

My Video Chat *for* Seniors



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AARP[®]

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In this chapter, you learn how to get more out of Zoom with some of its advanced features.

- Advanced Features for Participants
- Advanced Features for Hosts
- Managing Zoom Contacts

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Getting More Out of Zoom

Chapter 3 covers enough about Zoom that you can participate in and even host Zoom meetings. This chapter covers all the advanced features of Zoom that can make Zoom meetings more fun and productive.

Advanced Features for Participants

When you're participating in a one-on-one or group Zoom meeting, it's easy enough to sit in your chair, listen to the other person or people, and speak up when you need to. There are a few other features, however, that can help you get even more out of your Zoom experience.

Apply a Virtual Background on a Computer

This is one of the most fun options Zoom offers, and the one I'm asked about the most. Instead of the other participants looking at the messy room or blank wall behind you, you can add a virtual background that makes it appear as if you're somewhere else. It's actually easy to do—and you can choose from Zoom's stock backgrounds or any image stored

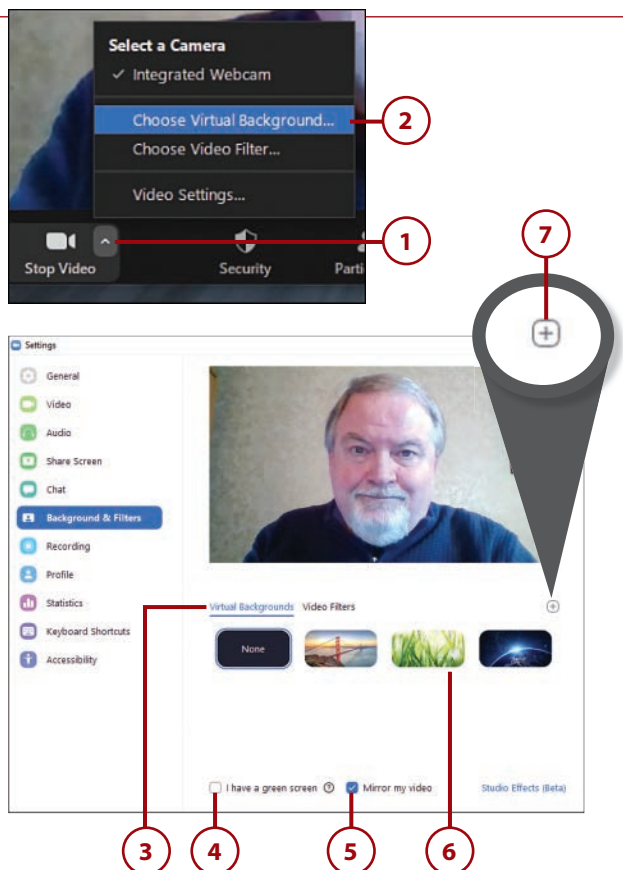
on your computer or mobile device. (You can even download other backgrounds from the Internet—see the “Where to Find Zoom Backgrounds” sidebar later in this chapter.)

Applying virtual backgrounds is slightly different when you’re using Zoom on a computer versus using Zoom on a phone or tablet. This task covers using a computer.

Solid Color Background

Zoom’s virtual backgrounds work best if you’re sitting in front of a solid color background. They work even better if the background is green. (This is the “green screen effect” used in many movies and TV shows.) For best effect, you can set up an actual green screen by using a green cloth or paper backdrop, which you can find online or at a local photography store.

- 1 During a Zoom meeting, click the up arrow next to the Stop Video button.
- 2 Click Choose Virtual Background. This displays the Settings window.
- 3 Select the Video Backgrounds tab.
- 4 If you have a green screen background, check the I Have a Green Screen option.
- 5 To view the virtual background as others see it, check Mirror My Video.
- 6 Zoom’s built-in backgrounds are displayed. You’ll also see any other backgrounds you’ve recently selected. Click one of these backgrounds to use it. Or...
- 7 To use another image as the virtual background, click the + and then click Add Image to display the Choose a Background Image dialog box.



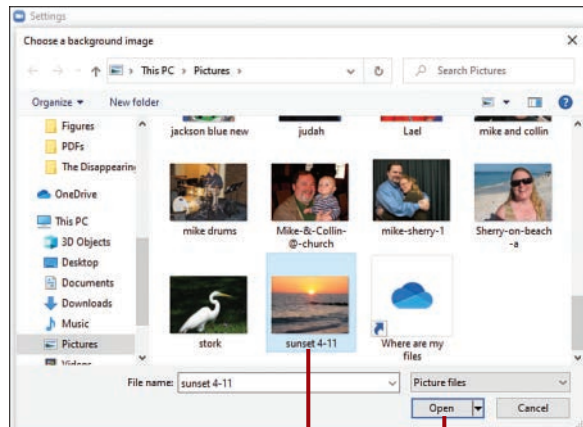
Video Filters

Zoom also offers a selection of video filters that add fun images to your live picture in a Zoom meeting. Select the Video Filters tab to make a selection.

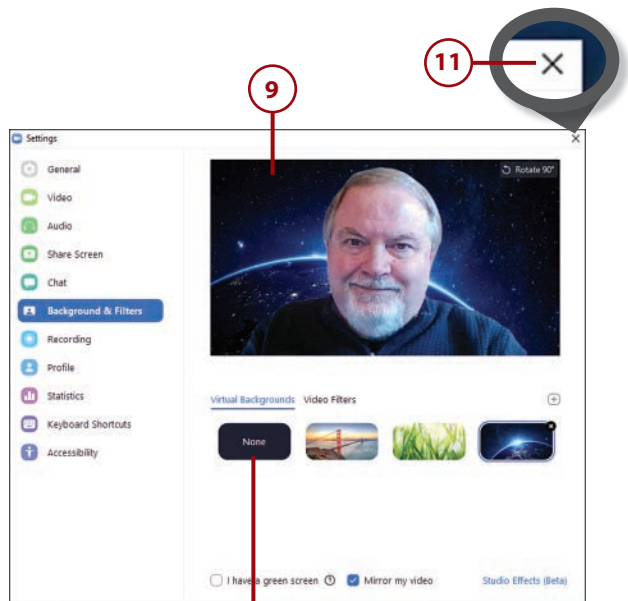
- 8 Navigate to and select the image you want to use; then click Open.
- 9 You see how the virtual background looks behind you.
- 10 To return to your normal background, select None.
- 11 Close the Settings window when you're done.

Background Videos

You can also use a video file as a virtual Zoom background—although it may be distracting to other participants. The video needs to be in MP4 or MOV format with a minimum resolution of 480 × 360 pixels and a maximum resolution of 1920 × 1080 pixels.



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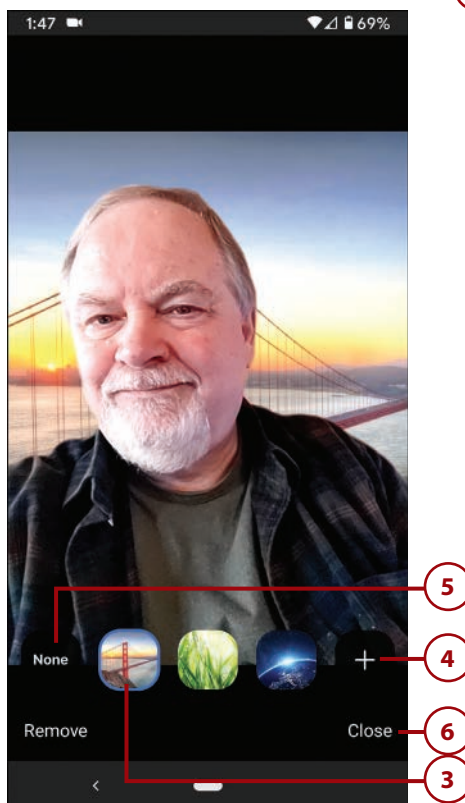
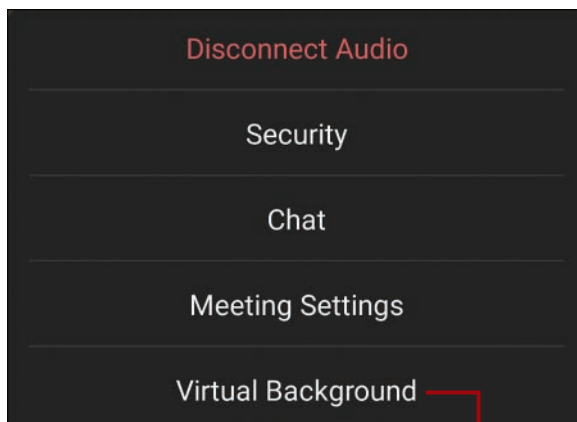
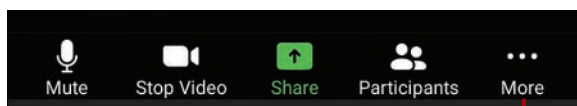
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Apply a Virtual Background on a Phone or Tablet

As with many Zoom features, virtual backgrounds work slightly differently when you're Zooming with a phone or tablet.

- 1 During a Zoom meeting, tap the More button.
- 2 Tap Virtual Background.
- 3 Tap to select one of the available backgrounds. *Or...*
- 4 Tap the + to select another image stored on your device.
- 5 You see yourself with the virtual background applied. To return to your normal background, tap None.
- 6 Tap Close or the X in the top-right corner when you're done.



>>>Go Further

WHERE TO FIND ZOOM BACKGROUNDS

Zoom supplies a handful of built-in virtual backgrounds, and you can use any image stored on your computer or mobile device as a background. You also can download images from the Internet to use as your virtual background.

There are many websites that offer free images for your Zoom virtual backgrounds. Some of the most popular include

- Canva (www.canva.com/zoom-virtual-backgrounds/templates/)
- Getty Images (www.gettyimages.co.uk/resources/free-zoom-backgrounds)
- Hallmark Channel Virtual Backgrounds (www.hallmarkchannel.com/hallmark-channel-virtual-backgrounds)
- Modsy TV Show Interiors (blog.modsy.com/trends/pop-culture-designs/how-to-work-from-your-favorite-pop-culture-interiors/)
- Pixar Backgrounds (news.disney.com/pixar-video-backgrounds-available)
- Star Wars Backgrounds (www.starwars.com/news/star-wars-backgrounds)
- Unsplash (www.unsplash.com/s/photos/zoom-background)
- West Elm Video Conference Backgrounds (www.westelm.com/pages/features/zoom-virtual-backgrounds/)
- Zoom Virtual Backgrounds (www.zoom.us/virtual-backgrounds)

Simply download the image you want to use to your computer or mobile device, then follow the previous instructions for applying a virtual background. The image should be listed along with the other photos on your device.

As fun as some of these backgrounds look, you might want to pick a background that doesn't draw too much attention to itself—and away from you. That means choosing a background that isn't too far out or too busy. Especially in business meetings, simpler backgrounds—or those that resemble an office or boardroom—work best.

React to the Meeting

When you're Zooming with one or more other people, you can "react" to what someone says or does with a virtual clap or thumbs up. When you do so, a corresponding icon appears onscreen for a few seconds.

- 1 On a computer, click Reactions and then choose from the reactions displayed.
- 2 On a mobile device, tap More to see a selection of reactions.
- 3 Tap the reaction you want to display.

Hide Self View

By default, your own live picture appears as a thumbnail on the Zoom screen. You may want to hide your live thumbnail, however, to avoid the temptation to look at yourself instead of others in the chat. To hide self view on a computer, mouse over your live thumbnail, click More (three dots), then select Hide Self View. On a tablet, tap the minus-sign (–) at the top-right corner of your live thumbnail. (Unfortunately, you can't hide self view on a phone.)

