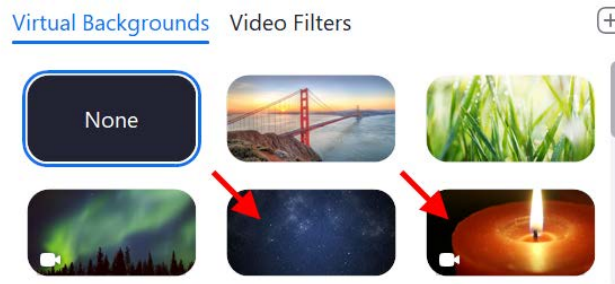


Software Solution – Using a Virtual Background

Instead of darkening your room, you can *darken your zoom window* by using a dark virtual background. And, instead of lighting an actual candle, you can use a video of a candle.

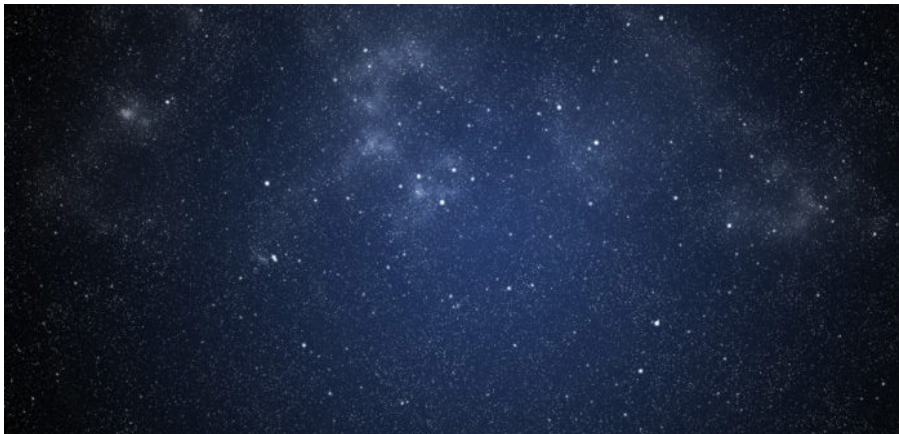
Important note: Do this **ahead of time** so that instead of going through all the steps to upload files you can simply select your virtual backgrounds which will already have been uploaded.

To do this ahead of time you can start your own Zoom meeting or you can join our regular Sunday meeting [using the usual zoom link](#) even in the middle of the week (you might be the only attendee) to upload your virtual backgrounds. Once uploaded, the backgrounds are available for easy selection during any meeting. In the following sample picture you can see that two backgrounds, which were previously uploaded, are available for selection (and note that you can click “None” to remove your virtual background):

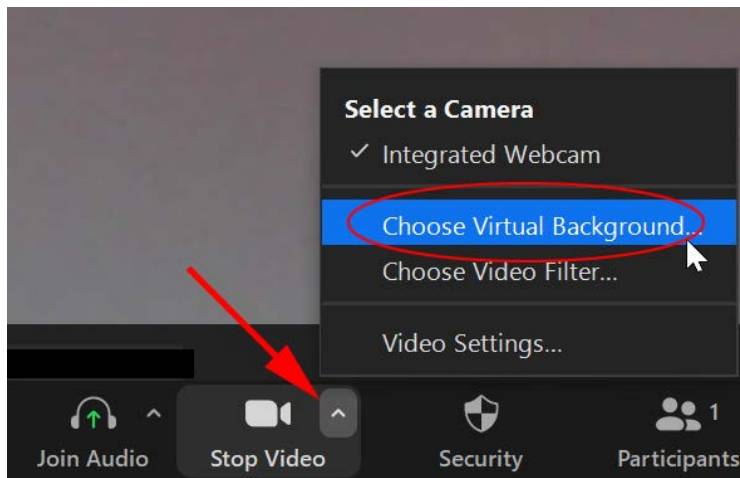


Using a Dark Virtual Background

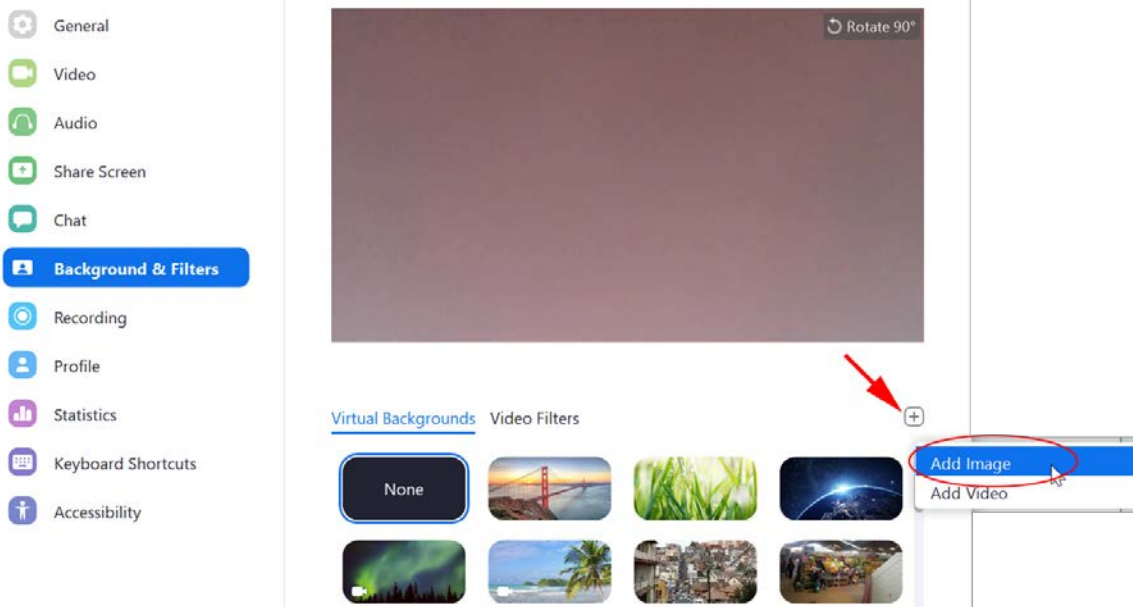
1. Download to your computer an image of something dark (Zoom accepts for following formats for a virtual background: .png, .jpeg, .bmp). For example:



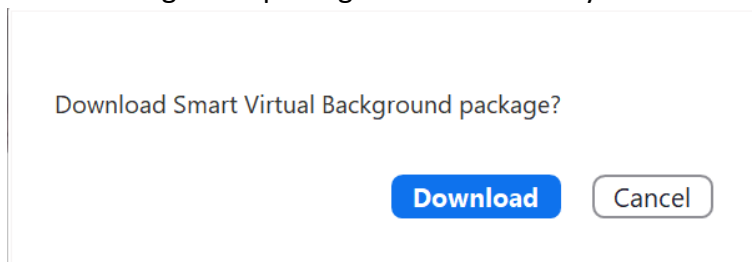
2. In the Zoom meeting, click the arrowhead on the **Stop/Start Video** button, then select **Choose Virtual Background**.



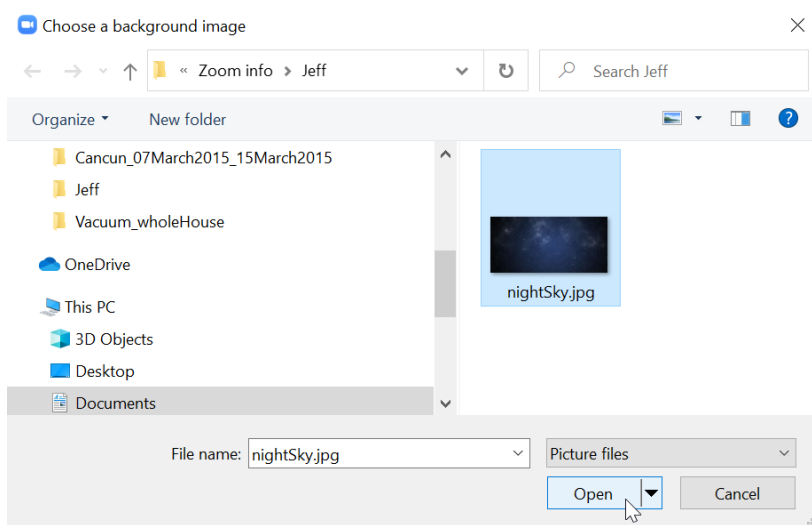
3. On the window that opens, click the + sign and select **Add Image**.



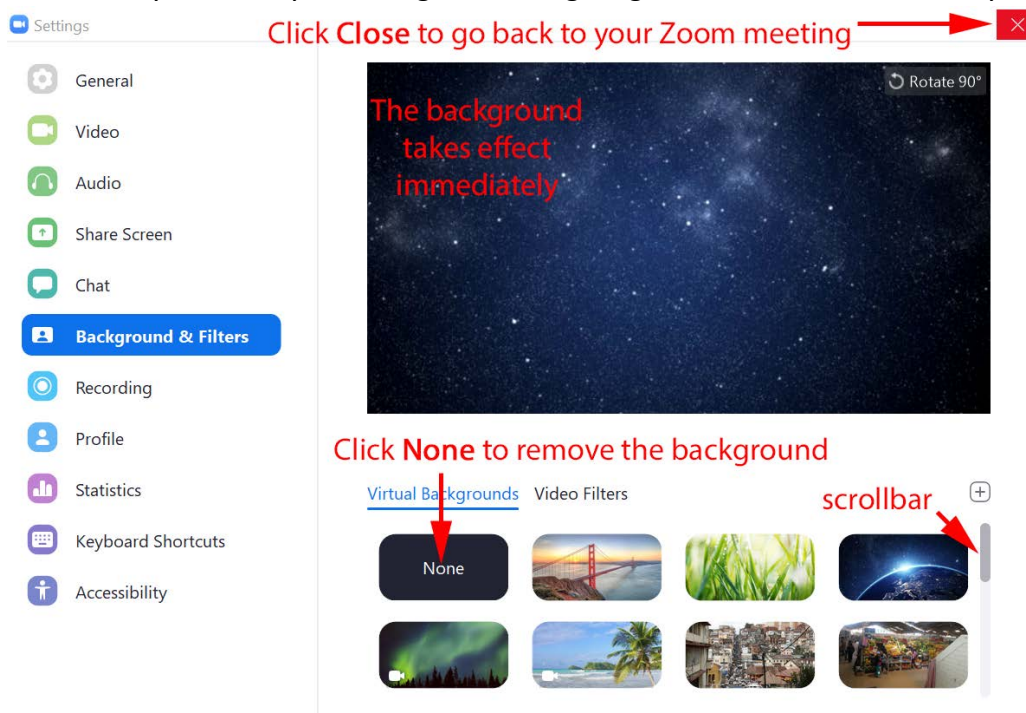
4. **Note:** If this is your first time to select a virtual background, you will be asked to download the “Smart Virtual Background package”. Do so. You only have to do this once.



5. Then, navigate to and select the file that you want for a virtual background (the following picture is just an example – not exactly what you will see).

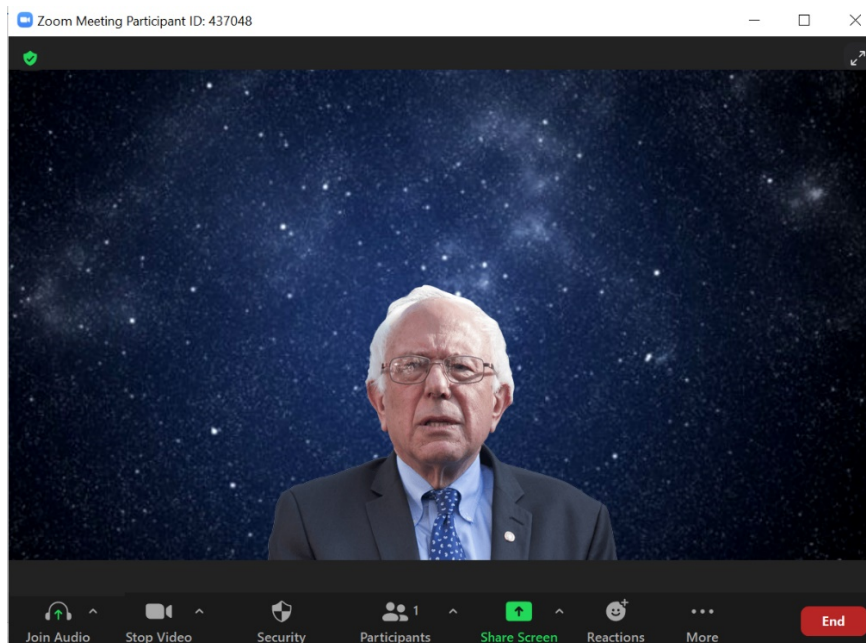


6. As soon as you select your background image it goes into effect immediately.

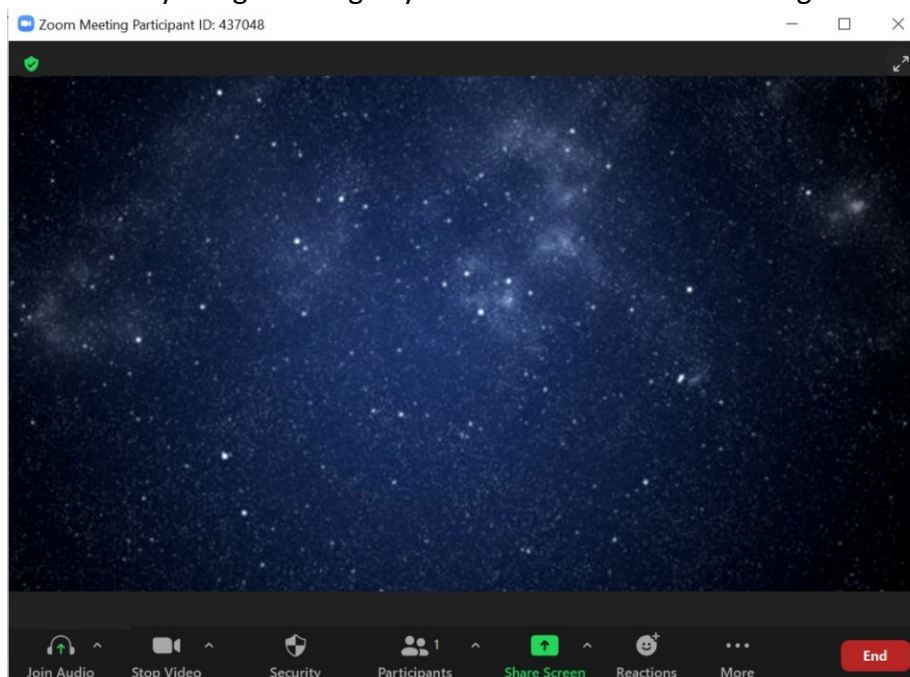


- Click **Close** to go back to your Zoom meeting.
- Click **None** to remove the background (If you don't see "None", you probably have to use the scrollbar to scroll up until it is visible again)

7. This is what your Zoom window will look like -- with you in the foreground depending on how well lit your room is.



Note: You can also cover your camera with something opaque to take yourself out of the picture so that the only thing showing in your zoom window is the background image.



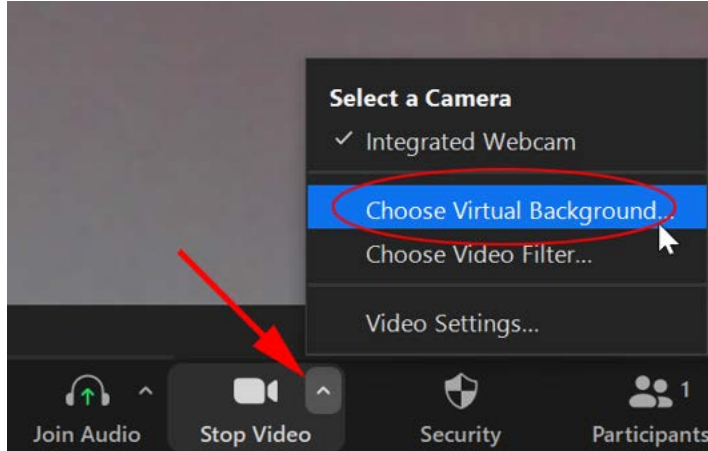
Use a Candle Video Background

1. Download a video of a candle (Zoom accepts .mp4 or .mov files).

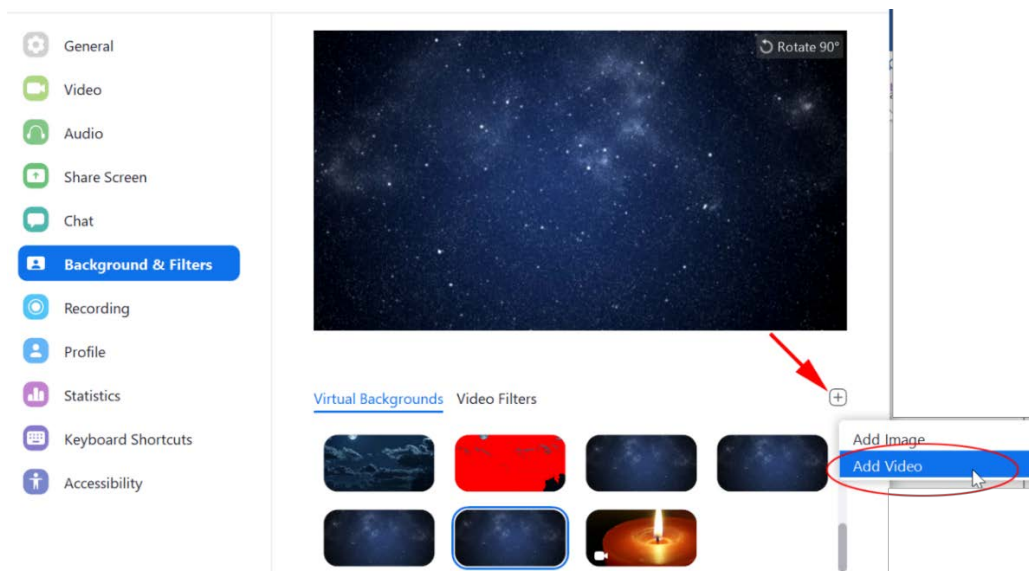
Note: If your computer is not powerful enough to support a video background, you can alternatively

chose a static image of a candle (png, .jpeg, .bmp) and follow the instructions as before.

2. In the Zoom meeting, click the arrowhead on the **Stop/Start Video** button, then select **Choose Virtual Background**.

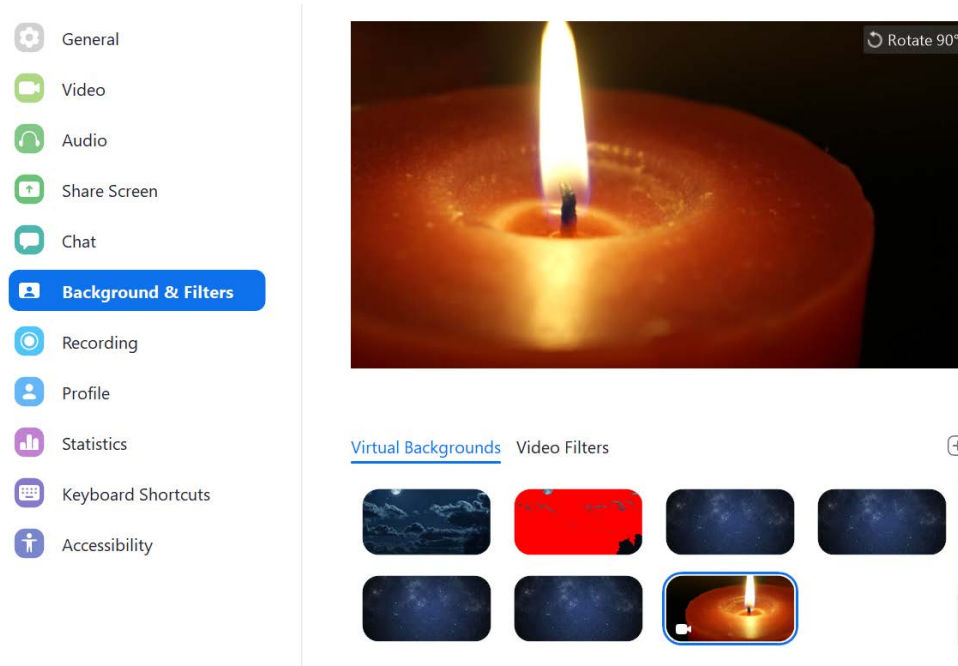


3. On the window that opens, click the + sign and select **Add Video**.

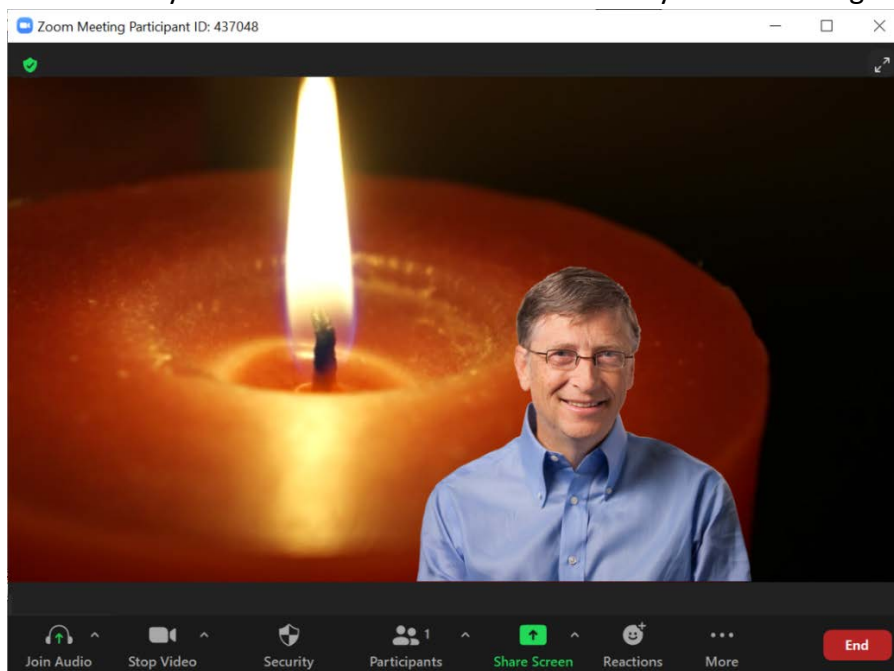


4. Navigate to and select the video file that you want for a virtual background

5. As soon as you select your background image it goes into effect immediately.



6. This is what your Zoom window will look like with you in the foreground.



7. And, this is what your Zoom window will look like if you cover your camera with something opaque.

