Setting a Virtual Background on a Mac

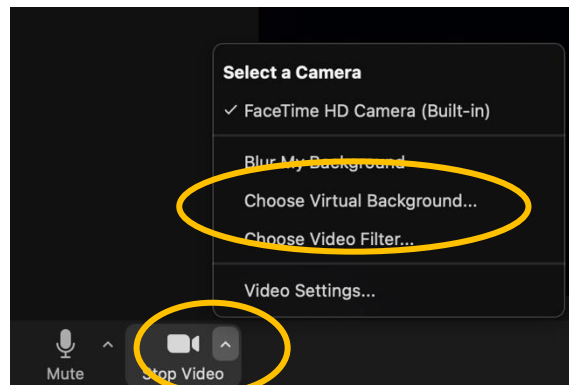To create a simple virtual background for a zoom session you need:
1. An image file such as a JPG (or JPEG) or PNG file.
2. A relatively new computer with a fast enough processor (see Zoom Help web pages for details, Link below)

You can set a virtual background from a meeting that is in progress or from the zoom application before you join a meeting.

Setting a virtual background while a meeting is in progress

Setting the virtual background requires a few steps. Note the yellow circles are for highlighting the options mentioned in this help. They are not part of the zoom windows.
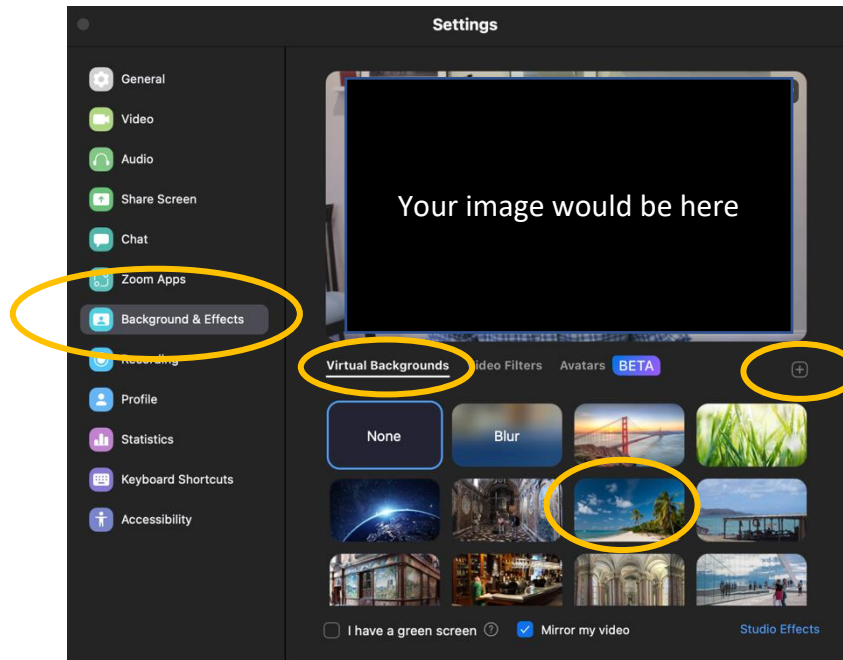1. Locate the *Stop Video* icon in the lower left corner of your zoom window.
2. Then click the carat (^) next to the camera icon to pop up the video option menu.
3. Click on "Choose Virtual Background" to open the Settings dialog window. (It will automatically select the "Background & Effects" option for you.)

The Settings Dialog window looks like this when the "Background & Effects" option has been selected. Then follow these steps:
1. If this is your first background images, or if you want to add a new one to the ones you already have:
   a. Click the plus sign (+) on the right just under your video image
   b. That will bring up a standard mac "Open File" dialog. Navigate to the file on your hard drive that you wish to use and select Open.
   c. It will then add the picture to the set of pictures at the bottom of the windows.
   d. You can do these steps a number of times adding several pictures to your available list of backgrounds.
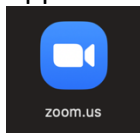
2. Then click on the picture you want to use as your background
3. If you like it, close the Settings window by clicking on the red dot in the upper left corner of the Settings window.
   a. Note this will set the background for this meeting aand all subsequent meetings until you change or remove it.
4. If you don't like it, then click the "None" option in the list of pictures. Then either close the window or go back to selecting another picture.

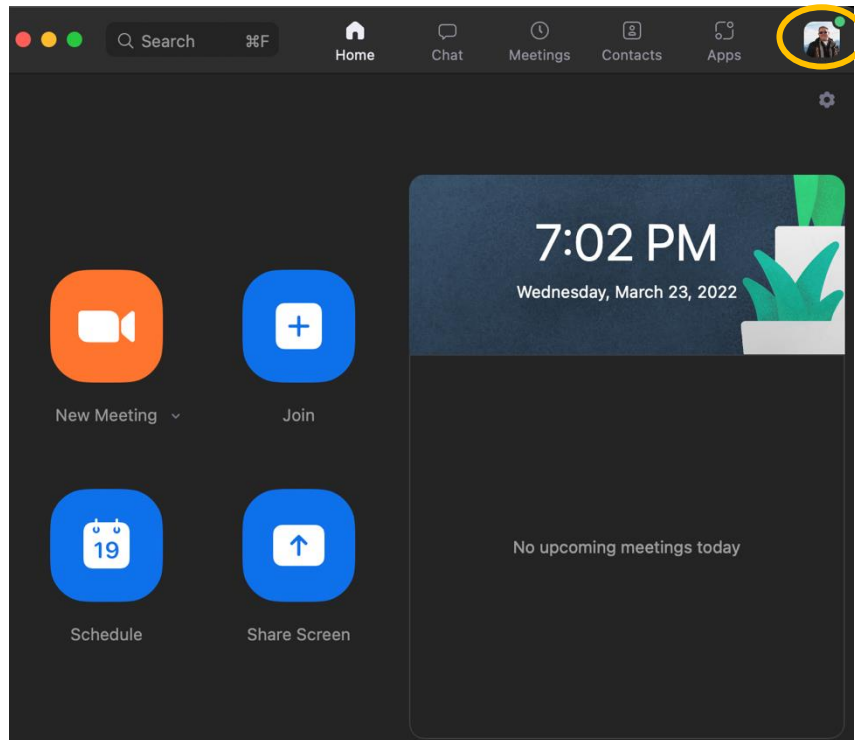## Setting a virtual background without having a meeting in progress

You don't have to be in a meeting to set the virtual background. You can do it from the Zoom application.

First, launch the zoom application by clicking on the Zoom.us icon () from the Apple's Finder's Application list or from the tray of applications at the bottom of your Mac's screen.

This will bring up the zoom application window as shown below.
1. Click on the Account icon in the upper right-hand corner of the window
2. This will bring up the Settings Window as described above
3. Select "Background & Effects" from the left panel
4. Then proceed to set the virtual background as described in the instructions for the Settings Window above

Removing a virtual background

If you already have a virtual background and you wish to remove it:
1. Open the Settings Window from within a meeting or from the zoom application as described above
2. Select "Background & Effects" from the left panel
3. From within the array of possible background pictures on the bottom half of the window, click on "None".
4. Then, close the Settings window by clicking on the red dot in the upper left corner of the Settings window.

Technical Details

These directions are based on Zoom.5.10.0 on MacOS Big Sur v. 11.6.2

Zoom support web pages for technical details:
    Technical requirements:
        https://support.zoom.us/hc/en-us/articles/360043484511-Zoom-Virtual-Background-system-requirements
    Picture requirements:
        https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image#h_01FTSAB70VYR93WGEYTK8G5M5Q