

How to use Approved Backgrounds


Introduction

The following page contains steps needed when using a background image for Teams.

Details


NOTE: Agents are limited as to what backgrounds they can use. They can use the background blur and any default backgrounds listed.

Change your background before a meeting starts

1. While you're setting up your video and audio before joining a meeting, select Background filters > Background settings . It's just below the video image.
2. You can replace your background with one of the images provided below. To use an image below, save one you your desktop, select Add new and then select the image to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.
3. Your new background will persist in all your meetings and calls until you change it again.
4. To turn off background effects, select  .

Note: If you don't see this option in the menu, the feature might not be available on your device yet

Change your background during a meeting

1. Go to your meeting controls and select **More actions** ... > **Apply background effects**.
2. To upload an image of your own, select **Add new** and from the options below.
3. To turn off background effects, select  .
4. Select **Preview** to see how your chosen background looks before you apply it, and then select **Apply**.

Approved Images



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Revision History

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