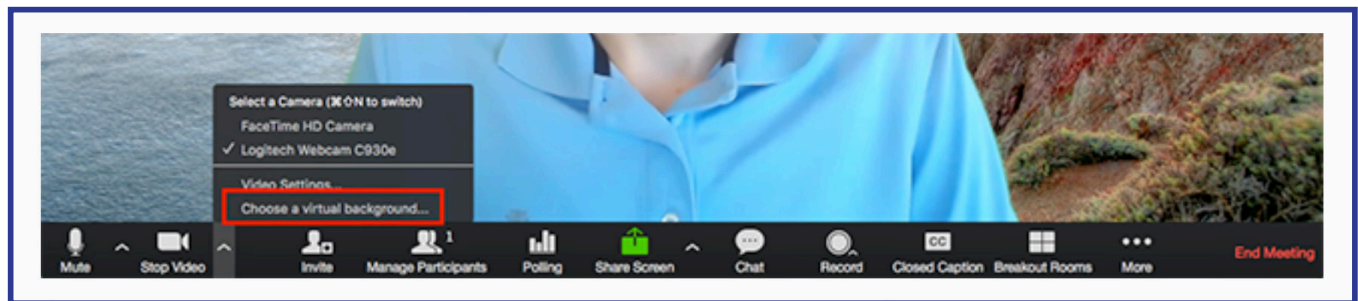


Panelist ZOOM Virtual Background How-To Guide



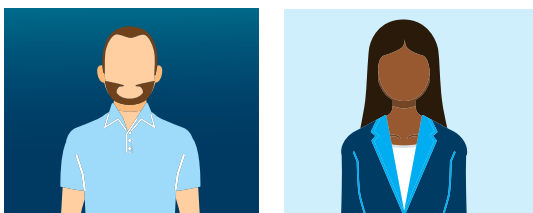
- 1) Save the Virtual Background Image to your desktop
- 2) When logged into Zoom, click ^ arrow next to **Start/Stop Video** icon and choose **Virtual Background**



- 3) Click on the + sign to **Add Image**
- 4) Select the **Virtual Background Image** from your desktop
- 5) Ensure that the **I have a green screen** is not checked

Best Practices

- Wear something that is darker or lighter than the background



- Test your shirt against your background before you go live to ensure there aren't areas Zoom is picking up against your clothing