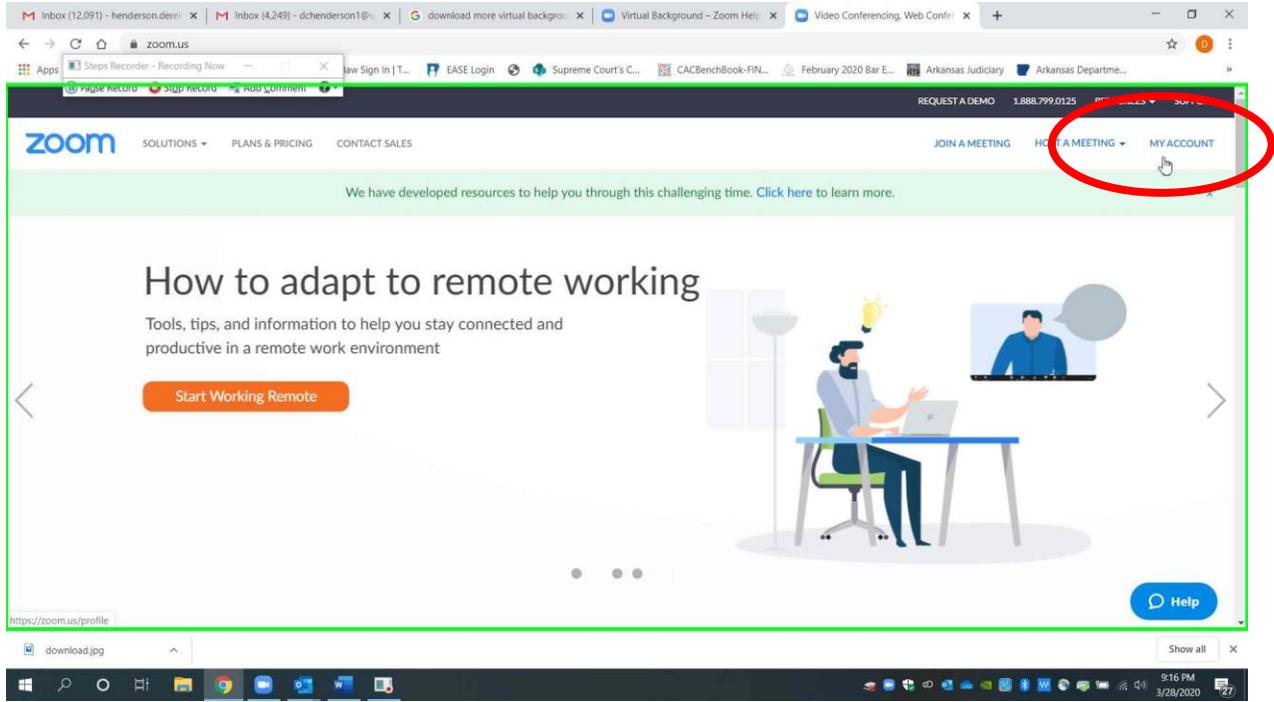


Setting Virtual Backgrounds

Setting a virtual background is a way to present with a professional look no matter where you are. First, sign in on zoom.us; go to “My Account,” or click the person logo that appears in its place in the top right corner.



Page 1 of 5

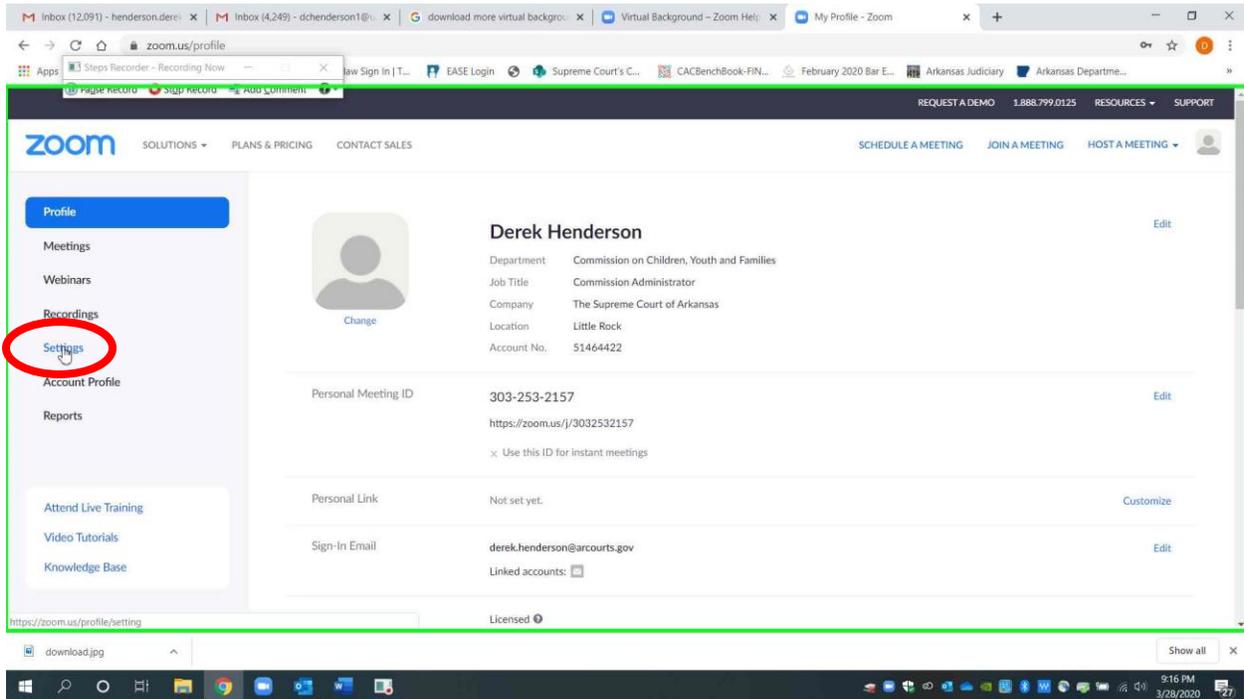
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

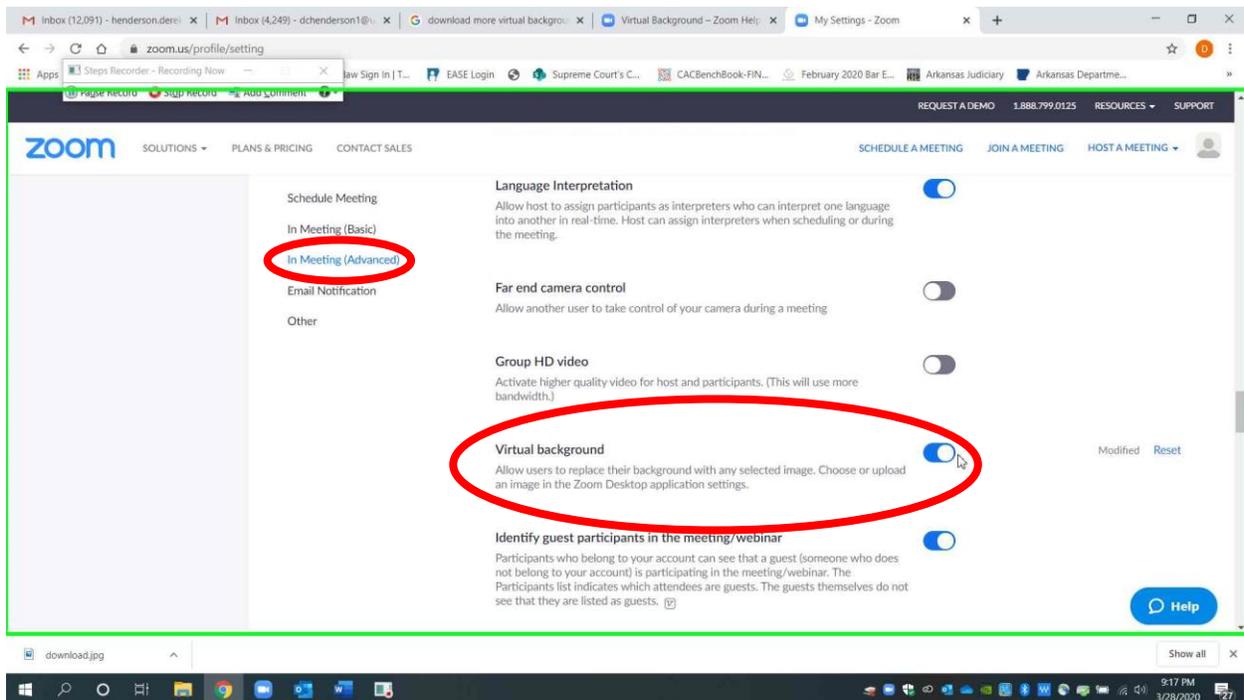
501-682-6803 or 910-389-1362 if phones are busy.

Setting Virtual Backgrounds

Choose “Settings” on the left.



Click “In Meeting (Advanced)” and scroll down to “Virtual Background.” Make sure that setting is turned on (the button should be blue).



Page 2 of 5

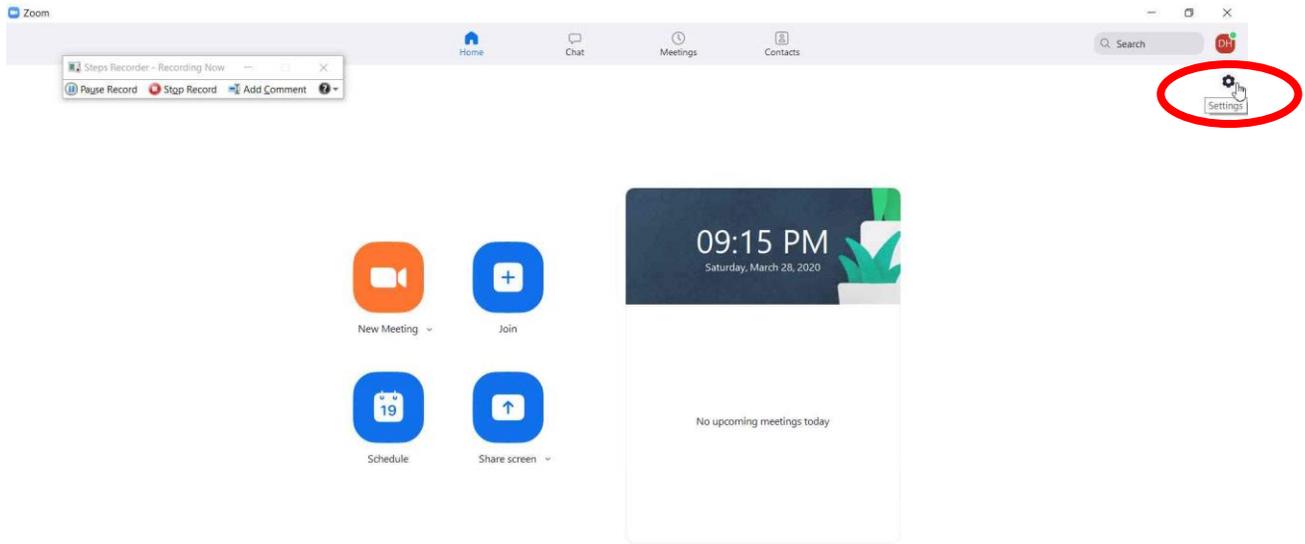
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

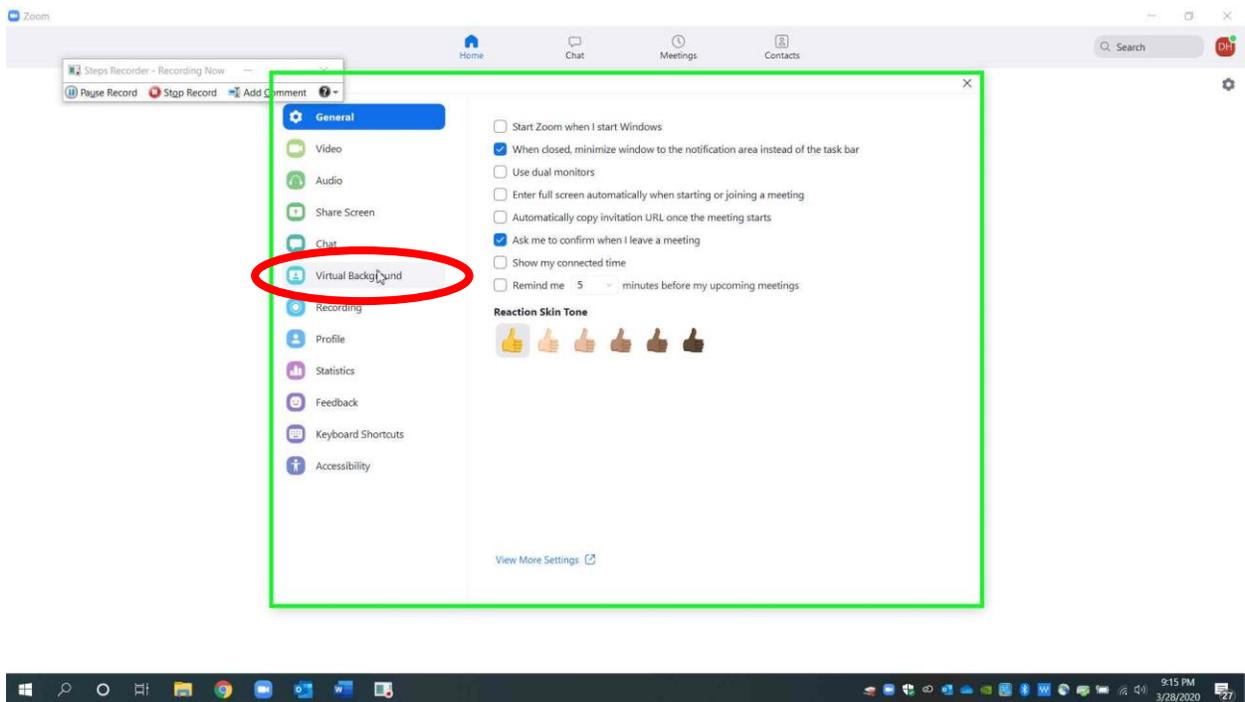
501-682-6803 or 910-389-1362 if phones are busy.

Setting Virtual Backgrounds

Go to the Zoom app. Choose “Settings.”

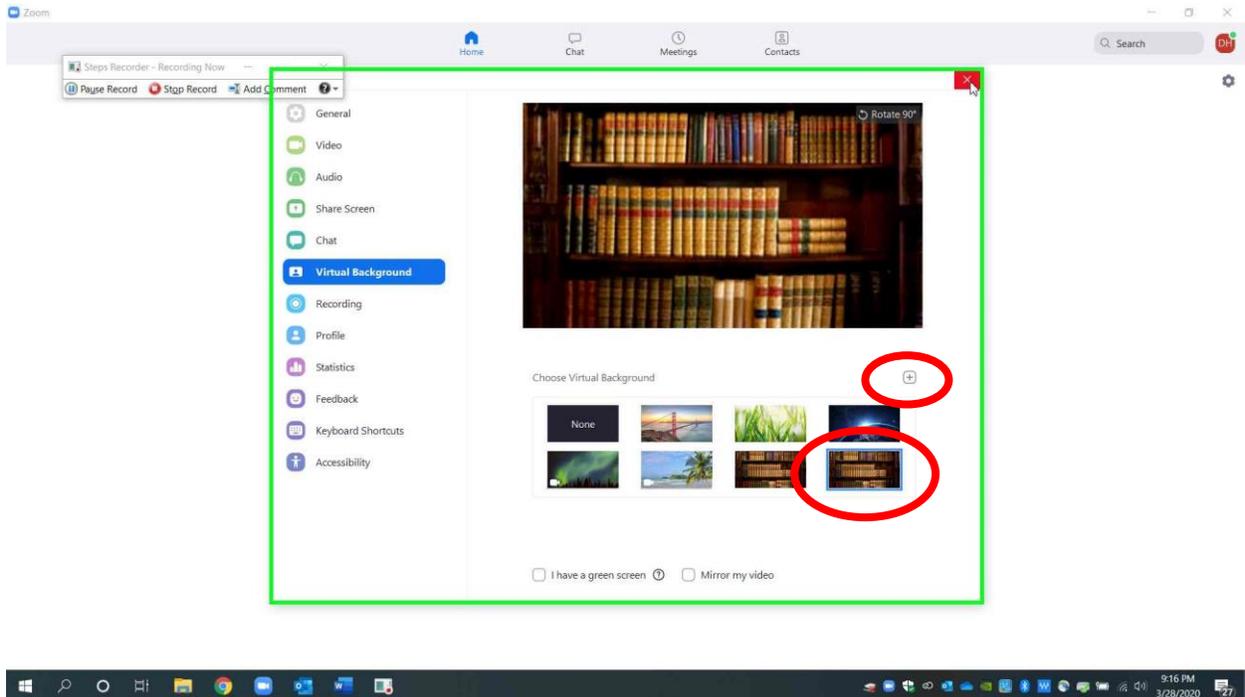


Choose “Virtual Background.” If that setting does not show, try restarting your computer.



Setting Virtual Backgrounds

There will be several backgrounds available, but you can add others by choosing the plus sign and then uploading any picture that you have saved to your computer (i.e. office, courtroom, or library; some appropriate backgrounds are available [here](#)). Click the image you want to set as your background (it will be outlined in blue after you choose it). Close the settings. The background will now appear for you when you start Zoom calls.



Page 4 of 5

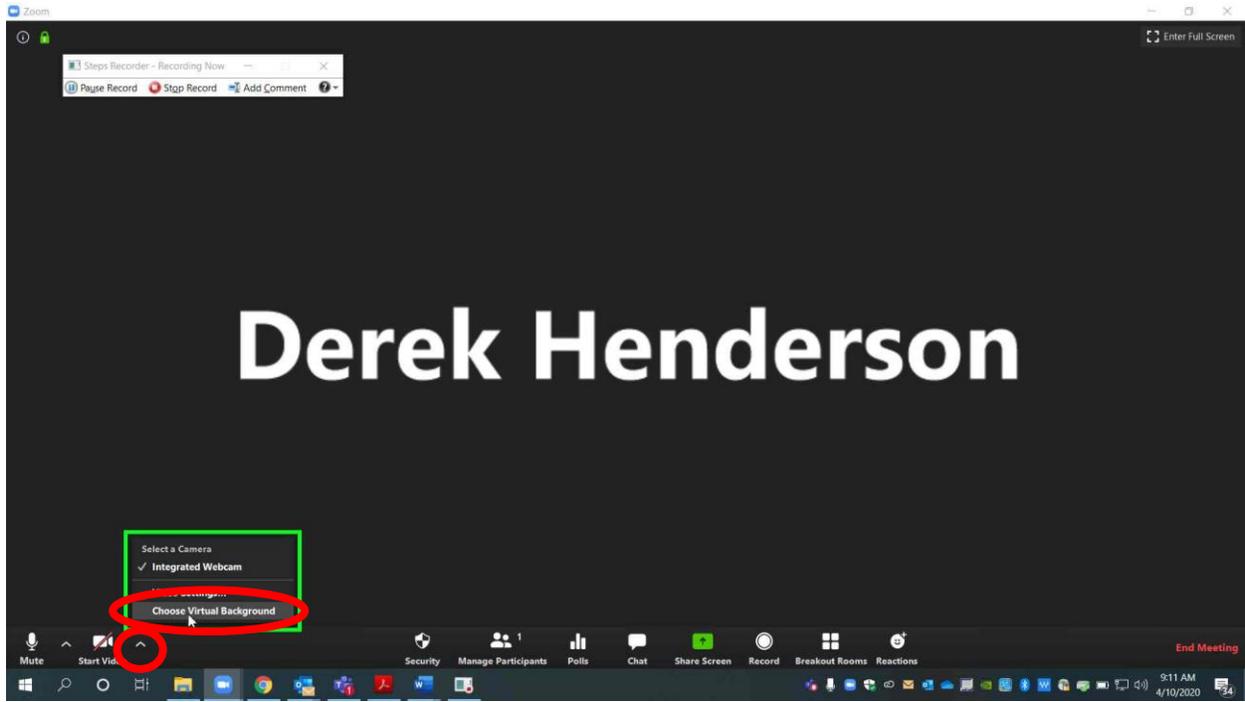
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

501-682-6803 or 910-389-1362 if phones are busy.

Setting Virtual Backgrounds

If you need to set the virtual background after a meeting has already started, click the up arrow next to the video controls. Select “Choose Virtual Background.”



It is important to note that virtual backgrounds do not work well when there are multiple participants in front of a single camera (i.e. an attorney and client sitting in the same room together). The program has difficulty recognizing when there are multiple users on the same camera, so some users might be concealed by the background.

Page 5 of 5

Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

501-682-6803 or 910-389-1362 if phones are busy.