

Setting a Zoom Virtual Background

Prerequisite steps (if you don't have a zoom account):

1. Create a free Zoom account at <https://www.zoom.us>
2. Download the Zoom client at <https://zoom.us/download>

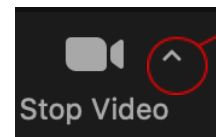
Main steps

1. Open the MGC background at https://documents.maizegdb.org/mgc/MGC_zoom.png.
2. Right click the image and choose "Save image as...", and then save it to your computer.
3. Open your Zoom client and sign in with your credentials.



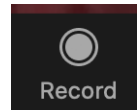
New Meeting ▾

4. Click "New Meeting"
5. Click "Join with computer audio"
6. On the bottom left, click the arrow next to the camera icon
7. Select "Choose virtual background..."



8. Uncheck "Mirror my video"
9. In the Virtual Backgrounds tab, click the + button, then "Add image"
10. Navigate to the location where the MGC background is downloaded and click "Open".
The background should now be loaded behind you!

11. Close the settings menu, and when you're ready to record yourself hit the Record button and choose "Record on this computer"



12. Begin your speech and click "Stop Recording" when you are done! Don't worry about any stumbles at the beginning or ending of your recording, we will edit those out!

13. Recordings are saved in a default location:

- a. **Windows:** C:\Users\[Username]\Documents\Zoom
- b. **Mac:** /Users/[Username]/Documents/Zoom
- c. If the recording is not in one of the above locations, re-open the settings menu in Step 6, then click the “Recording” tab in the left menu. The default location will be shown at the top.

 Background & Filters

 Recording

 Profile

14. Open your video (click “convert” if necessary) at the above location to review your recording. Add your name to the filename, and once you are happy with it, upload the file it to <https://iastate.app.box.com/f/dcabfce702f246d3a68a902a3d6b8b3b> and email Paula (mcsteenp@missouri.edu) to keep her updated..

If you need assistance, please contact Darwin (darwin@iastate.edu) or John (john.portwood@usda.gov)!