



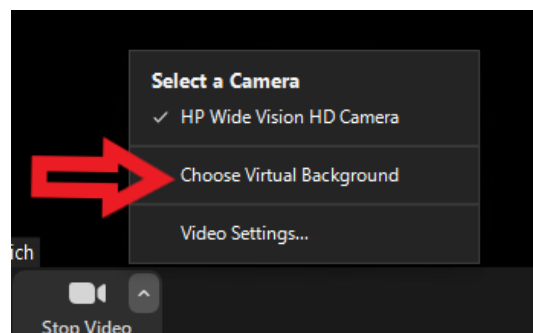
## How To Add a Zoom Virtual Background

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/>
- 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.

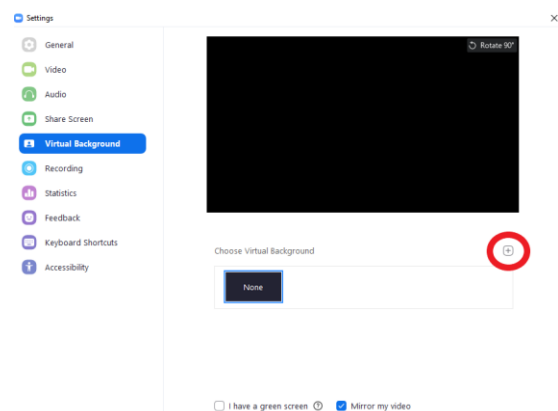
### Step 1:

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”.



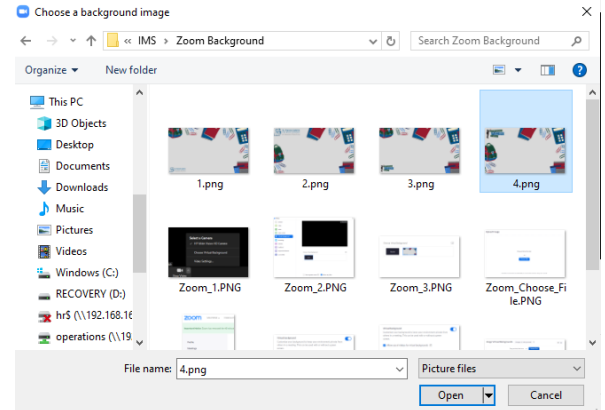
### Step 2:

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



### 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!*

