NESA Center Zoom Virtual Background Instructions

NESA Center faculty and staff are encouraged to use a branded background for virtual meetings. Using a virtual background is a great way to have a consistent and professional background, regardless of location. Please refer to this document for instructions on how to add and use the virtual backgrounds in Zoom.

Sections:

1. How to Download Background Images

***Step 1:*** Go to https://nesa-center.org/nesa-virtual-backgrounds and save the image you'd like to download or right click to download.

2. How to Add a New Background

Once you have logged into the Zoom App, you can select a virtual background *prior* to or *during* a meeting.
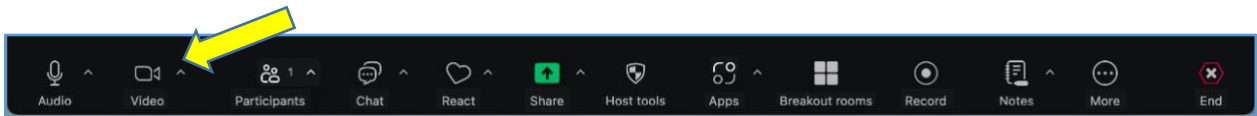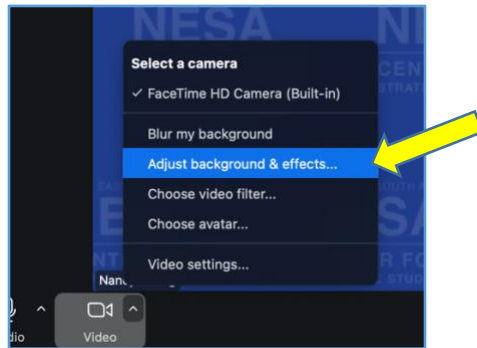
Step 1: To upload a background *prior* to a meeting, click on your **"profile picture,"** then click on **"settings."**

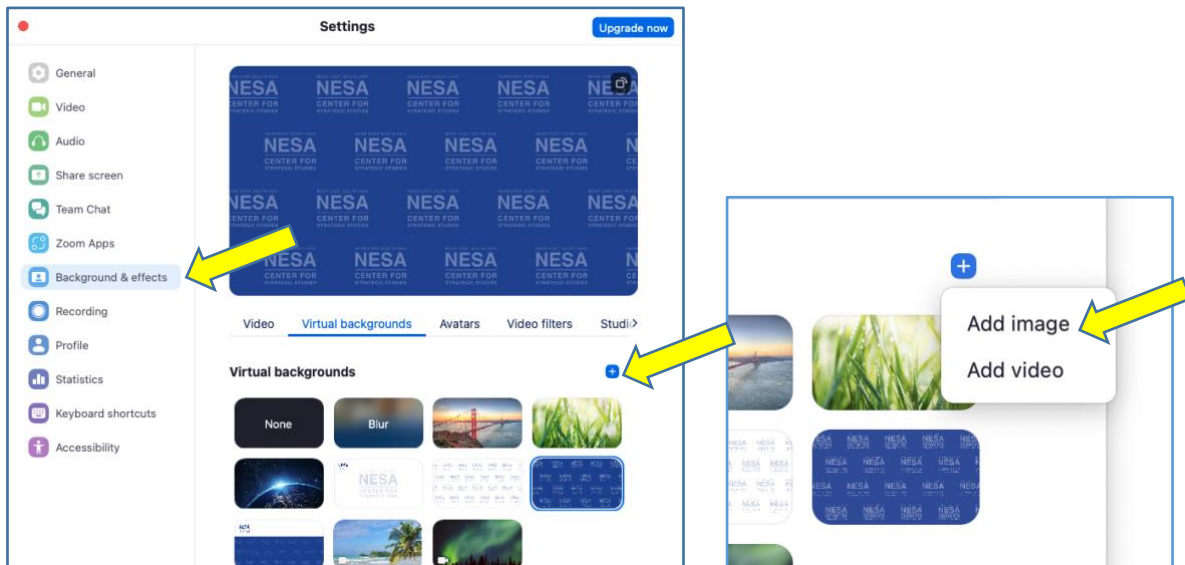***Step 2:*** Click on **"Background & Effects"** then click on **"Virtual Backgrounds."**
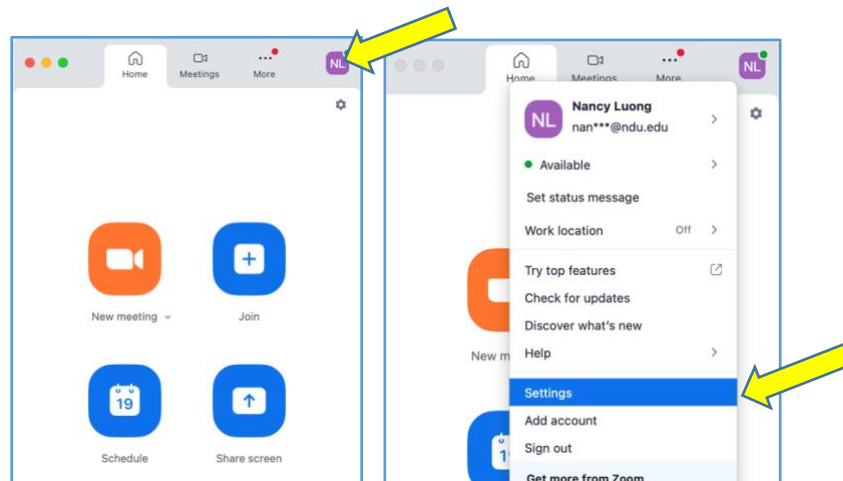
Alternatively, *during* a meeting, you can click on the **"^"** arrow next to the **Start/Stop Video button** and then click on **"Adjust background & effects…"**

Step 4: Click on "Virtual Backgrounds" if you are not already on there, then click on the **"+"** icon and then **"Add Image."**

Step 5: A window will appear. Select the image/s you previously downloaded, then click **"Open"** to add the image. Select the image you want to use.
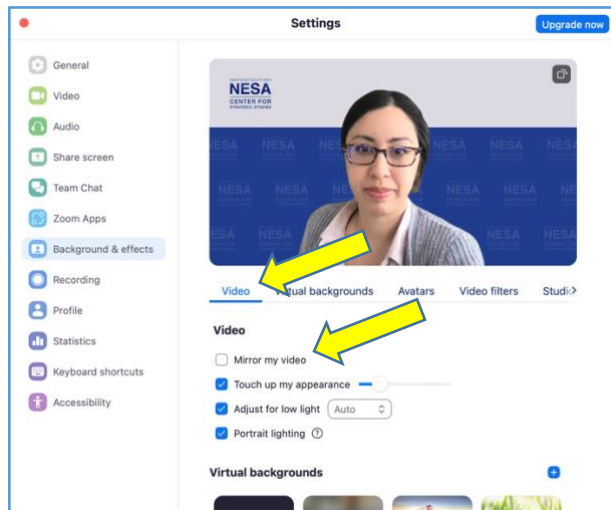
Step 6: Review your image preview under **"Video"** to make sure it is aligned correctly. If the image is backwards, unclick or click, **"Mirror my video"** under the Video settings so the logo reads correctly. There are additional settings you can adjust to correct any lighting issues. Close the settings window when complete.

3. Virtual Meeting Tips

To ensure your background is displayed at its best, read through the below guidelines.

- **Lighting –** Consider having lighting near your computer. Try to keep the lighting in front or to the side of you rather than behind you so your face can show up clearly.
- **Color –** The computer may have a difficult time distinguishing from your clothing or hair and your virtual background if they are similar in color or tone. Try to position yourself and wear clothing that has enough of a contrast from your background so your virtual background can appear correctly and as consistently as possible.
- **Power Source –** Make sure your device is plugged in to prevent battery shortage or accidental disconnect during the event.
- **Connectivity –** Quit out of other browsers, applications, and programs before entering the event. This will ensure the best experience possible and the least amount of strain on your local device.

Please email admin@nesa-center.org if you have any issues or concerns with setting up a virtual background in Zoom.