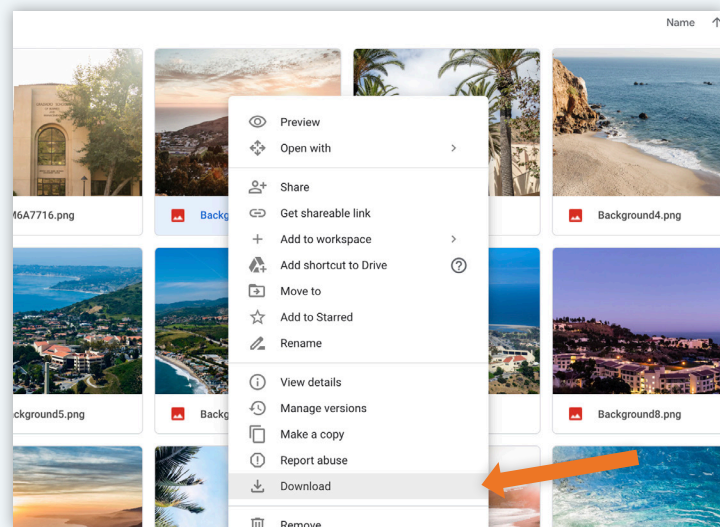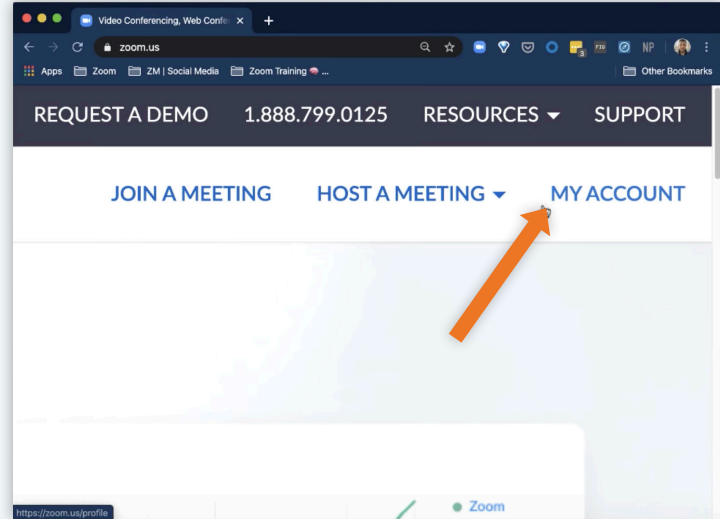# ADDING CUSTOM ZOOM BACKGROUNDS
A STEP-BY-STEP GUIDE

The Pepperdine Graziadio Business School is committed to providing you with the tools and resources to stay successful during your workday. Provided below is a "How To" guide for adding custom themed Pepperdine backgrounds to enhance your Zoom experience.
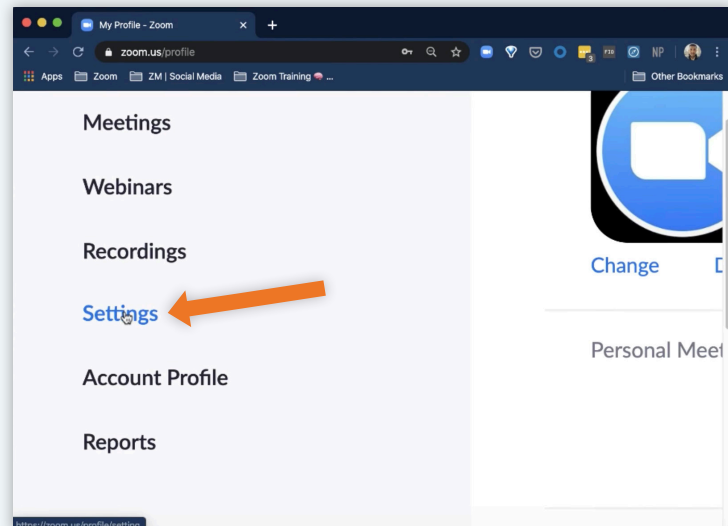
1. DOWNLOAD IMAGES

In the provided Google Drive folder, right-click on the image you would like to make your Zoom background, and download it to your computer.
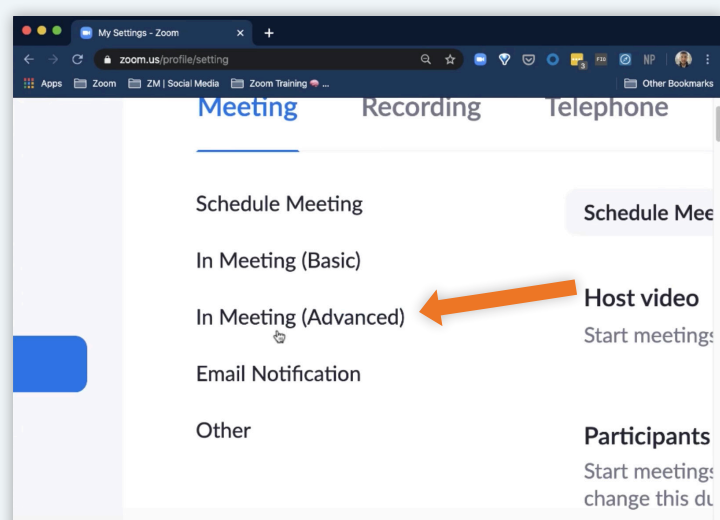
2. ACCESS YOUR ACCOUNT

Log into your web portal at zoom.us to begin

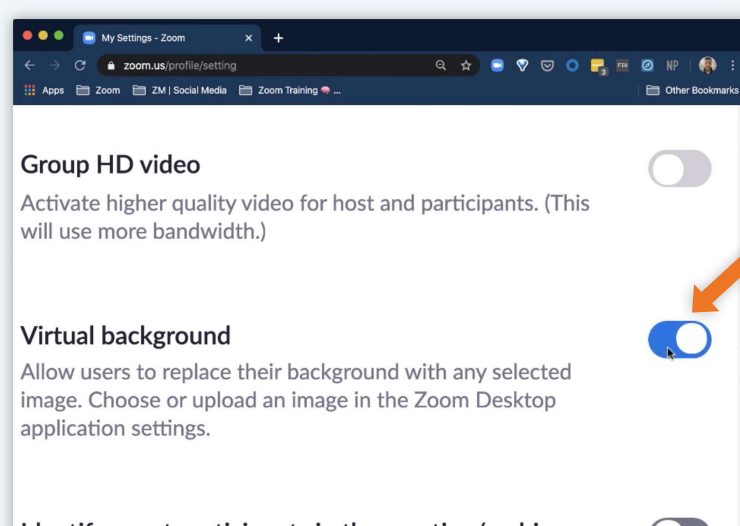Once logged in, navigate to "My Account."

3. UPDATE SETTINGS

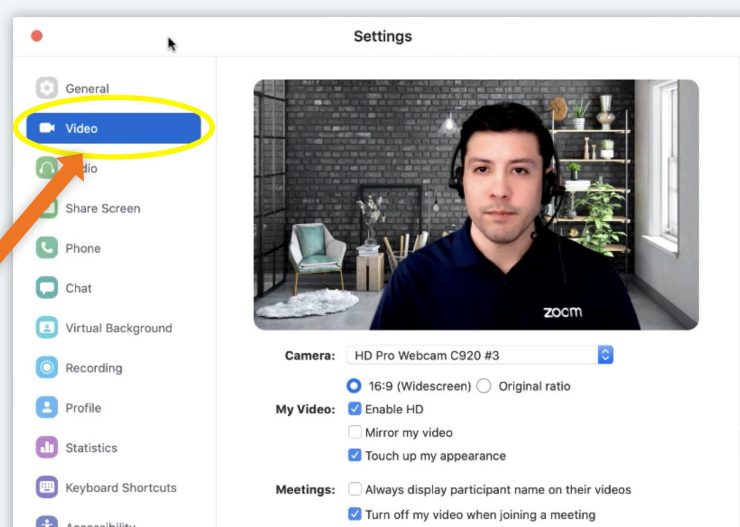Enable "Virtual Background" from the Settings tab on the left-hand menu.

4. IN MEETING

In Settings, click on "In Meeting (Advanced)."

Under "In Meeting (Advanced)" scroll down to find the "Virtual Background" feature.

5. ENABLE BACKGROUNDS

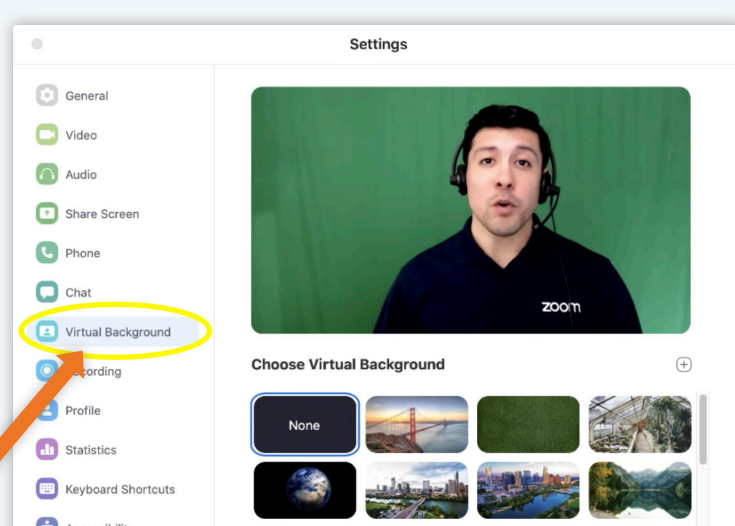Enable the feature by clicking the slider to the right. If done correctly, the button will appear blue.

6. ACCESS DESKTOP APPLICATION

Once you are logged in, click on your Settings tab and look at your video quality.
+ Make sure the lighting is not too bright and not too dark.
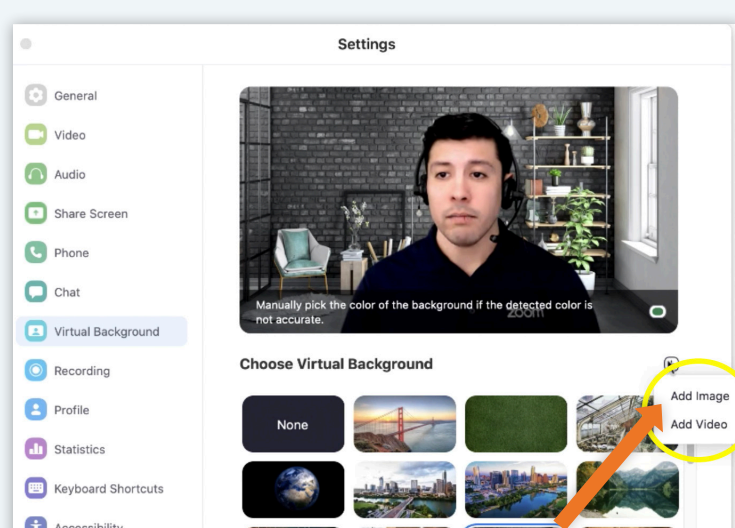+ If possible, have a solid background to yield the best results.

7. CHOOSE YOUR BACKGROUND

Once you have the appropriate background and sufficient lighting quality, click on the "Virtual Background" tab on the left-hand menu.

Once clicked, you will see various photo options to choose from for your background.

8. UPLOAD YOUR OWN

To add a Pepperdine branded image to your Zoom background, click the "plus" icon on the right-hand side.

This will prompt you to add a photo or video footage directly from your computer to your Zoom Virtual Background options. Select the appropriate photo and click "Open" to upload it to the Virtual Background options list.

9. SIT BACK AND ENJOY THE VIEW!