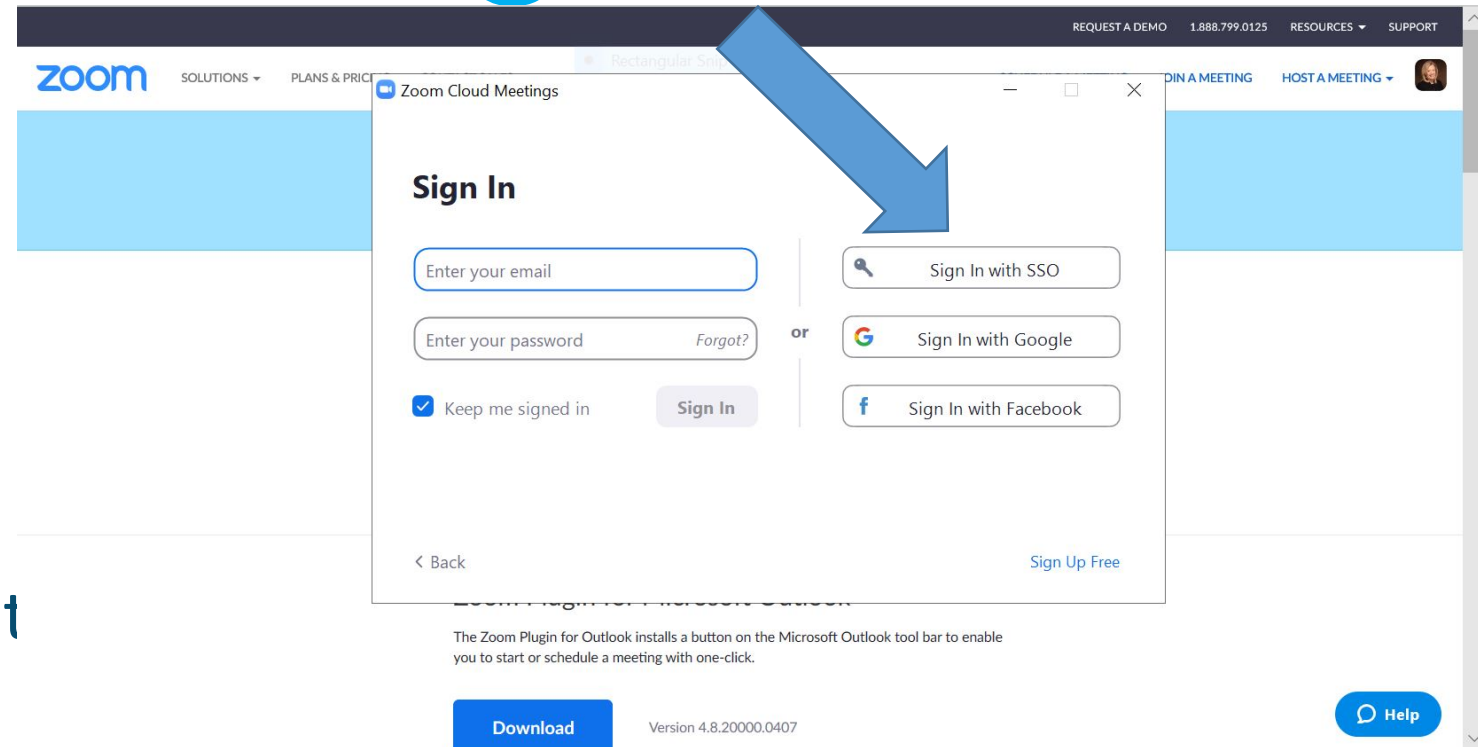


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Using the Zoom Desktop Client

- Sign in with **email address** and Zoom-specific **password**
- Sign In with **SSO** (Single Sign-on) with DASNR Account
- Sign in with Google
- Sign in with Facebook



Zoom Meetings

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Using the Zoom Desktop Client

- Enter **dasnr.zoom.us** in the company domain box if it is not already listed
- Click on **Continue**

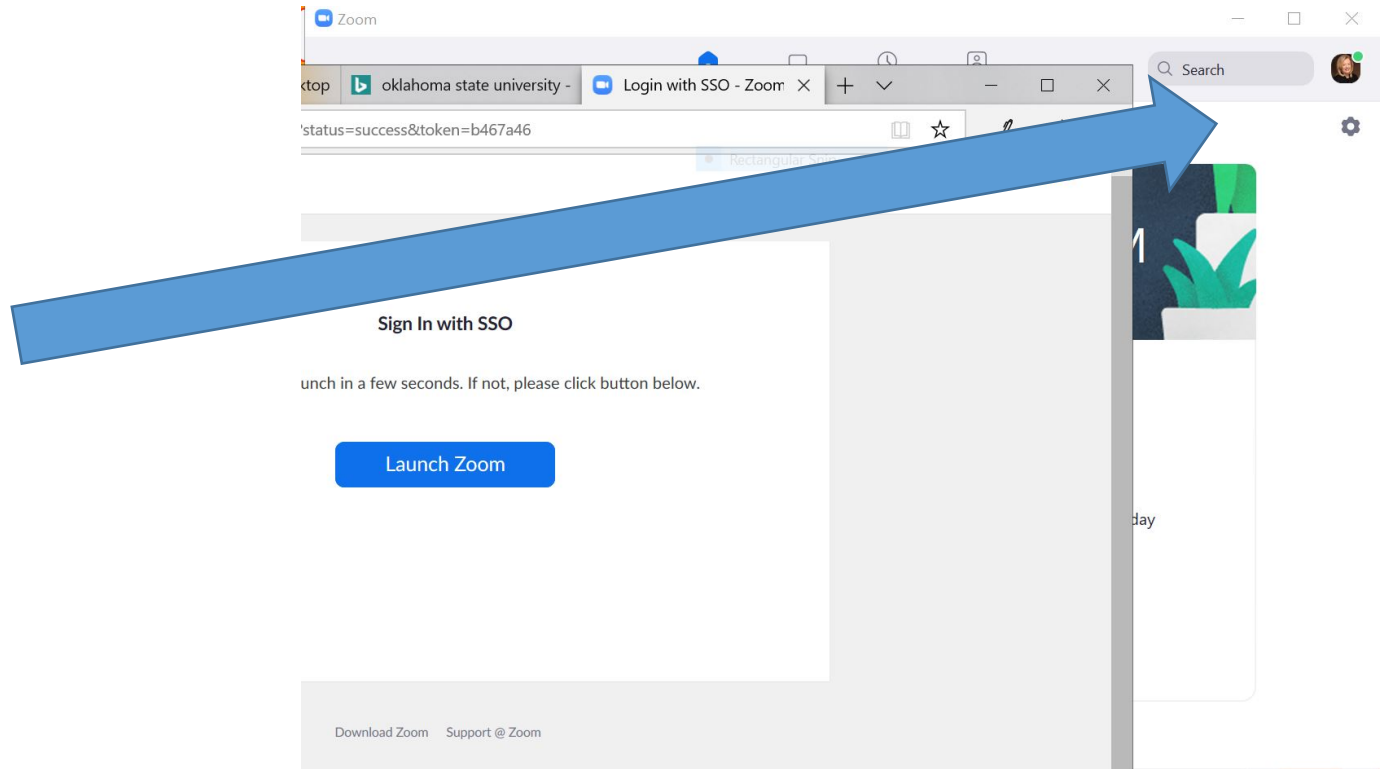


Zoom Meetings

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Using the Zoom Desktop Client

- The **ZOOM Desktop Client** will open behind the web browser
- Minimize or move the web browser to access the **Desktop Client**

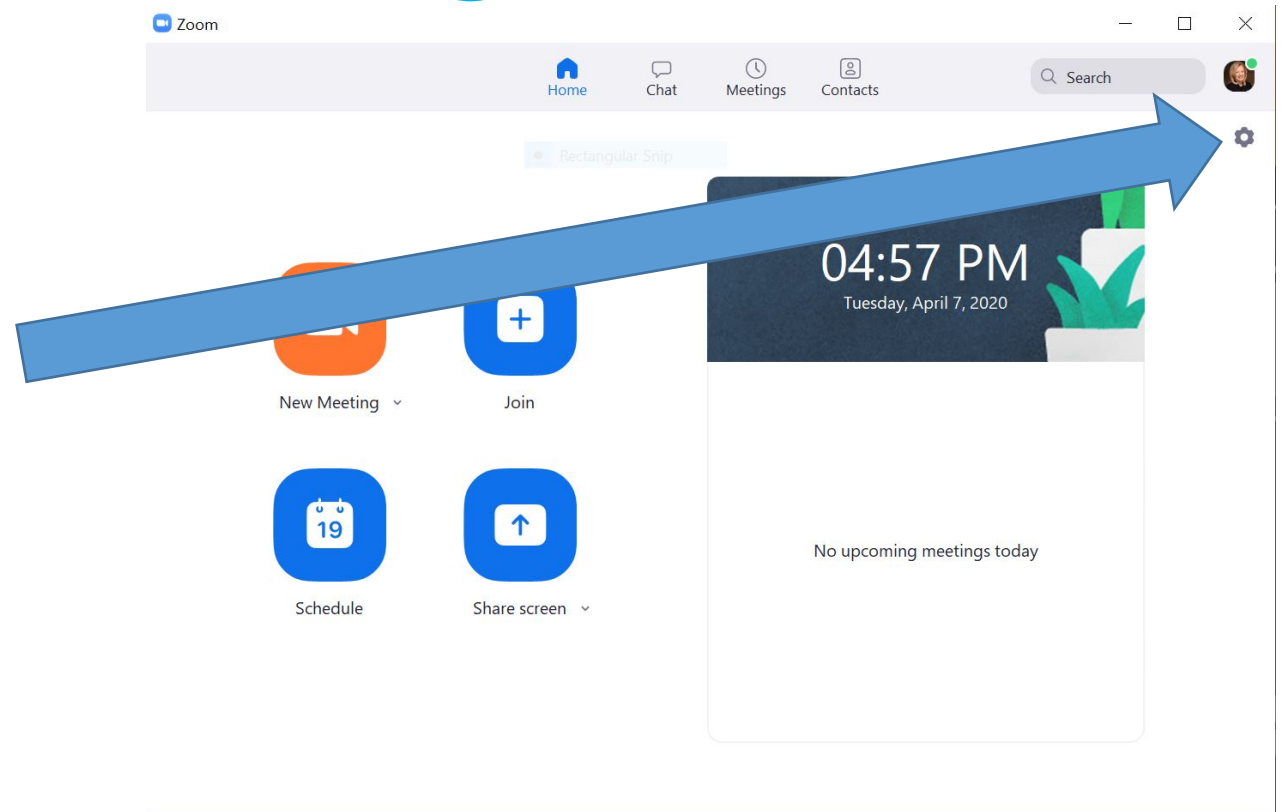


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Using the Zoom Desktop Client

- Click on the gray wheel in the right corner to access **Settings** and set up Virtual Background
- **OR**
- Click on Profile Picture to access **Settings**

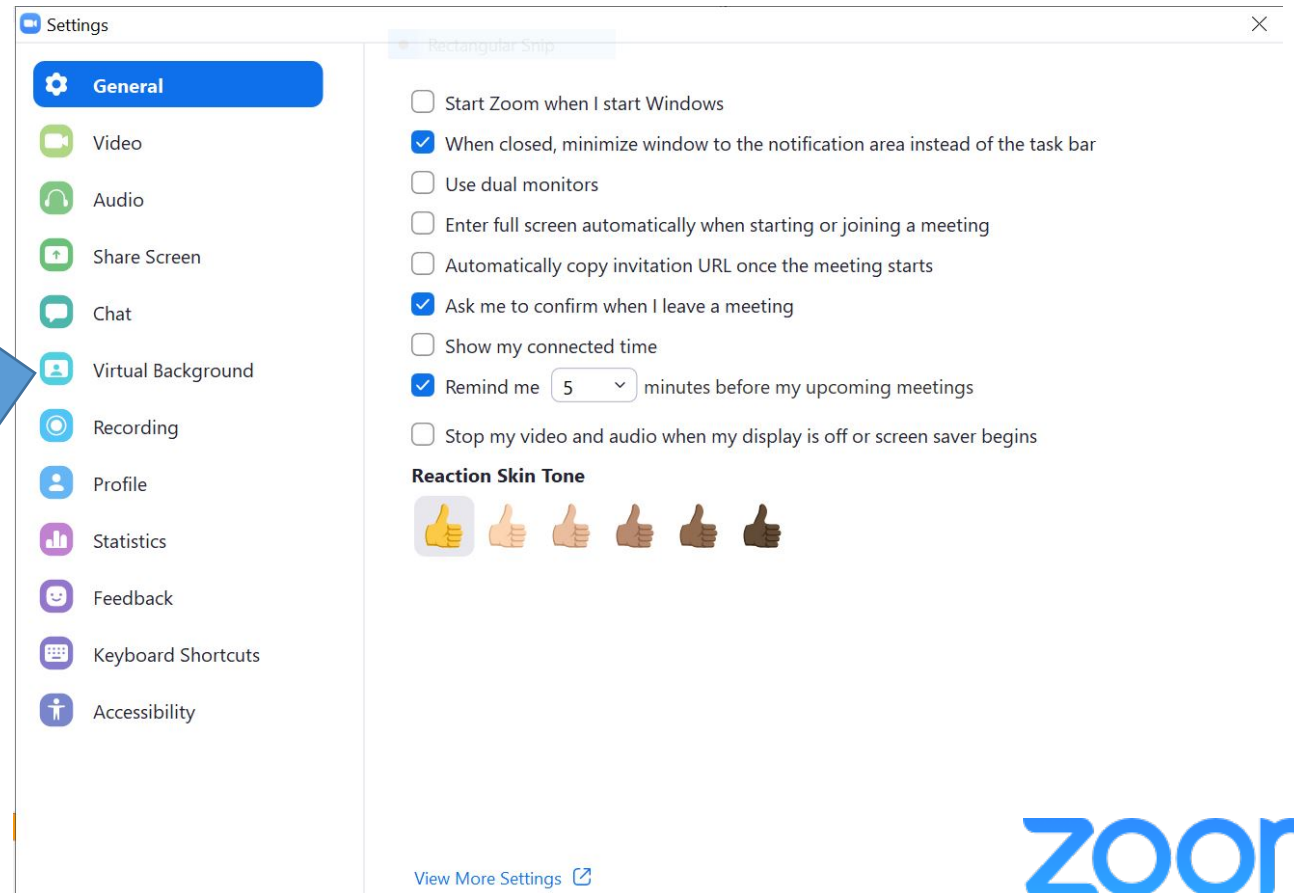


Zoom Meetings

Virtual Background

Using the Zoom Desktop Client

- Choose **Virtual Background** in the next screen

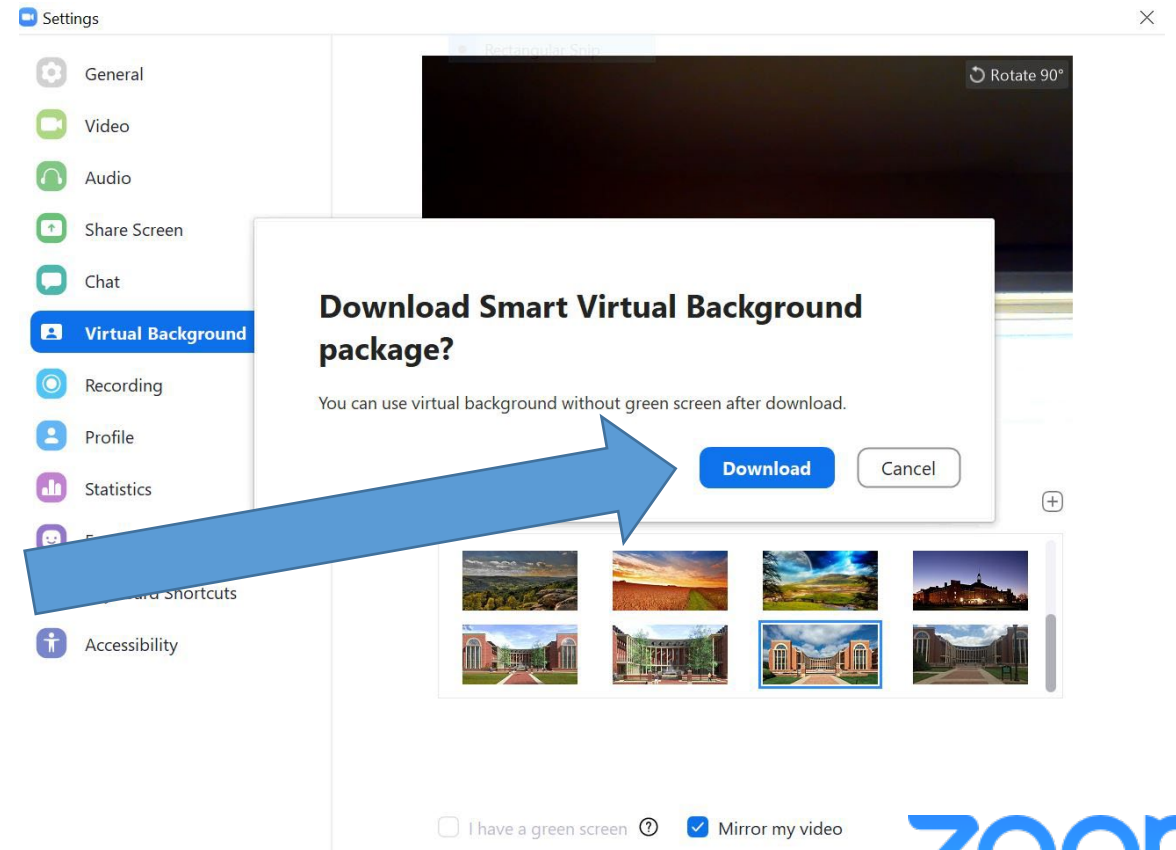


Zoom Meetings

Virtual Background

Using the Zoom Desktop Client

- If prompted, click **Download** to download the package for virtual background without a green screen.

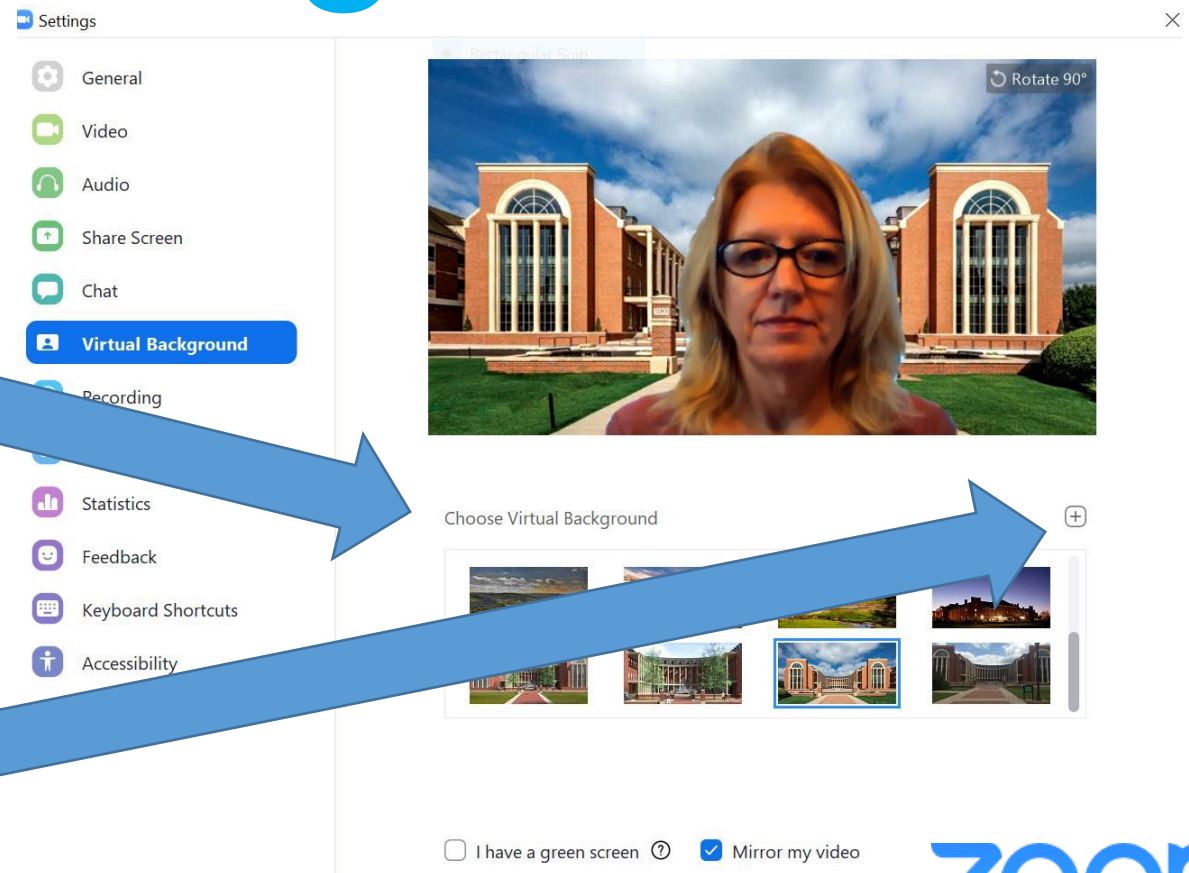


Zoom Meetings

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Using the Zoom Desktop Client

- Choose an image in **Choose Virtual Background**
- **OR**
- Add your own image by **clicking +** and choosing if you want to upload an image or a video.

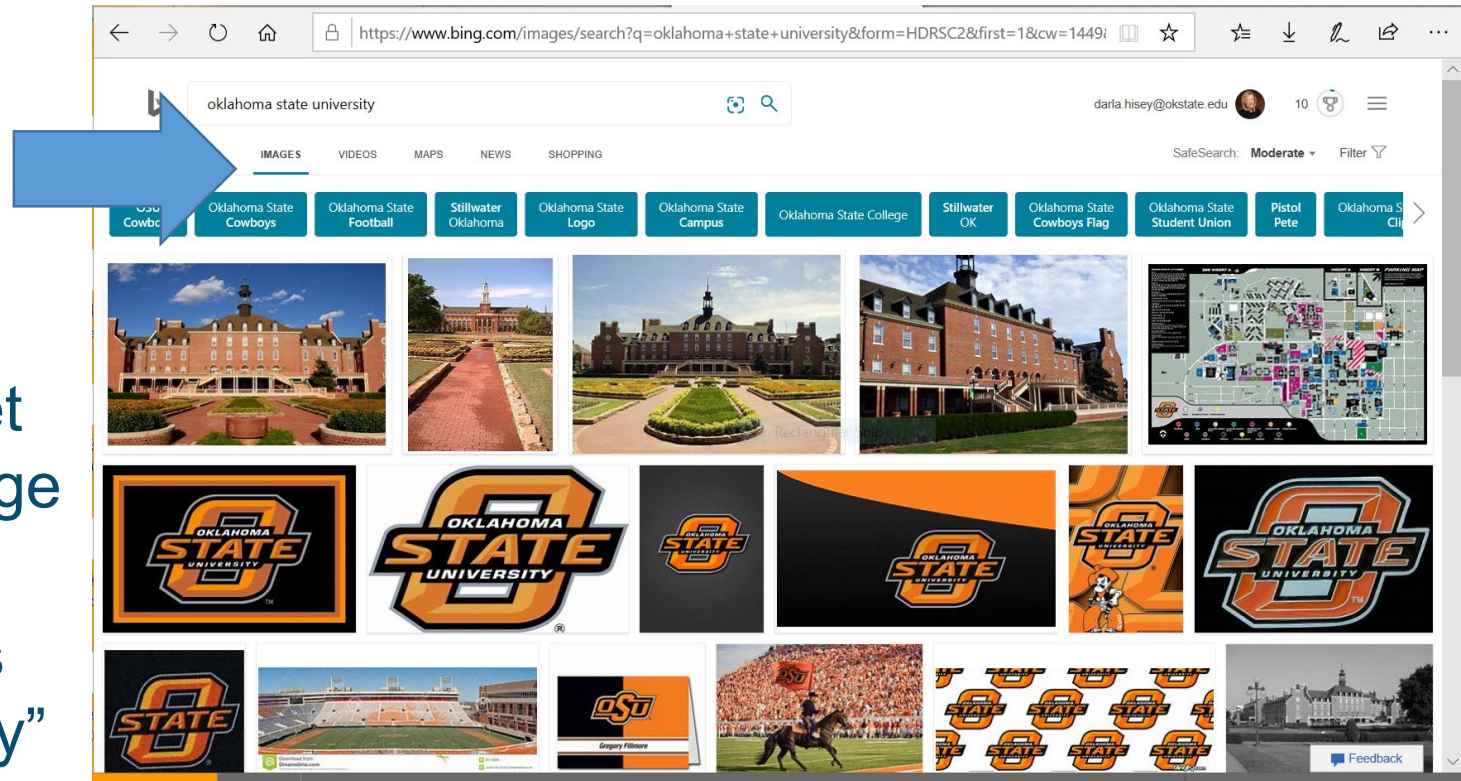


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Choosing an Image for Virtual Background using a Web Browser

- Go to a **web browser** such as Chrome or Internet Explorer to choose an image
- In the search box, type a search description such as “Oklahoma State University”
- Under the search box, choose **Images**

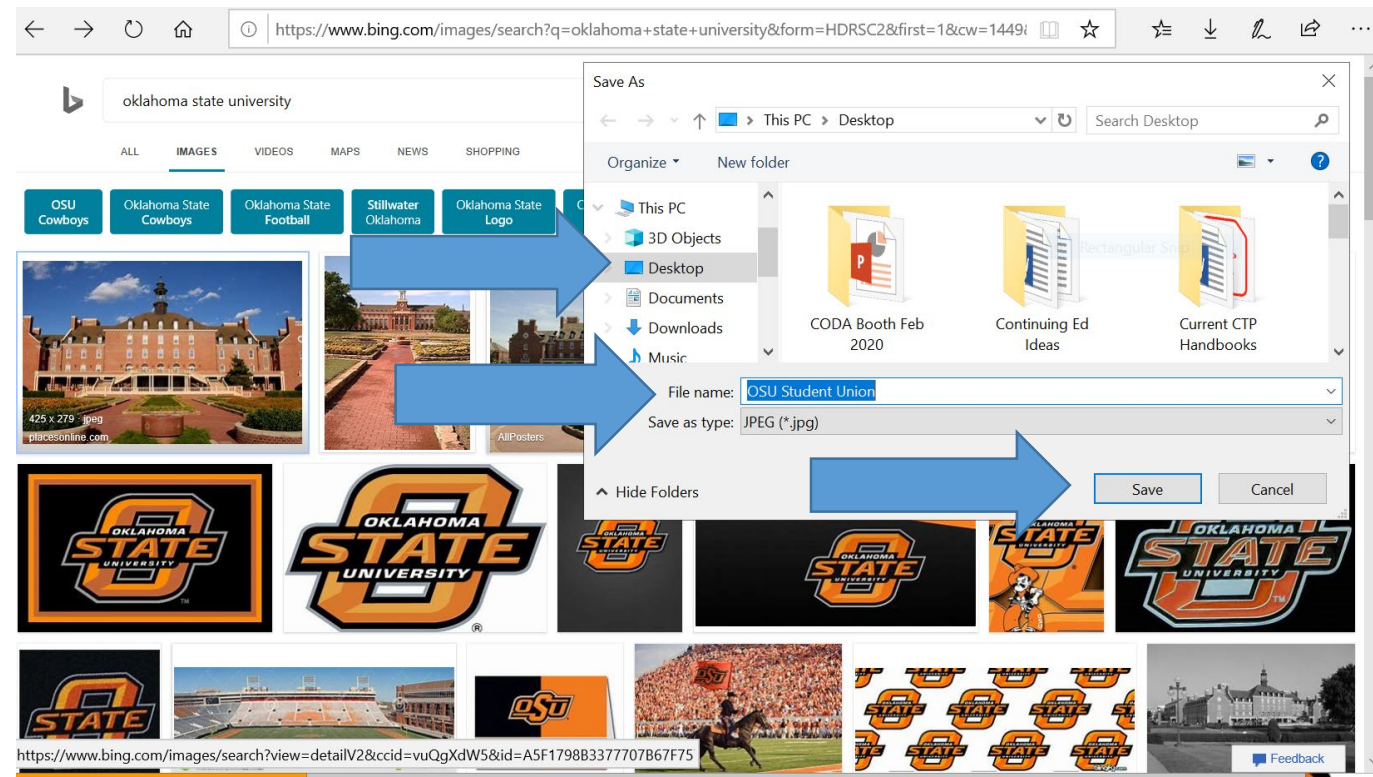


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Choosing an Image for Virtual Background using a Web Browser

- Right click on the image and then choose **Save Picture as**
- Choose a **file name** for your image
- **Save** to your desktop or pictures or another location

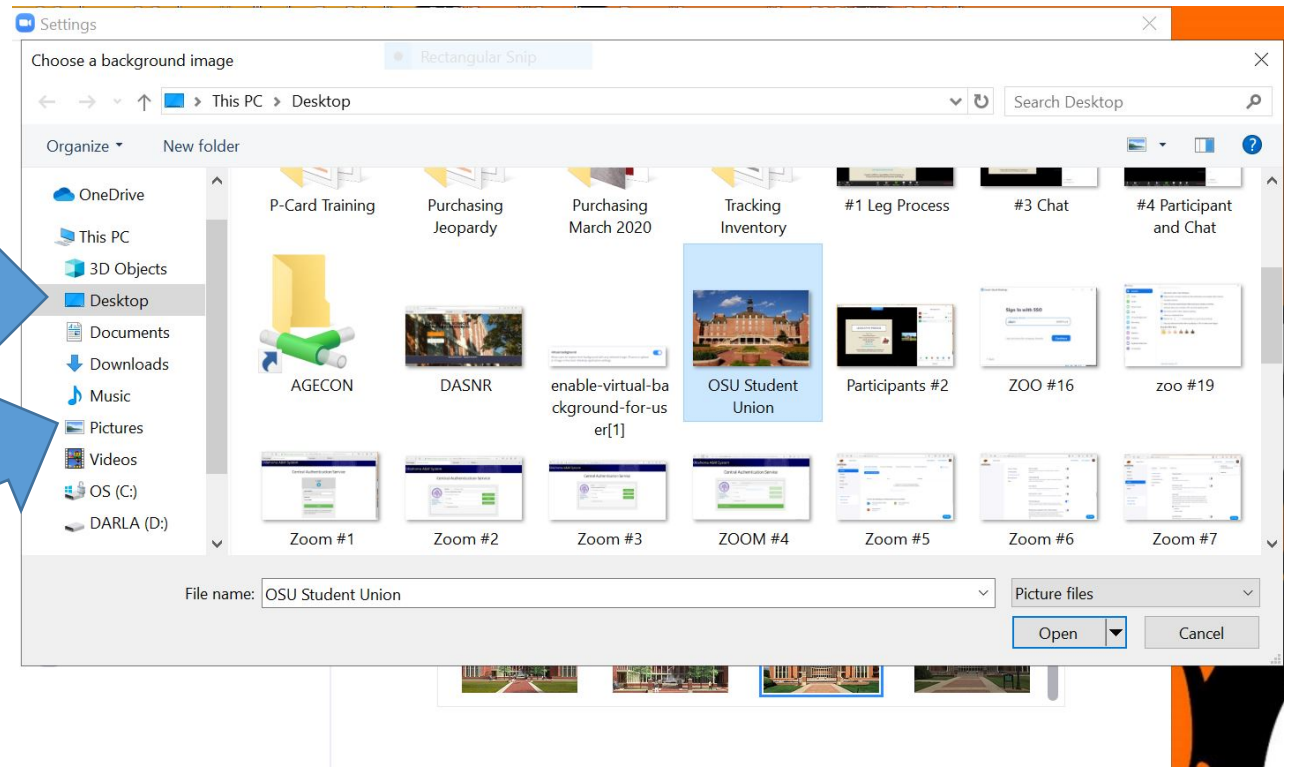
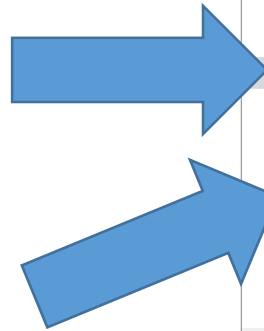


Zoom Meetings

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Using the Zoom Desktop Client

- Choose your image from your computer desktop
- OR
- Choose your image from Pictures or thumb drive or another location

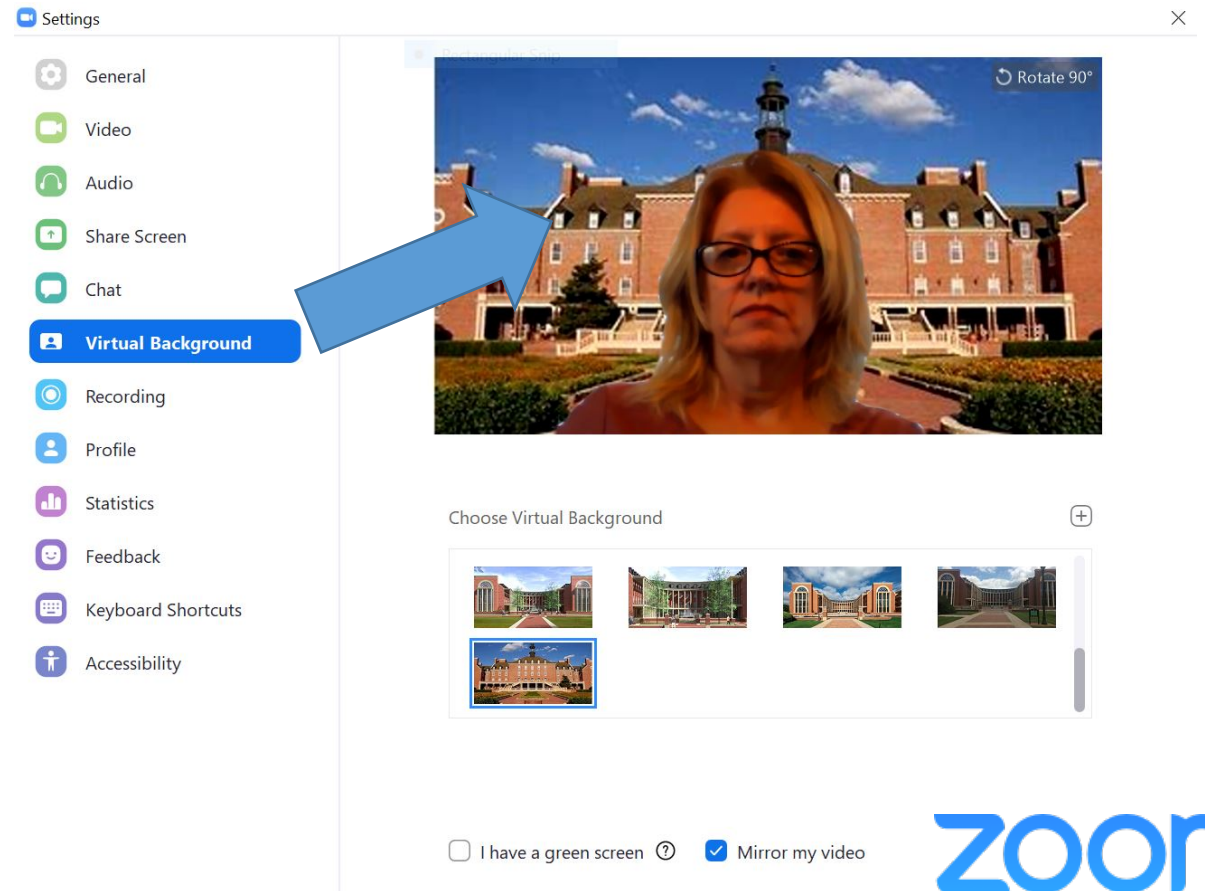


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Using the Zoom Desktop Client

- Your new image will be added to your background.
- After you select an option, that virtual background will display during your meetings.



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Closing the Zoom Desktop Client

- Click on the **X** in the right corner to close out Settings

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background**
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Choose Virtual Background

I have a green screen ? Mirror my video

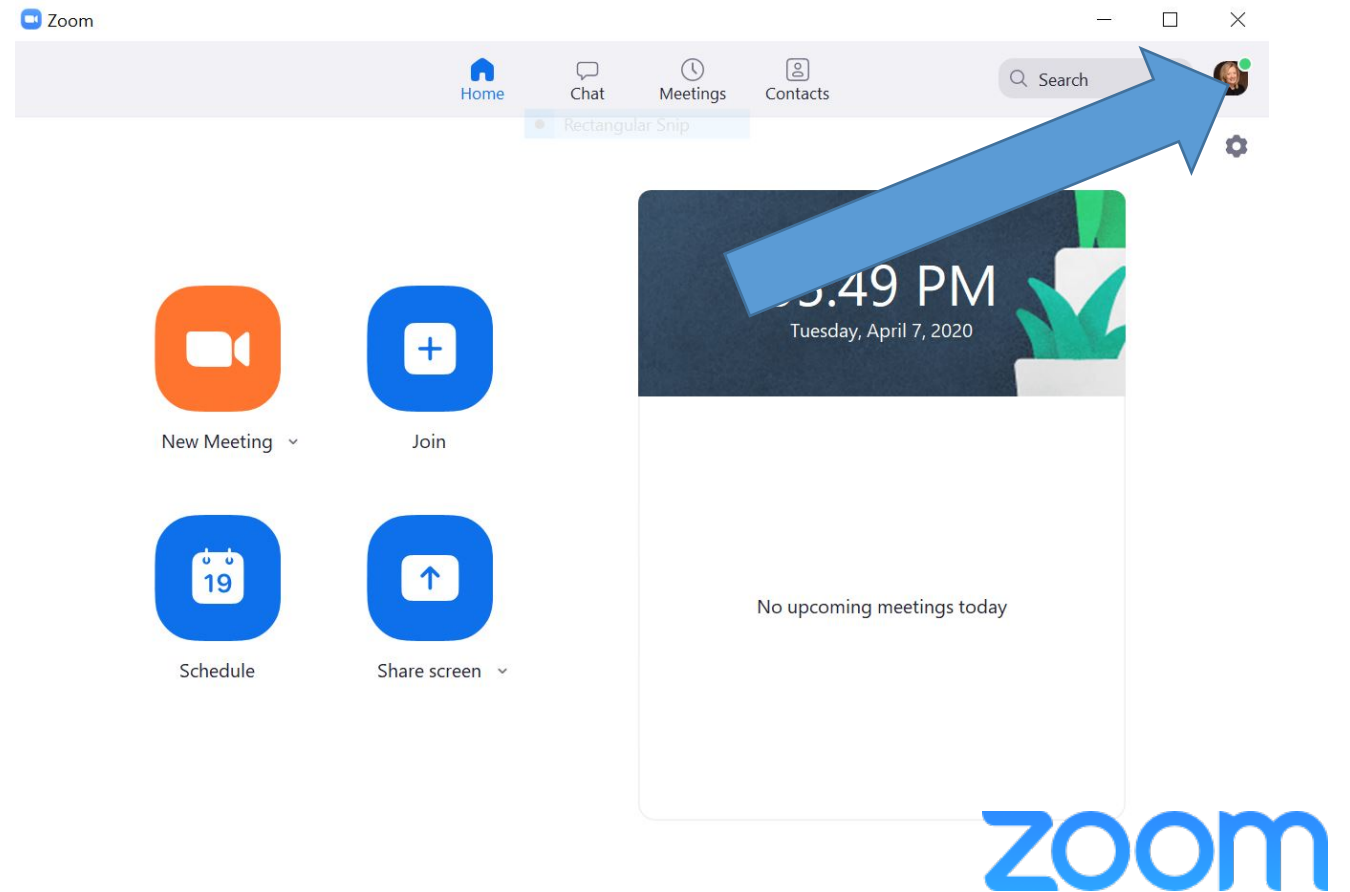
zoom

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Closing the Zoom Desktop Client

- Click on the **Profile Picture** in the right corner to close the Desktop Client
- A drop down will appear and at the bottom, choose **Sign Out**



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ZOOM Resources

- How to use the Zoom Virtual Background video: <https://youtu.be/3Zq-b51A3dA>
- Virtual Background: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Starting the ZOOM Desktop Client: <https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client>
- ZOOM Client for Meetings: <https://zoom.us/download>

