**How to Add Virtual Background to Zoom**

**Step 1:** Save virtual backgrounds (from email) to your computer. (You will need this for step 4)

**Step 2:** Before/during your Zoom meeting, click on the arrow next to the Start/End Video button.



**Step 3**: Click on “Choose Virtual Background”

**Step 4**: Click on the + button as shown below and select saved virtual background picture (step 1).

**Step 5**: Once you select picture, it will be added with the other default virtual backgrounds. Click on your virtual background and exit the current page.



**Step 6**: Congratulations, you should now have PRC’s virtual background. Make sure your camera is on, smile, and have a wonderful meeting!

