How to Update Zoom and Change Your Virtual Background

To update your Zoom, open the Zoom app and login. Click on your profile icon in the top right hand corner. The icon may have your initials or a picture if you uploaded one.
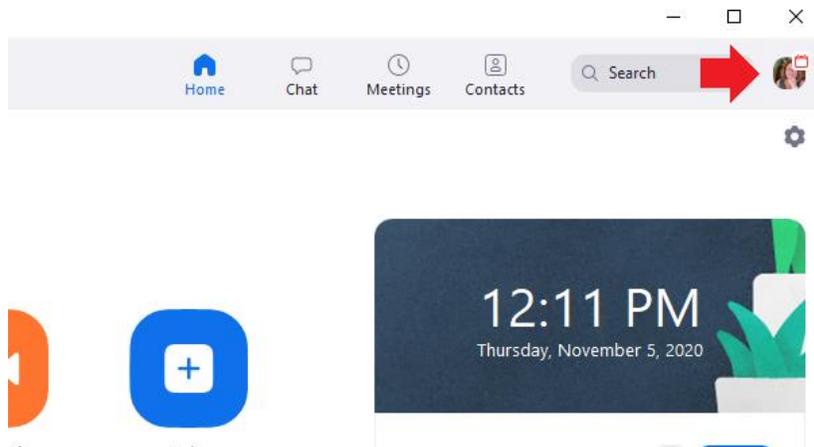
Select **Check for updates** in the dropdown menu that appears.
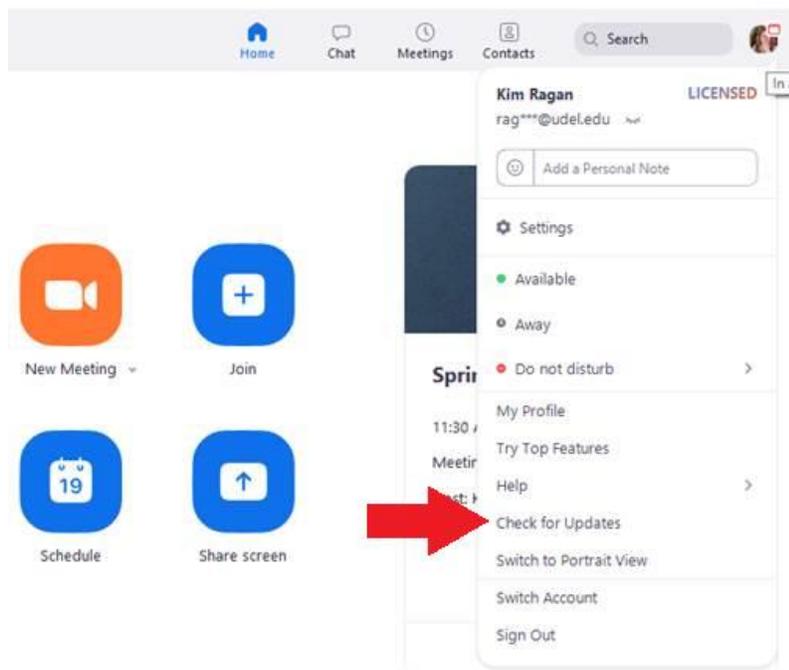
If an update is available, a window will appear with the latest version and release notes. Select **Update** at the bottom of the window.
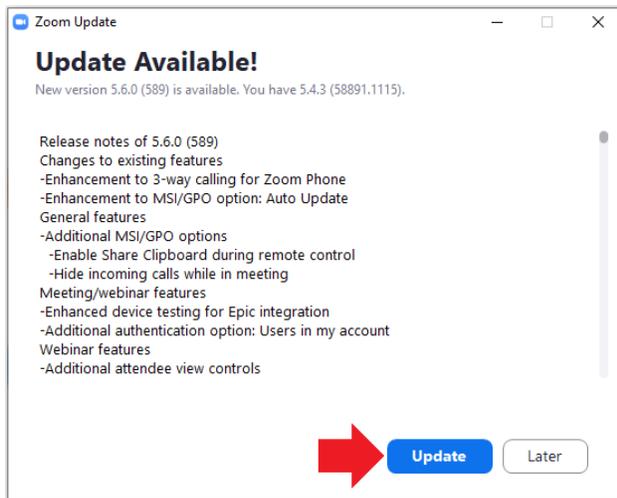
Zoom will display a progress bar stating that it is updating. It may take a few seconds or minutes depending on your network connection.

Once Zoom is updated it will restart and open back up to the **Home** screen.
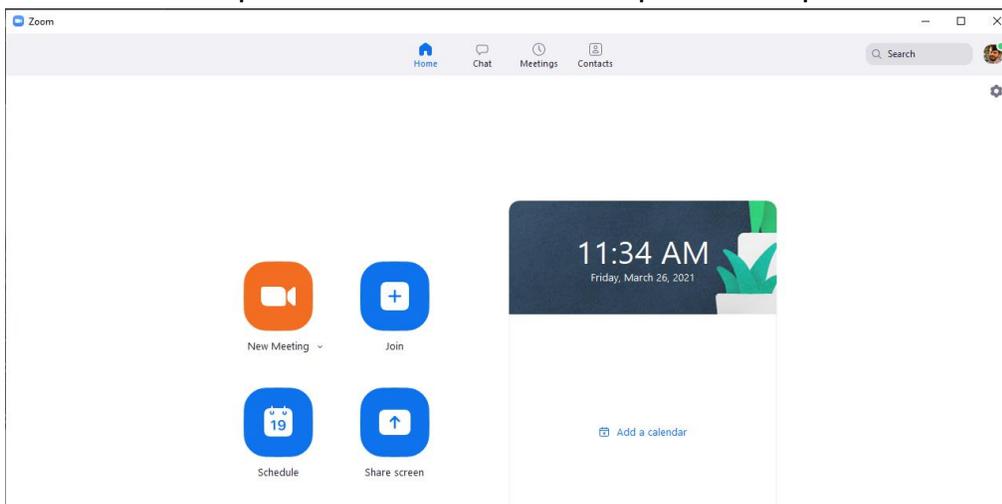
To change your Virtual Background, Click the gear icon below your profile icon to open the **Settings** window.
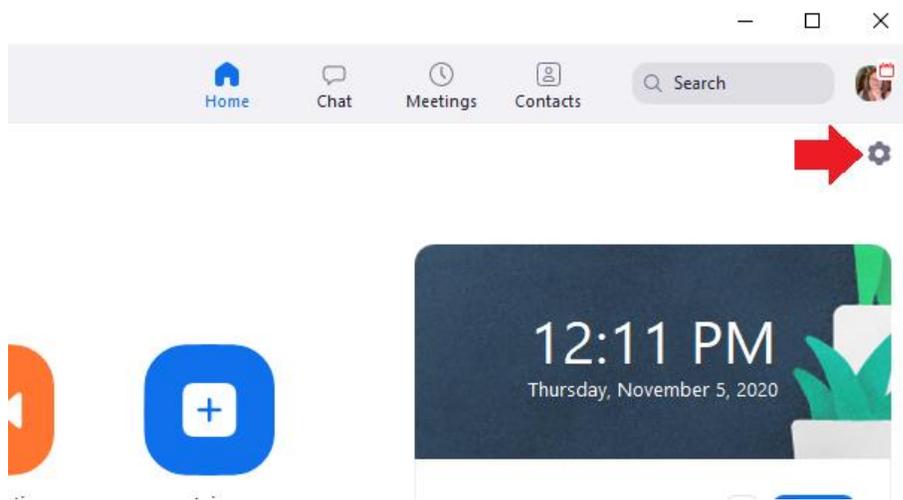
In the **Settings** window select **Background & Filters** on the left hand side.
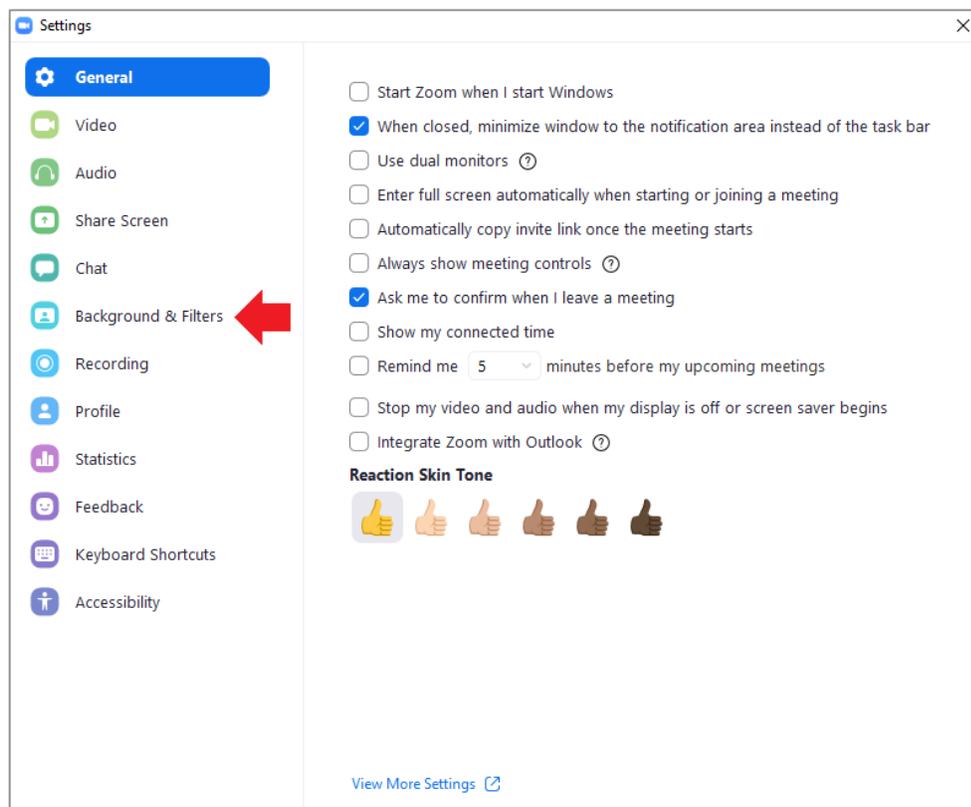
On the next screen, you can select a virtual background, video filter or studio effect. The background you choose will be preset for every Zoom meeting you join unless you change it.
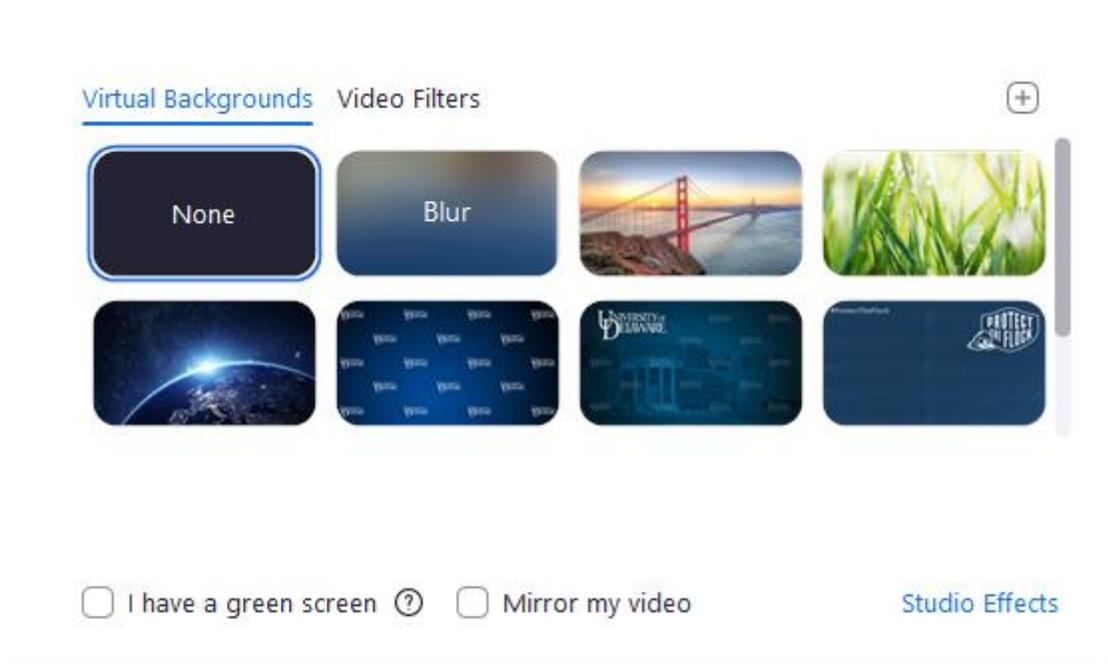
If you are currently in a meeting and want to change your virtual background. Make sure your camera is on and click the up arrow next to **Stop Video** at the bottom of your screen. It will bring you to the same virtual background window.