



Last updated date 2022-04-07

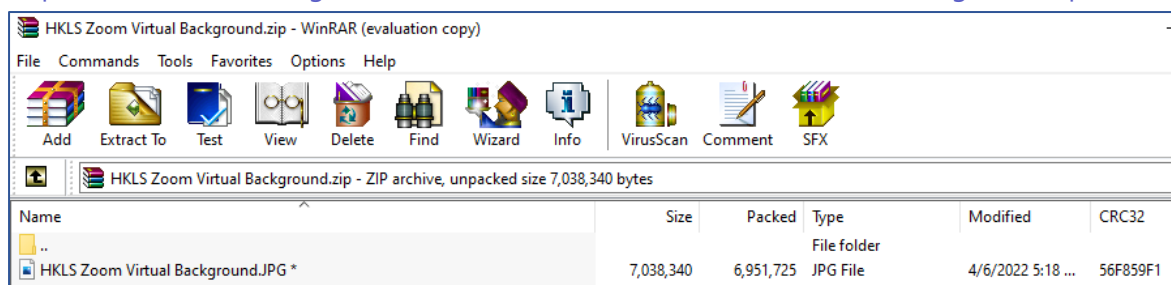
How to add Virtual Background in Zoom Meeting

STEPS

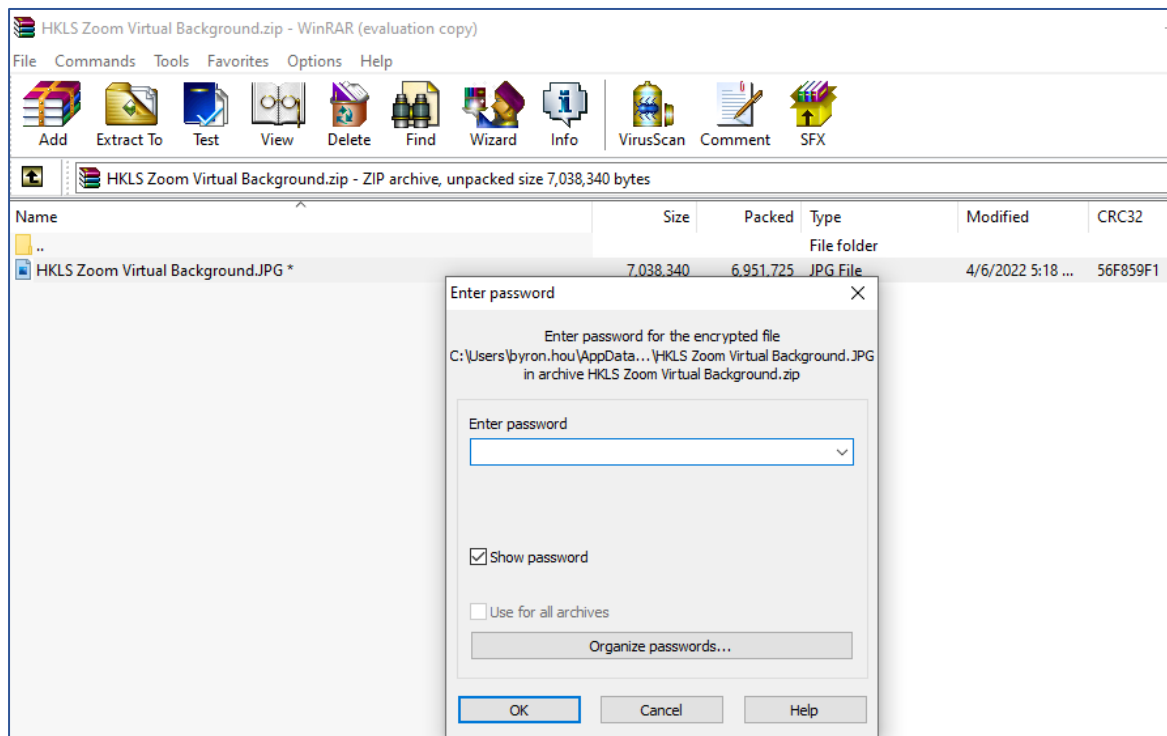
Before the meeting

1. Download/Save the picture to Desktop, which is zipped

https://www.hklawsoc.org.hk/-/media/HKLS/Home/HKLS_Zoom_Virtual_Background.zip



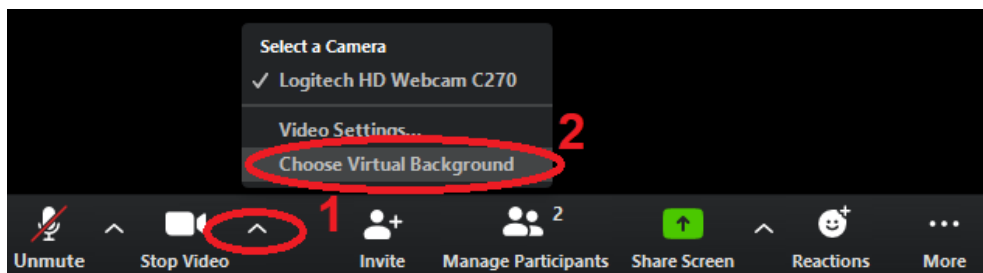
2. Double click the filename and input the password to unzip the file.



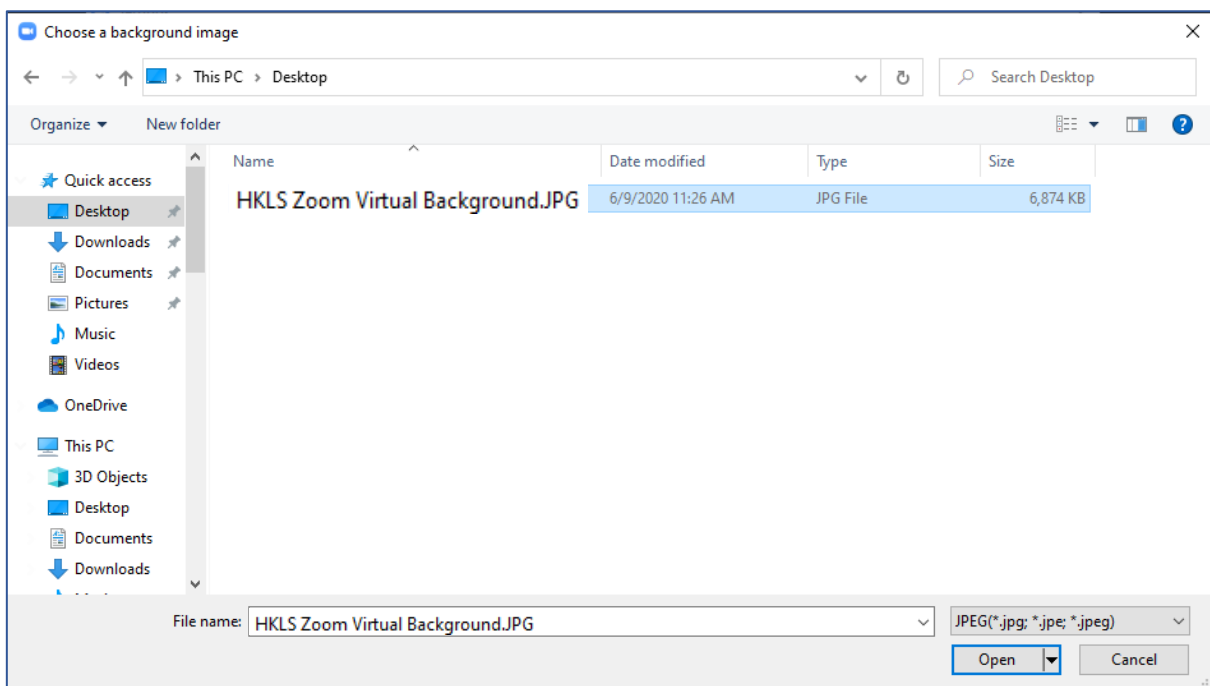
3. Save the jpg to your desktop

During the meeting

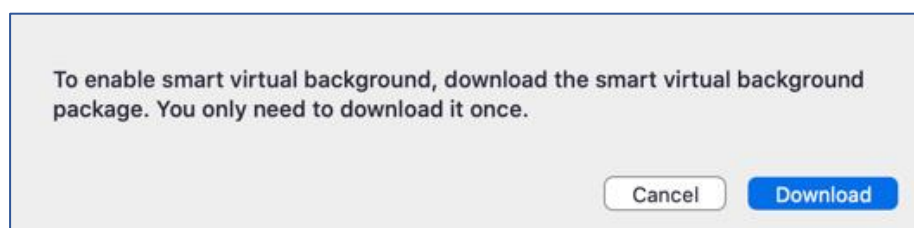
1. While in a Zoom Meeting, click the **^ arrow** next to **Start/Stop Video**
2. Click "Choose a **virtual background**..."



3. Select the picture which you saved on Desktop, then click Open



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



5. Then you can click this Virtual Background to use now

