
COT Virtual Backgrounds on Zoom

How to change your Zoom background to a City of Tulsa virtual background using your desktop or laptop

- Before opening Zoom, make sure you have the COT virtual backgrounds saved on your computer
- Make sure to have the Zoom app downloaded for Mac or Windows
- Sign into your Zoom app and access “Settings”
 - Settings icon is under your profile picture
- Select Background and Filters
- In the Virtual Backgrounds tab on the right side of your screen, click the Plus Sign (+) icon.
 - Once the drop-down menu appears, select Add Image.
- Choose any of the COT Virtual Meeting Backgrounds saved on your desktop
 - Once you add an image, Zoom will automatically save your selection.
 - Click on the image you’d like to preview as your virtual background on your screen.

Note: You can use this virtual background feature without a green screen, but if you have one, the quality is expected to be better. If you use a green screen, click the box that says “I have a green screen” underneath the Virtual Backgrounds. *To achieve the best virtual background effect, Zoom recommends using a solid color background, preferably green.*