***Microsoft Teams***

## **Change your background before a meeting starts**

While you're setting up your video and audio before joining a meeting, select **Background effects** Background settings . It's just to the right of the mic switch. Your background options will display on the right.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

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

To turn off background effects, select Option for turning off background effect .

## **Change your background during a meeting**

To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions**  More options button > **Show background effects**.

Select **Blur** to blur your background, or choose from the available images to replace it. To upload an image of your own, select **Add new** and pick a .JPG, .PNG, or .BMP file from your computer.

To turn off background effects, select Option for turning off background effect .

You'll be able to preview your chosen background to see how it looks before you apply it.