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, **right-click** on an **image** and select **Save image as**. Save it to your computer. Click **Add new,** and then select the **image** to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.
3. As you look at yourself in Teams, the logo will be backwards, but for others looking at you, the logo will be displayed correctly.
4. Your new background will persist in all your meetings and calls until you change it again.
5. 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 use an image below, **right-click** on an **image** and select **Save image as**. Save it to your computer. Click **Add new,** and then select the **image** to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.
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**.
5. As you look at yourself in Teams, the logo will be backwards, but for others looking at you, the logo will be displayed correctly.

Approved Images

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Revision History

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