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**Subject:** Computer Tip of the Week -- Use a Virtual background in Zoom
**Date:** July 29, 2021 at 8:43 AM
**To:** DOPM All Users DOPMAllUsers@uabmc.edu

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| Use a Virtual background in Zoom | Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech, currently working from home |
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This Tip of the Week was suggested by one of your co-workers (a non-IT person who works here at DOPM). Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?
(If so, please let us know at dopmHelp@uabmc.edu or 205-934-7662.)

**SITUATION/QUESTION:**
I want to set up a UAB-themed virtual background, to use during Zoom meetings.
How do I do that and do you have any tips about that?

Some reasons I might want to do this are:
- Add to the branding-feeling of the Zoom meeting that I am part of "UAB"
- Disguise that I am working in a visually "non-ideal" environment

**SOLUTION/ANSWER:**

The overview is:
1. In your Zoom account, enable "Virtual Background" in general
2. Pick the background, and turn it on during an actual meeting
Those steps are fully explained below:

Note: You might or might not need a "Green Screen" to make this happen:
- A "Green Screen" is basically just any wall-background this is basic (like mostly all one color) so that the computer doesn't have to "think too hard" about what part of the image is "you" vs what part is your "background" (the wall behind you).
  - This wall definitely does not have to be perfectly "blank" and it doesn't have to be green.
  - Your computer's capability is probably what determines whether you need that or not, so the following has instructions for both cases.

| Step | |
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| 1 | Enable it:<br><br>- Sign in to the Zoom web portal at https://uab.zoom.us/<br>  - User your Blazer credentials (Blazer ID and Password)<br>  - Duo-Authenticate, if required<br>- Click [Settings] on the left side<br>- Find the Virtual Background section.  You can do that either of these 2 ways:<br>  - Scroll about 2/3 of the way down to "Virtual Background"<br>  - Or just Search (using Ctrl-F) for **virtual**<br>    - General Helpful Hint: You can generally search for something by holding down [Ctrl] and pressing the letter [F] key, which is often notated as simply: "Ctrl-F"<br><br>- Turn that on by toggling the slider on the right (circled in red here) to on.  (If you see blue that means its "on".)<br><br>Virtual background<br><br>Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.<br><br>- No need to save anything; just close the website. |
| 2 | When in a meeting…<br>- You will have a "Start Video" (or "Stop Video")  option in the lower left .<br>  - If it's [Start Video] click it to turn the video on; it will now say [Stop Video]<br>- Click the ∧ symbol, just to the right of [Stop Video]<br>- Choose [Choose Virtual Background…] |

- Choose [Choose Virtual Background…]

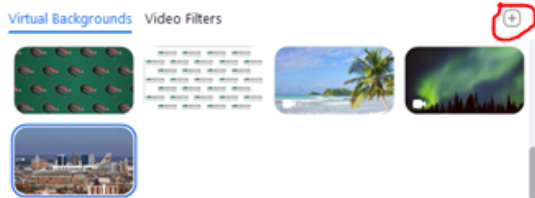Question: Are you able to select a background image at this point?

| If **yes**… | If **no**… |
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| Click a background image you like | · put a checkmark by [**I have a green screen**]<br><br>· Click a background image you like<br><br>· Set up your physical environment for "Green Screen" this way:<br><br>Set your physical space up such that the wall behind you is a blank wall (something with no patterns, all the same color).<br>They call this is a "green screen" but it doesn't have to be green.<br>Tips:<br>● If you have something on the wall (like a window or painting), don't worry too much about it; the effect will still work pretty well; just try to keep it as uncluttered as possible. If the window is NOT covered and light is streaming in, that could well affect it<br>● It's best the color of the background-wall isn't close to the color of your hair or clothing.  This can give some interesting effects.<br><br>· Zoom needs to know the color of the background-wall behind you:<br><br>Zoom needs this so it knows what color to replace with the virtual background you just chose:<br>● Often Zoom will be able to automatically detect your wall's color.<br>● But if not, tell Zoom the color of your background-wall by doing this:<br>  ○ Click the rectangle under "Manually pick the color of the background"<br>  ○ (The mouse pointer turns into a bullseye)<br>  ○ Select a spot on the video image that is your background-wall |

- Now just [X] out of the settings screen and enjoy your meeting.

| Fancy Option: | Optional:<br>If you want a Virtual Background option that is not one of the default options you can do this:<br><br>Download and save on your computer a special background you like, such as one from:<br>https://www.uab.edu/toolkit/branding/download-branded-items/virtual-backgrounds<br>Then add it to you Zoom background images by clicking [+] in Step 2 above (circled in red here):<br><br> |
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If interested: you can see more at
https://support.zoom.us/hc/en-us/articles/360045819512-Using-Virtual-Background-in-a-Zoom-Room