

Using a Slideshow as a Virtual Background in Zoom

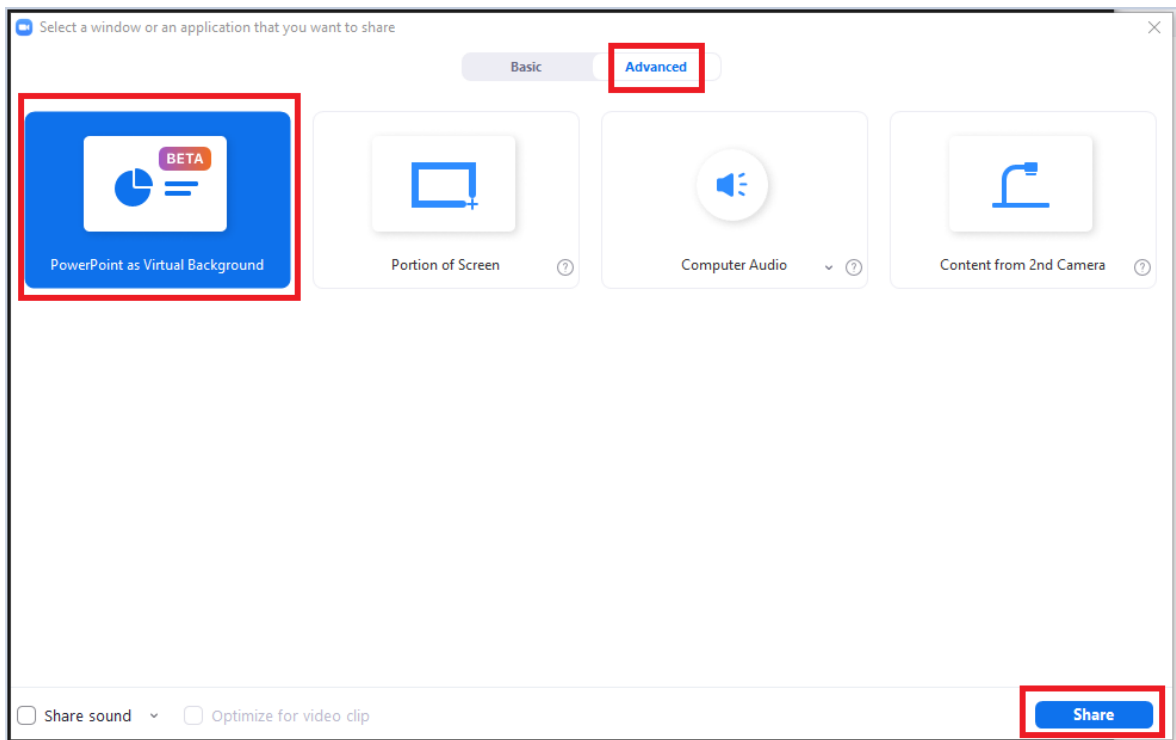
While you can share your PowerPoint or Keynote slideshows in a meeting, Zoom made an update recently allowing you to also share them as a virtual background. Sharing slides this way allows your meeting attendees to see you on top of your slides, similar to a TV meteorologist. You can resize and reposition your camera image as needed and advance your slides from within the Zoom meeting controls.

NOTE: In order to use a slideshow as a virtual background you must be using the latest version of the Zoom app and your computer must meet Zoom's requirements to use a virtual background, which can be found at <https://support.zoom.us/hc/en-us/articles/360043484511>

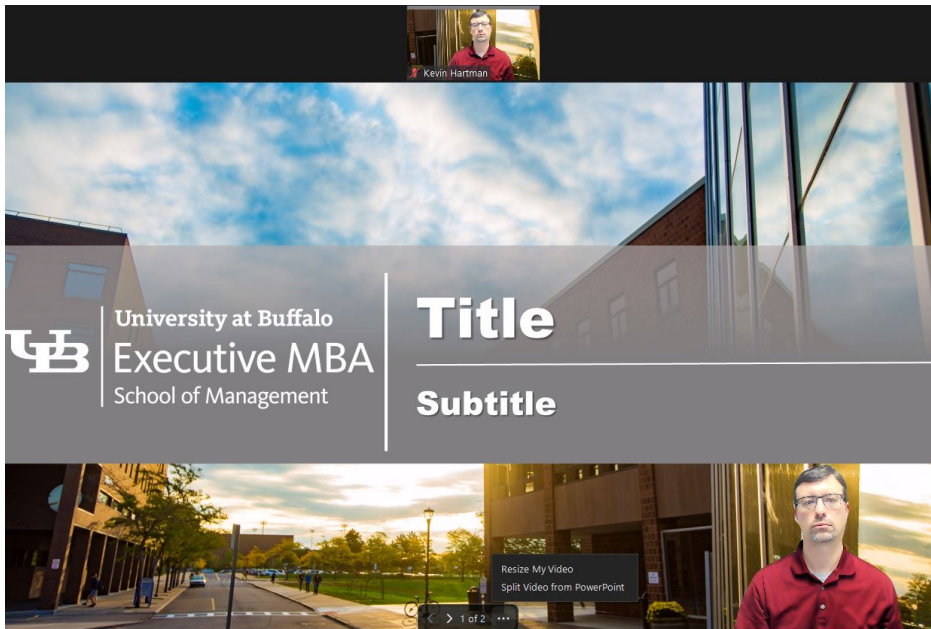
NOTE: If an attendee is not using Zoom desktop app 5.2 or higher or joining from the web, they will see your slides as a normal screen share and video from your camera will not be superimposed over your slides.

TO SHARE YOUR SLIDES AS A VIRTUAL BACKGROUND:

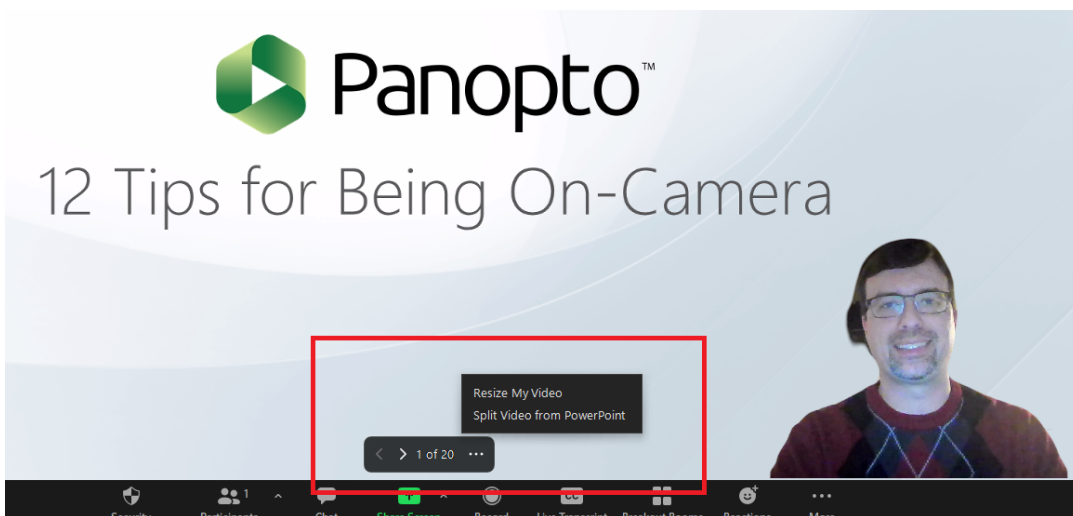
- Press the Share Screen button in your meeting controls.
- In the window that comes up where you pick what you want to share, click "Advanced" at the top, then select the first option on the left "PowerPoint as Virtual Background" on a Windows machine, or "Slides as Virtual Background" if on a Mac. Then press the "Share" button in the lower right-hand corner.



- A dialog box will pop up where you can browse and select the slideshow you want to have behind you as a virtual background.
- When your presentation imports into Zoom (This may take a few seconds depending on how many slides you have), the slides will be shown as your virtual background. If your camera is on, it will be superimposed over the slides. The default position of your camera video is the lower right corner.



- Once you begin sharing your slides as a virtual background, you can control moving back and forth between your slides right in Zoom. At the bottom of your screen, you will see arrows for navigating forward and backward in your presentation. Zoom also tells you what slide number you are on and how many total slides you have in your presentation.



NOTE: Sounds, transitions, or animations in your slides are not supported when using slides as a virtual background. The Annotation feature in Zoom is also not supported when sharing slides as a virtual background as well.

The More button (3 dots) has two options:

- **Split/Merge Video from PowerPoint/Slides** – If your video is currently over your slides and you select **Split Video**, your video will become a separate feed from your slides. You will be sharing your screen as if you were doing a normal screen share. You can still move between the slides through the meeting controls. Selecting **Merge Video** after you split your video superimposes your video feed over your slides again.
- **Resize My Video** – Clicking this allows you to resize and reposition your video on the slide. When you click this, a blue box will appear around your video. Clicking and dragging one of the corners of the box or blue lines will allow you to resize your video. Clicking and dragging your mouse within the box will allow you to reposition your video somewhere else over your slide.



NOTE: While you can resize and reposition your video in a meeting, it is best practice to test and rehearse with your slides and video ahead of time, so you know where to best position your video and not cover content your students need to see. You can also join your meeting a few minutes early before your attendees (leave them in the waiting room) to position your camera where your slide text is most easily seen.

NOTE: If you stop sharing your slides as background or share another item and then go back to share the same slide deck as a virtual background again, Zoom does not remember where you left off in your slide show. Zoom will start with the first slide in your slide show as the slide behind you initially. You will have to manually move ahead to the slide you left off on.

NOTES ABOUT RECORDING SLIDES AS VIRTUAL BACKGROUNDS:

- If **recording the meeting locally to your hard drive**, the recording will feature the video of your camera superimposed over your slides. If you want students to view the recording in this format, you will need to upload the recording to Panopto. For more information on uploading a file to Panopto, please see <https://support.panopto.com/s/article/Batch-Upload-Video-Files>
- If **recording to the cloud**, the recording will have your camera and slides as a normal screen share recording.