Sharing a PowerPoint presentation as a virtual background in Zoom

How do I share a PowerPoint presentation as my virtual background?

First, make sure you using:

- a macOS or Windows computer that meets the requirements for Virtual Backgrounds
- with the Zoom client application version 5.2.0 or higher
  See: Updating the Zoom client
- and Microsoft PowerPoint installed
  See: Using Microsoft Office 365

All the participants in your meeting will need the Zoom client application version 5.2.0 or higher on macOS, Windows, iOS, Android, or Linux.

I. Starting the presentation

During a meeting, in the Zoom client meeting controls:

1. Click the Share Screen button.
2. At the top of the window that opens, click Advanced.
3. Click Slides as a Virtual Background.
4. Click the Share button.
5. Browse for, select, and open the PowerPoint presentation you want to share.

II. Controlling the presentation

Showing your video over the presentation slides

In the meeting controls, click the Start Video button.

Moving between slides

To advance to the next slide, click the > button.

To go back to the previous slide, click the < button.

Resizing your video

1. Click the button.
2. In the menu that opens, click Resize My Video.
3. Click and hold on one of the four corners of your video.
4. Drag the the corner to make your video larger or smaller.

Repositioning your video

1. Click the button.
2. In the menu that opens, click Resize My Video.
3. Click and hold on the center of your video.
4. Drag the center of your video to to reposition it.

Separating your video from your slides

1. Click the button.
2. In the menu that opens, click Split Video from Slides.

Your presentation will continue as a normal screen share, and your video will be in a separate box, as normal.

Returning to slides as a virtual background

1. Click the button.
2. In the menu that opens, click Merge Video and Slides.

Your presentation will continue, once again as a virtual background behind your video.