How to add a Custom Bay of Plenty Zoom Background

**First: make sure you are using the latest version of Zoom**

1. Visit [www.bayofplentynz.com/bop-zoom-backgrounds](http://www.bayofplentynz.com/bop-zoom-backgrounds)
2. Scroll through images and click on the ones you want to download, right-click and save it to your computer
3. If you’re not already in a Zoom meeting and want to set this up in advance, open Zoom and click on “New meeting”. Make sure you’ve selected “Start with video”.

A screenshot of a cell phone

Description automatically generated

1. OR if you’re already in a meeting, head to the bottom left of Zoom and click on the arrow pointing upwards. It’s to the right of “Stop Video”. Then click Video Settings…”

A screenshot of a cell phone

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1. Click “Virtual Background”

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1. Make sure the button "I have a green screen" is unselected (i.e. not ticked).

A picture containing drawing

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1. Click “+” to the right of “Choose Virtual Background”. Then click “Add Image”.

A screenshot of a cell phone

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1. Find where you saved your chosen background you downloaded and select it. Click “open”.

A screenshot of a social media post

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 You should now be seeing the beautiful Coastal Bay of Plenty in your Zoom background.

[Click here](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background) for more troubleshooting options if your background isn’t displaying properly. Please note: you need a reasonably clear background behind you (ideally a blank wall).