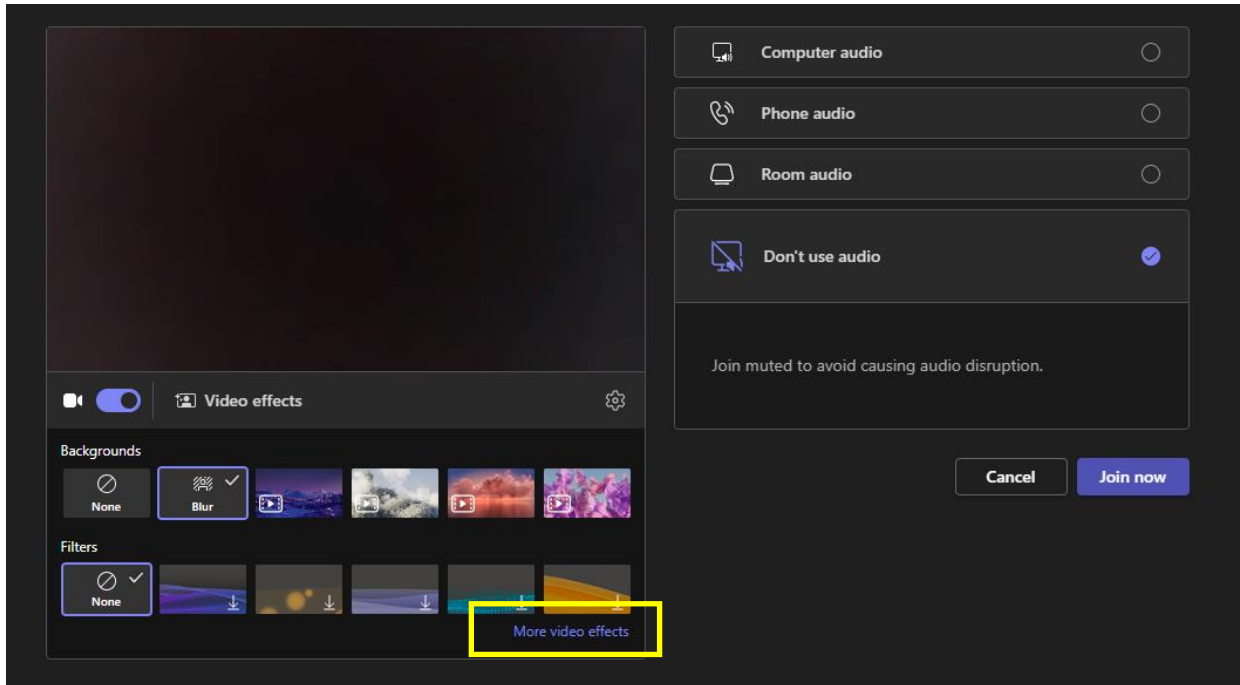


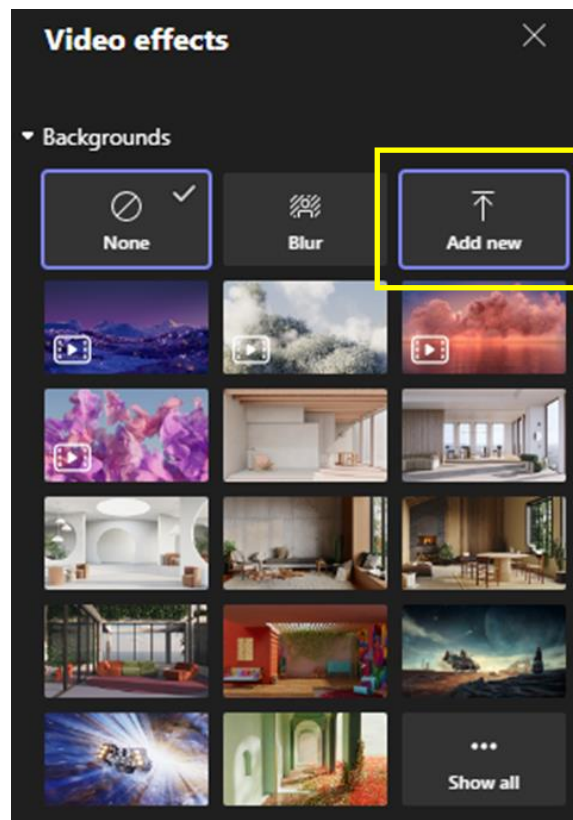
Adding a background image in Microsoft Teams

To enable the Virtual Background feature for your own use:

1. Save image to desktop.
2. Open the Microsoft Teams application.
3. Before joining a meeting, turn on your camera and select **Video effects** → **More video effects**.

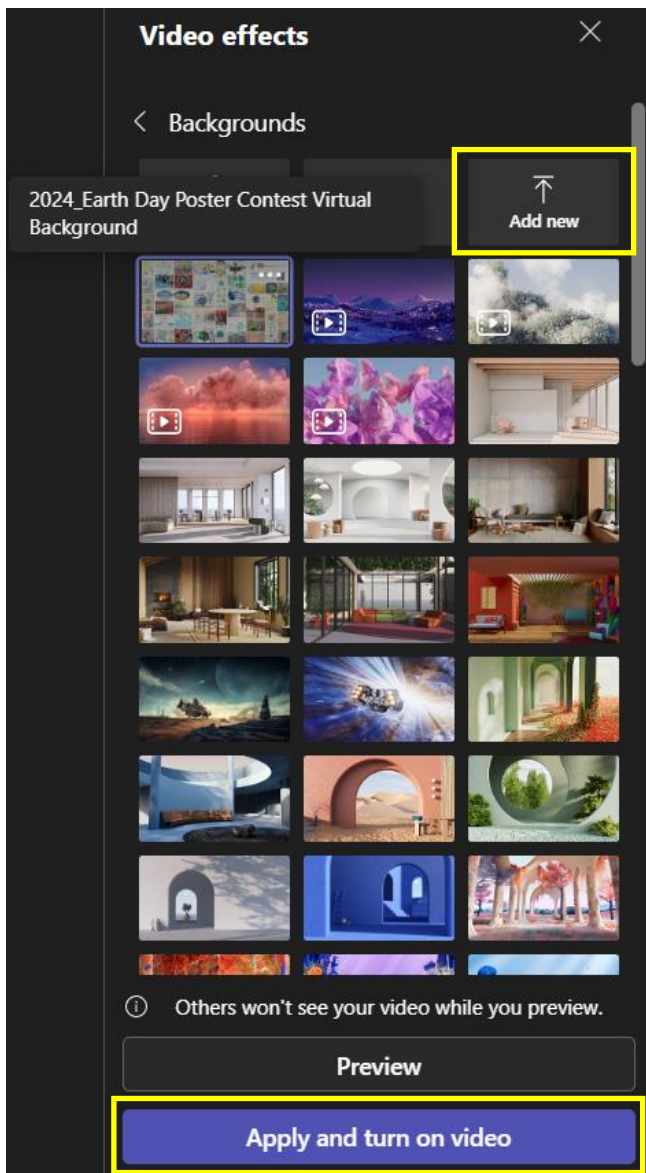
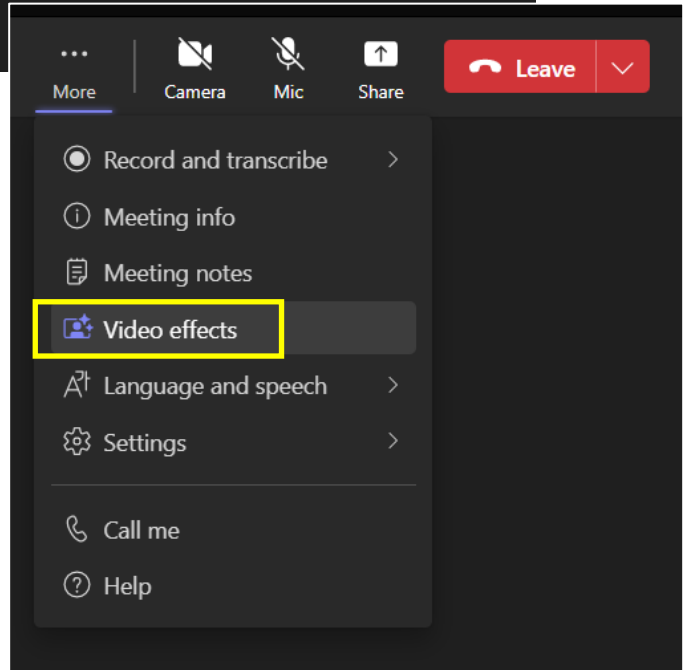
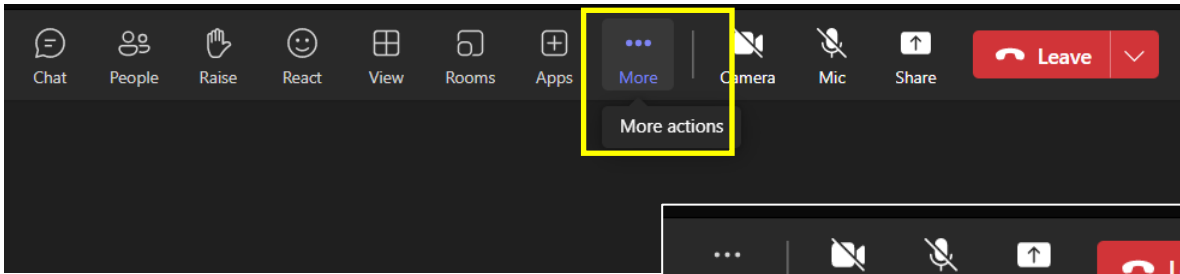


4. Select **Add new** to upload the image and apply background effects.



Change your background during a meeting

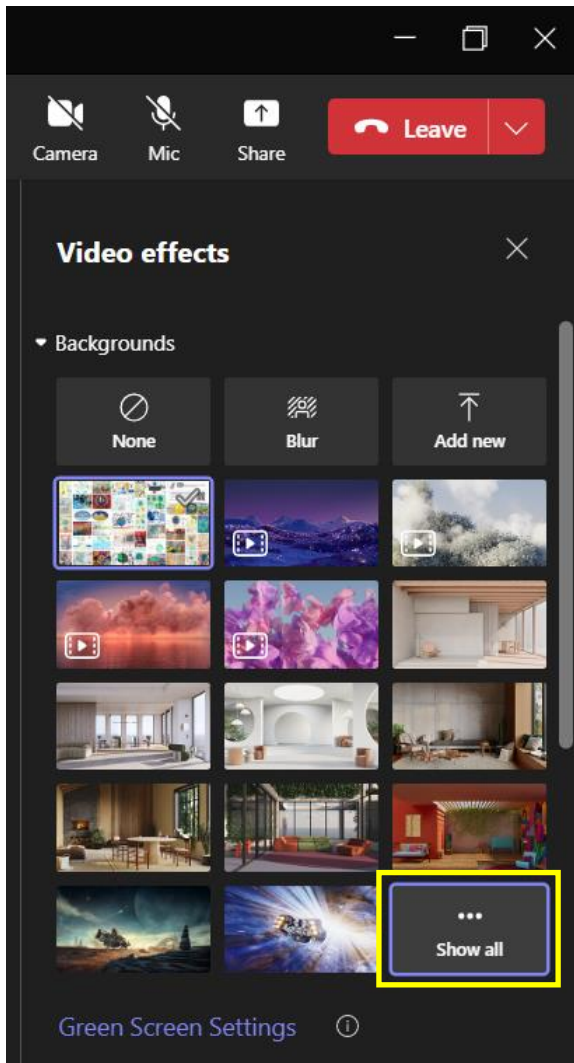
1. Go to the top of your meeting screen and select **More** → **Video effects**.



2. Select **Add new** to upload the image, then with image selected **Apply and turn on video**.

Troubleshooting

If you do not see the image, select **Show all** to view the full list of available images.



Once you've found the image you would like to add, select **Apply and turn on video**.

Your virtual background will now be applied to all Microsoft Teams calls. Note that the image is mirrored in your view, your audience will see text correctly.

Your background will persist in all your meetings and calls until you change it again.