

## **How to Change Your Microsoft Teams Background**

1. Save the Teams background to your computer by right clicking the image and clicking 'Save image as'.
2. Choose a folder on your computer to save the image in and then click 'save'.
3. When you are on a Microsoft Teams video call, click the three little dots at the top next to the camera button.
4. Click 'Video effects and settings' and make sure you are on the 'Video effects' tab in the sidebar that appears.
5. Under the 'backgrounds' tab, click 'Add new' at the top.
6. Select the Teams background from your desktop by navigating to the folder where you saved it, choosing it from your files, and clicking 'open'.
7. Then, click 'Apply'. The text might appear flipped for you, but don't worry, the others on the meeting will see the text normally!