How To Add a Zoom Virtual Background

To get started, go to our back-to-school website and download the Zoom Virtual Background for IMS or for your specific school!

➢ Visit: [https://independencemissionschools.org/about/back-to-school-update/](https://independencemissionschools.org/about/back-to-school-update/)
➢ Click on either the link for “IMS Zoom Virtual Background” or “School Zoom Virtual Backgrounds”
➢ If you select “IMS Zoom Virtual Background”, the file will open and you can right click on it and select “Save as” to save it to your computer.
➢ If you select “School Zoom Virtual Background”, you will be taken to a page on our Parent/Guardian Portal. Select your school’s Zoom Virtual Background, the file will open and you can right click on it and select “Save as“ to save it to your computer.

**Step 1:**

From within your Zoom meeting, click on the arrow by the video icon at the bottom of the screen. A menu will pop up. Select “Choose Virtual Background”.

![Choose Virtual Background](image)

**Step 2:**

Click on the plus sign to add a new Virtual Background.

![Add Virtual Background](image)
Step 3:
Choose your background image by navigating to the IMS or School Zoom Virtual Background file that is saved on your computer, select the file and click “Open”.

Step 4:
You will now see the added IMS or School Virtual Background! Simply make sure it is selected and you will see it as your background.

Note: Uncheck “Mirror my video” at the bottom of this screen to see how your new Virtual Background looks to others!