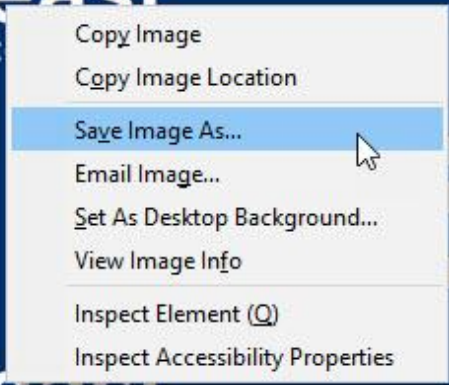


Zoom Virtual Backgrounds

Employees are encouraged to use the College-branded virtual backgrounds while conducting College business in a virtual space (e.g., Zoom). The backgrounds are available on the Hub (Documents box, SCC-ZoomBG 1-8):

Click below- Download Instructions available
on the next page...

[Hub Employee Services - PI/Marketing/Print Shop Page](#)



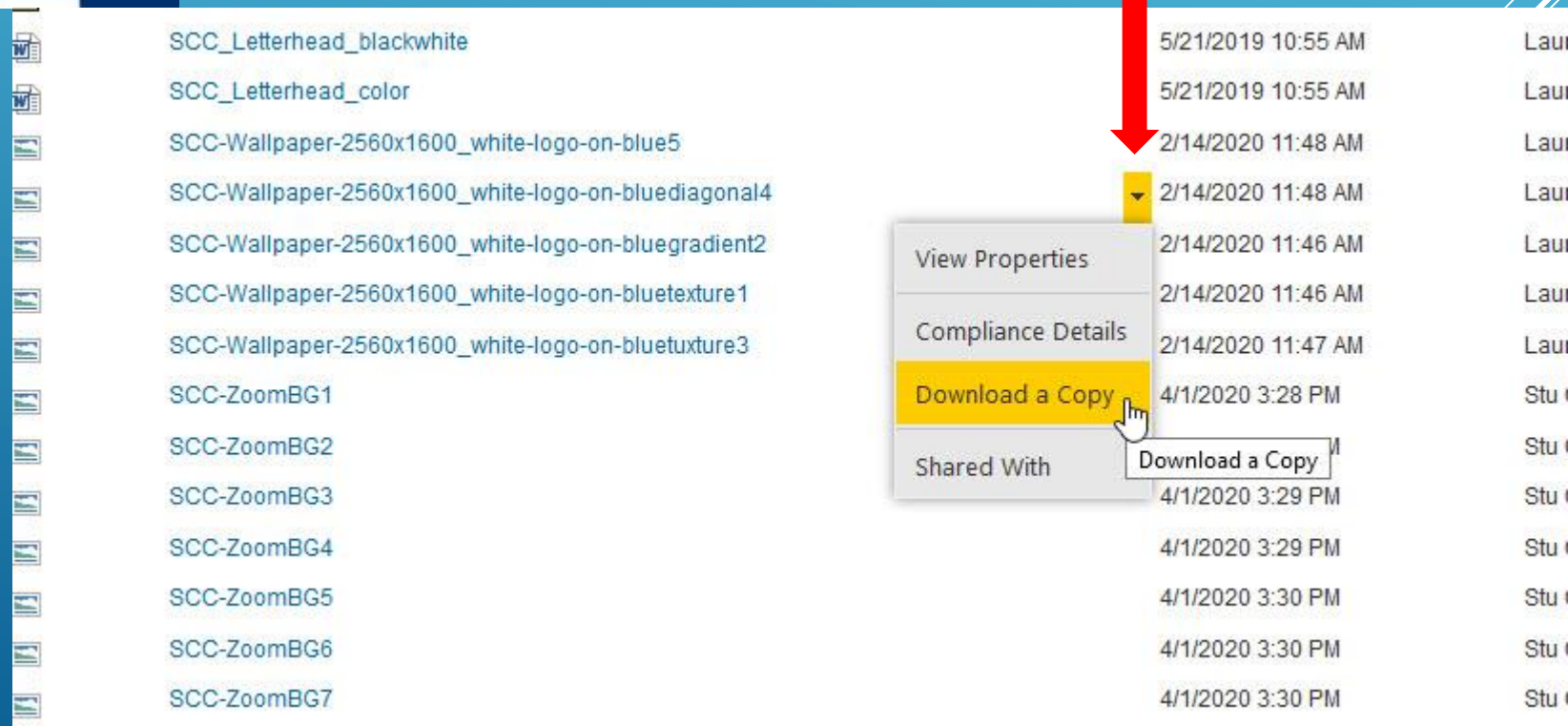
TO DOWNLOAD A BACKGROUND From Hub Link Location

1. Right Click > Save Image As > Choose File location
(EASIEST OPTION)

OR

2. Hover over with Cursor, Click on Yellow Down arrow > Select "Download a Copy" > Extract and view from Download folder

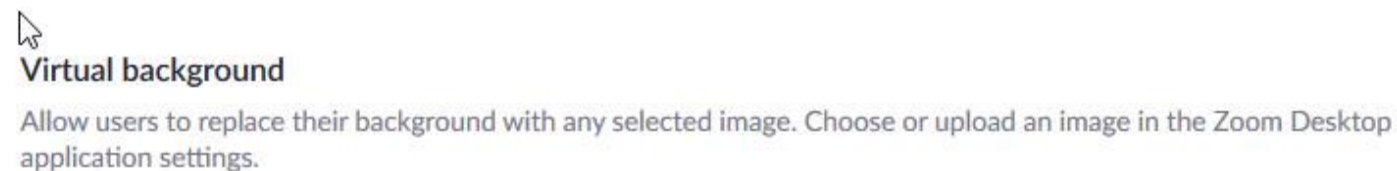
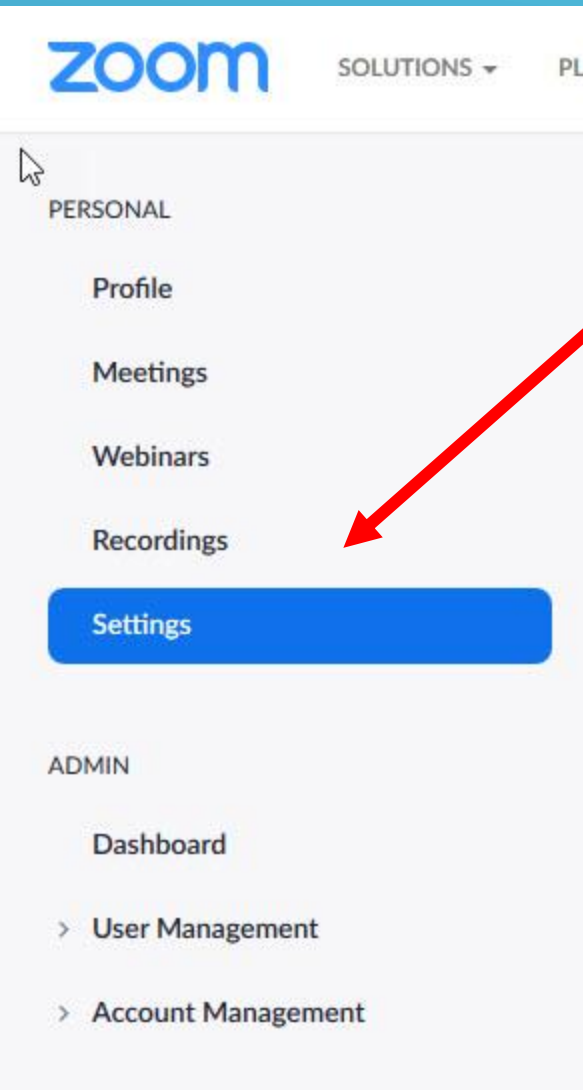
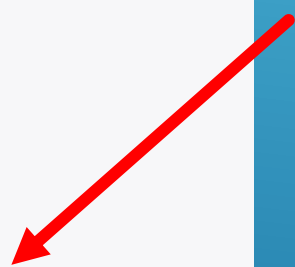
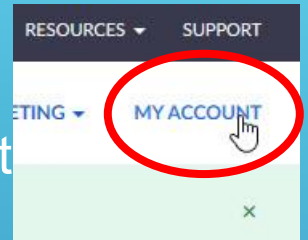
Remember where you save your background image so you can locate it later on from the Zoom Virtual Background Selection screen!



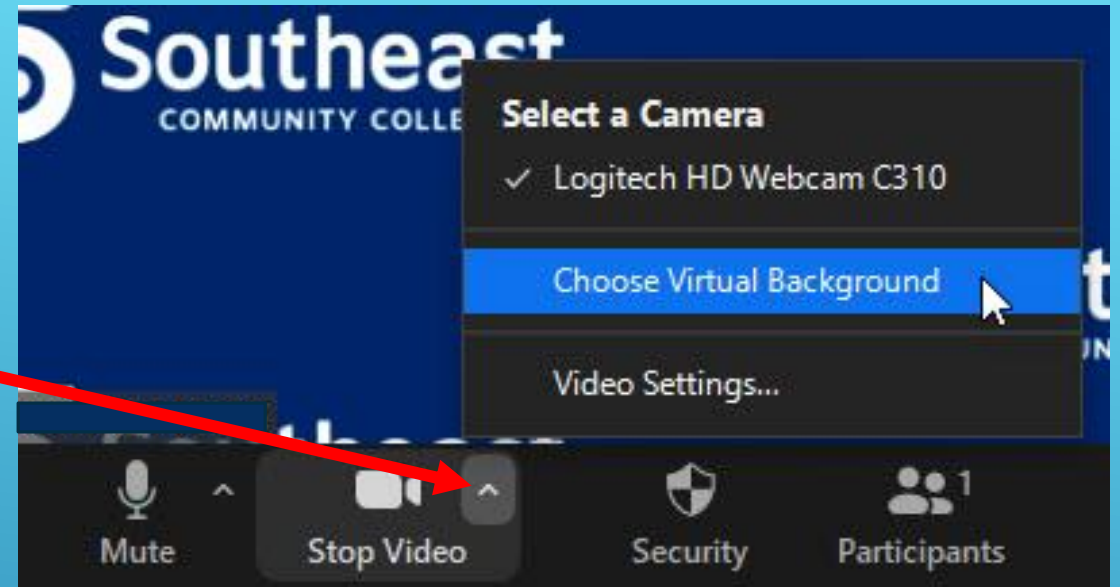
Enabling and activating Virtual Backgrounds in Zoom

This setting **MUST** be enabled to use Virtual Backgrounds

1. Sign in to your account at zoom.us
2. From the main page, click on “**My Account**” in the upper right
3. From the PERSONAL account options on the left, click **Settings**
4. Scroll down to Virtual Background and ensure that this option is turned **ON**



To activate the Virtual Background setting from within a meeting, click on the up arrow next to the **Camera** icon then select **Choose Virtual Background**



IMPORTANT NOTE

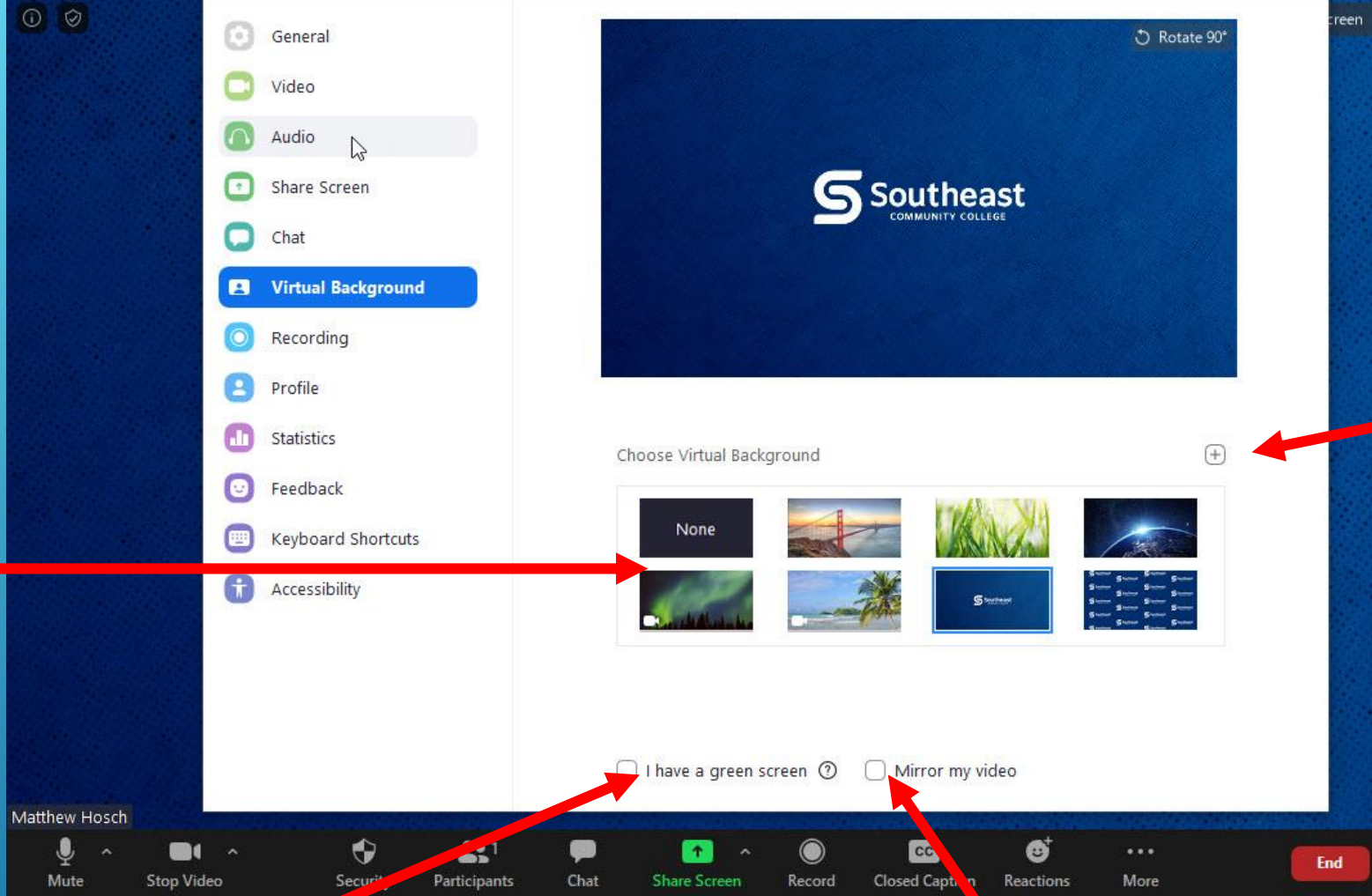
Not every computer will be able to use virtual backgrounds without a **physical Green Screen** set up behind the user!

Successfully using a Zoom Virtual Background without a physical **Green Screen** requires a level of processor and hardware that not every user will have available. If you do not have a computer capable of running **without** a Green Screen, you may find that using the virtual background feature is not practical.

Choosing your Virtual Background

From the virtual background selection screen, you have several options.

You can click on the background you would like to set under the Choose Virtual Background title from available choices



To choose or upload a different image, click **HERE** on the **+** icon!

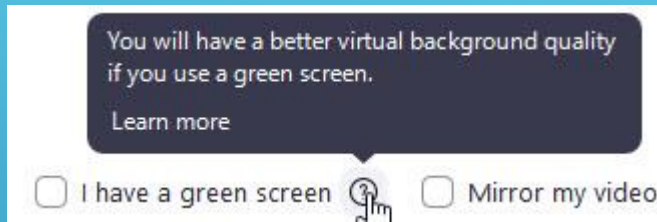
I have a green screen

This is the major technical concern when using virtual backgrounds. Please see next page for a more detailed overview.

Mirror my Video

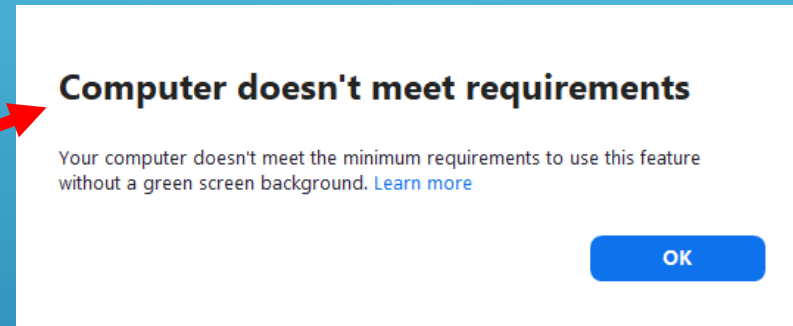
Zoom on standard settings automatically mirrors your screen. **UNCHECK** this if you have any text in your background so it does not appear **BACKWARDS**.

I have a green screen Checkbox



Leave this box unchecked. If you do not get an error message, your computer should handle your selected virtual background without a problem.

If you see that the box is checked, try to uncheck it. Zoom will immediately let you know if your computer cannot use a virtual background **without a Green Screen** with this message.



You can view a detailed list of Hardware prerequisites for PC's and Macs [HERE](#) but generally your choices are limited to purchasing or setting up a **physical Green Screen**, upgrading your hardware or **not using** Zoom Virtual Backgrounds.

Tips when using a physical Green Screen

Don't wear green! this can cause your clothing to become mixed with the virtual background

You'll need plenty of light. Quality lighting sources directed onto yourself and the screen will aid with contrast

Solid, light green color is best

Harsh, overly bright colors in your virtual background photo can cause pixilation on the edges. You will want to experiment with various color background to find one that minimizes this.

With some hardware, Zoom virtual backgrounds will not work very well without a Physical Green Screen!

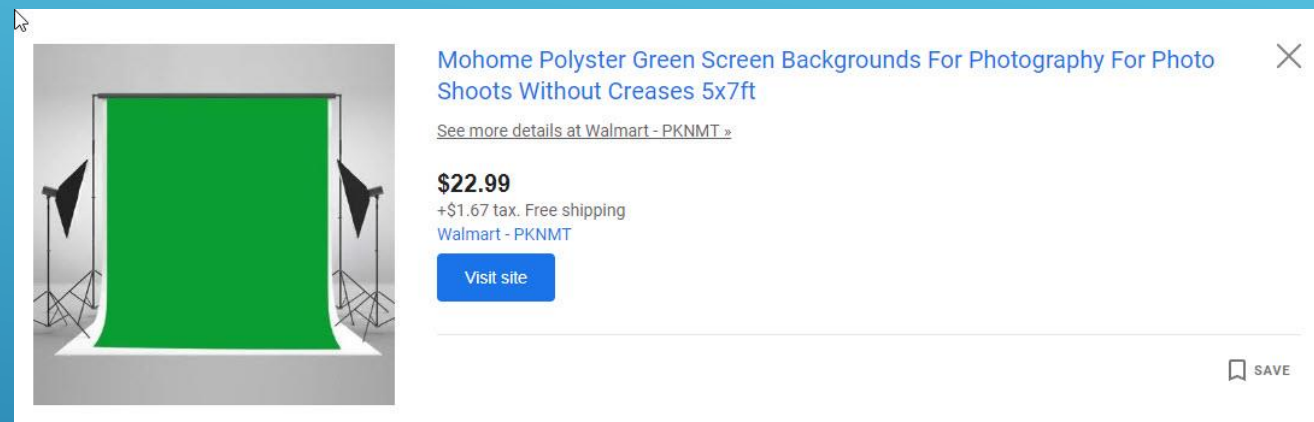
There are, however, some inexpensive options available!

Please note that even with a proper green screen, extra directed lighting may be necessary.

You will also have to check to see which backgrounds will work best, avoiding some excessively bright or oddly textured images and, of course, some green clothing.

A typical example from Walmart.com:

Poor Zoom Virtual Background example



Poor Zoom Virtual Background example



A solid color video background is required. Green color is preferred.

SCC Help Desk

The SCC Help Desk is here for you. If you have questions regarding Zoom or any IT related matter, please contact us!

Call at: **402-437-2447**

Email us at: helpdesk@southeast.edu

OR

Visit the Help Desk website at: <https://helpdesk.southeast.edu/>