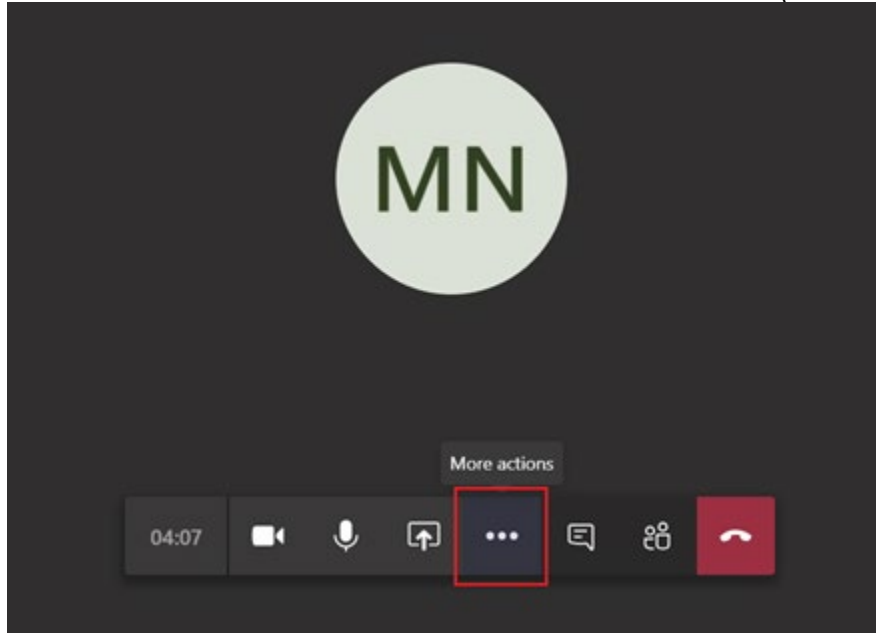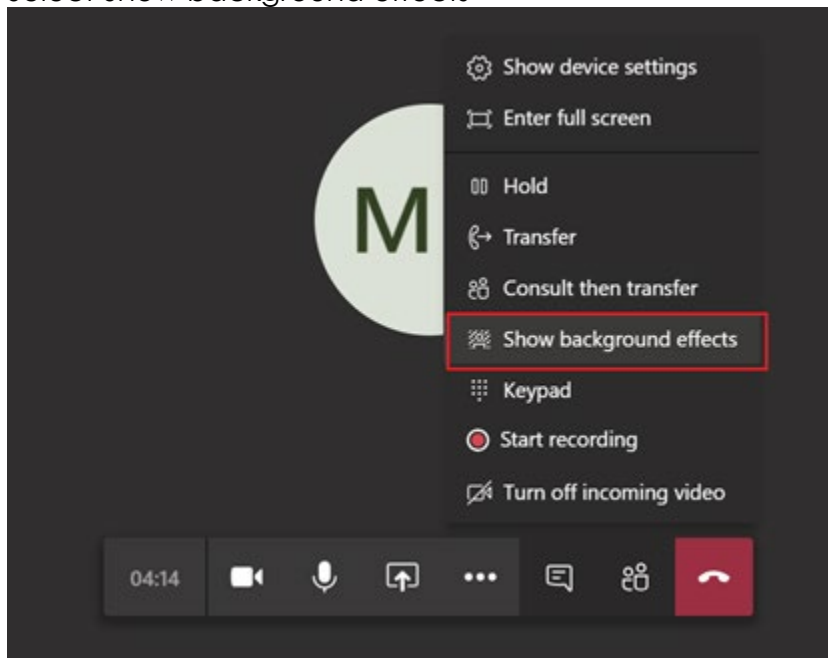# TEAMS BACKGROUND INSTRUCTIONS

Before you begin, please SAVE the JPEG backgrounds in a folder on your computer so you may easily find them when performing step 3 below.
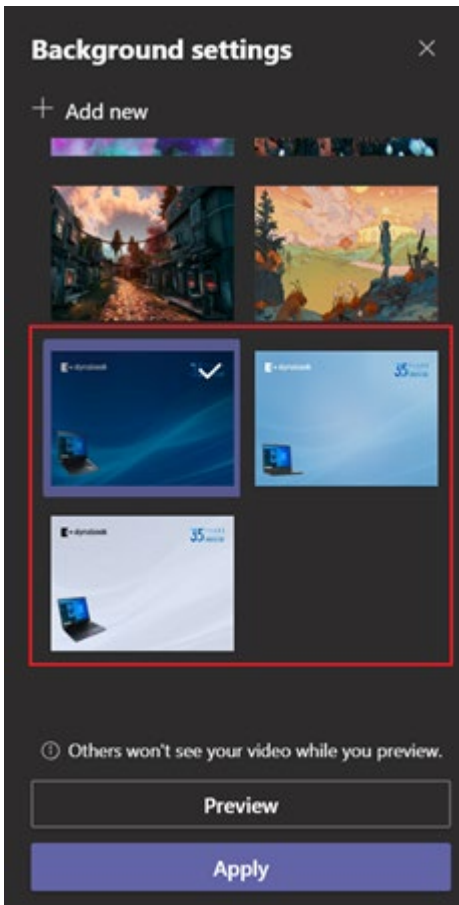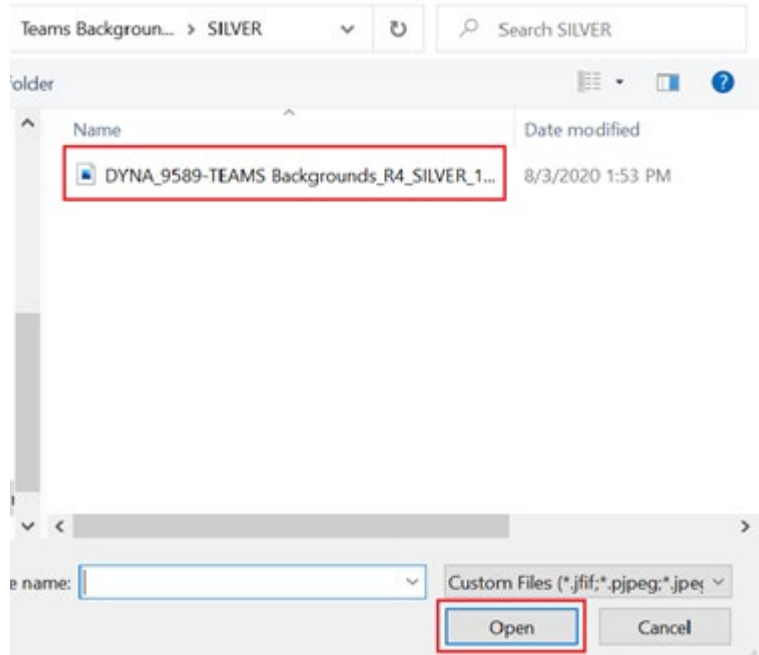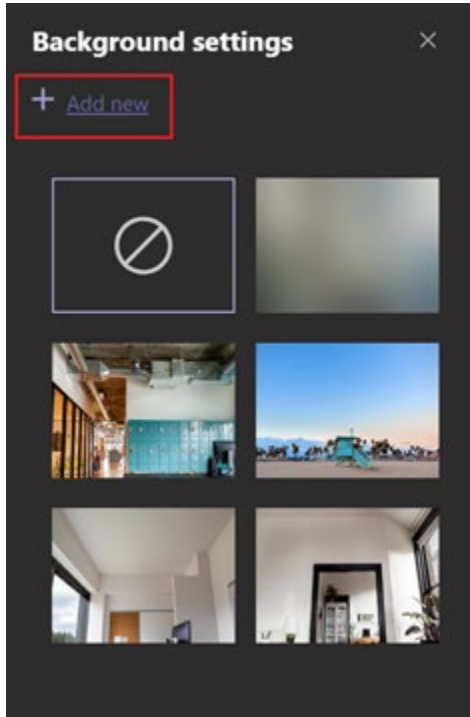
1. Within Teams Video call, select "More actions" button (Three dots)

2. Select Show background effects

3. Click Add new; browse & select the new background; and click Open.

** Click Apply**

Feel free to test your background prior to an actual video call.