

HOW TO: Zoom Virtual Backgrounds

The below steps are to first ensure you have virtual backgrounds toggled ON in your overall Zoom account settings.

Sign in to your Zoom account

• https://it.rutgers.edu/zoom/

In the left navigation pane, click "Settings"

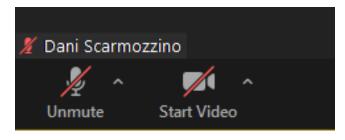
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rsonal Contacts	Security	Security		
cordings	Schedule Meeting			
ttings	In Meeting (Basic)	Require that all meetings are secured with one security option		
count Profile	In Meeting (Advanced)	Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with		
ionts	Email Notification	Waiting Room, Learn more, 💬		
	Other		-	
		Waiting Room		
om Learning Conter		When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.		
end Live Training		Waiting Room Options		
eo Tutoriais		The options you select here apply to meetings hosted by users who turned 'Waiting Room' on		
swiedze Base		Everyone will go in the waiting room		
townedge base		Edit Options Customize Waiting Room		
		Require a passcode when scheduling new meetings		Locied by admin
		A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting (D (PMI) meetings are not included.		
		Require a passcode for instant meetings		Locked by admin
		A random passcode will be generated when starting an instant meeting		
		Require a passcode for Personal Meeting ID (PMI)		Locked by adv
		Only meetings with Join Before Host enabled		

Scroll down ¾ of the page and locate the "Virtual Background" category. Ensure this feature is enabled (toggle will appear BLUE)

• A variety of Rutgers-themed Zoom backgrounds are on all Rutgers Zoom accounts by default. They should appear as options in this category. Simply click "Manage xx virtual backgrounds" to see all.

The below steps will show you how to activate an enabled virtual background in the Zoom client, just before joining a meeting.

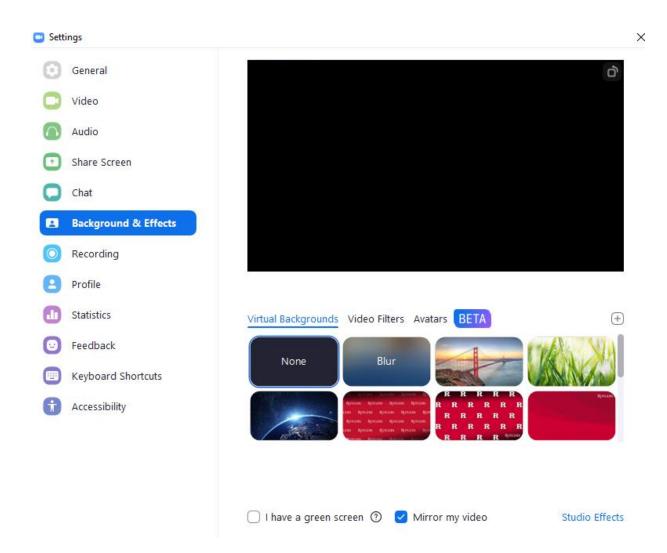
When the Zoom client opens, locate the audio and video opens in the bottom left corner. Click the **^ symbol** next to "Start Video".





HOW TO: Zoom Virtual Backgrounds

From the list that appears, select "Choose Virtual Background..." to open the Settings dialogue box.



Select the background you wish to use.

• TIP: if you wish to use any of the "R" or "Rutgers" logos, de-select "Mirror my video"!