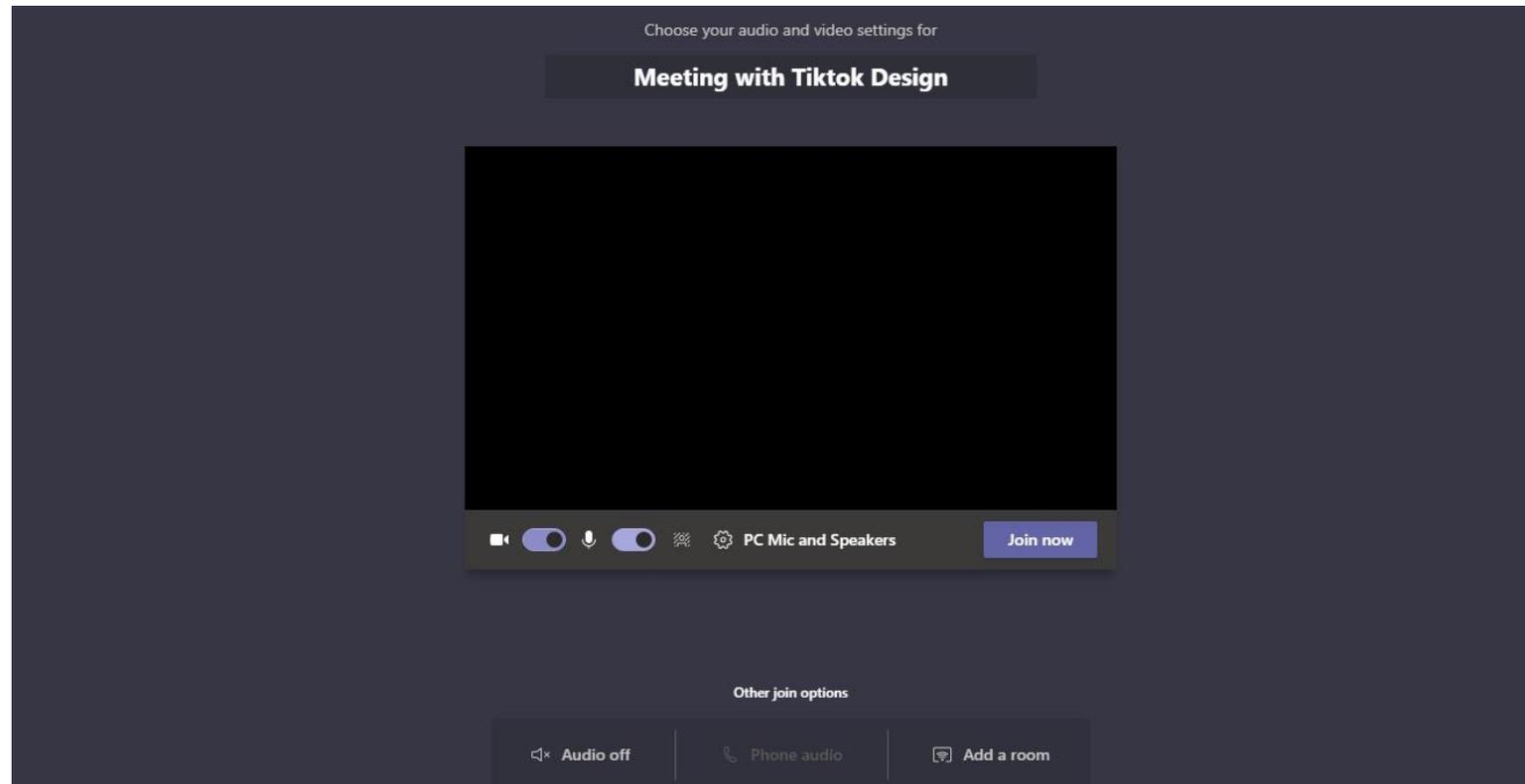# PPS Virtual Meeting on Microsoft Teams
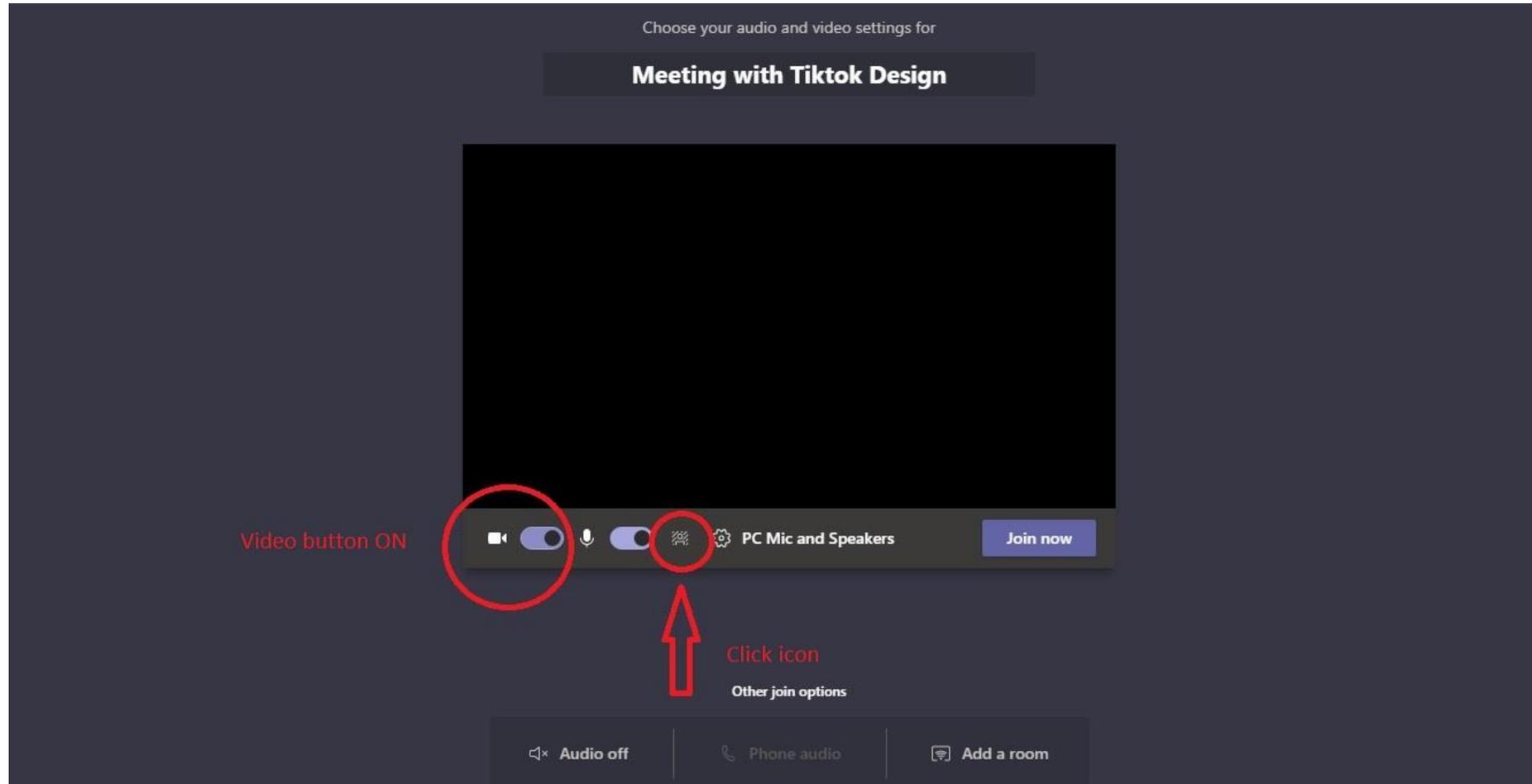
How to change your background view

Changing the view behind you that everyone else sees

- One of the cool things you can change within Microsoft Teams is your background view that at all other meeting attendees can see. This can be from a list of pre-loaded images to choose from, or you can also choose your own background image from your computer.

- This can be changed before you join the meeting, or if you have already joined, both ways are explained below.

- Option 1 – just before you join, your screen should look like the screenshot below, this is before you click the blue "Join" button.
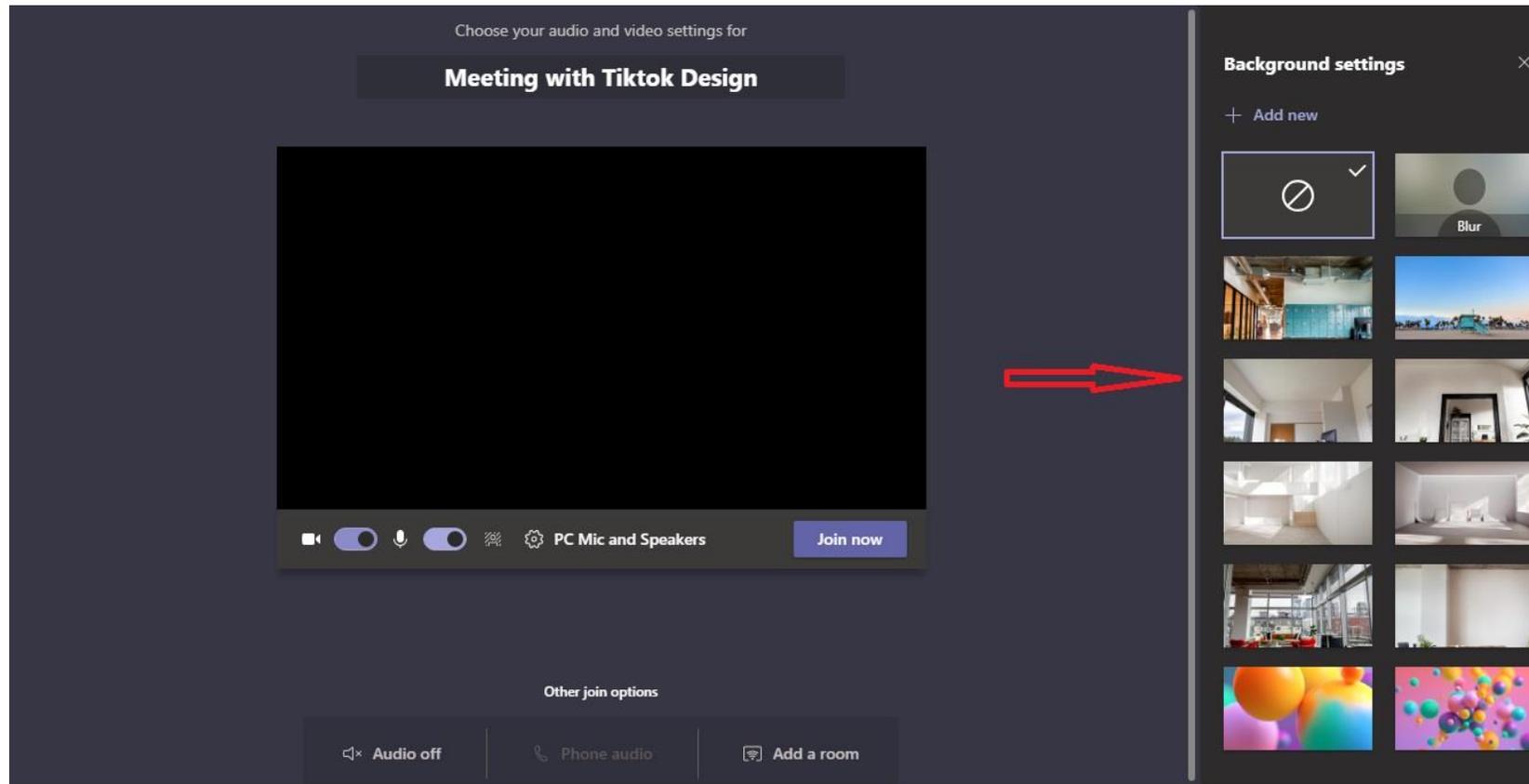
Changing background

- Make sure you have 'Video' turned on then click the little icon shown below…
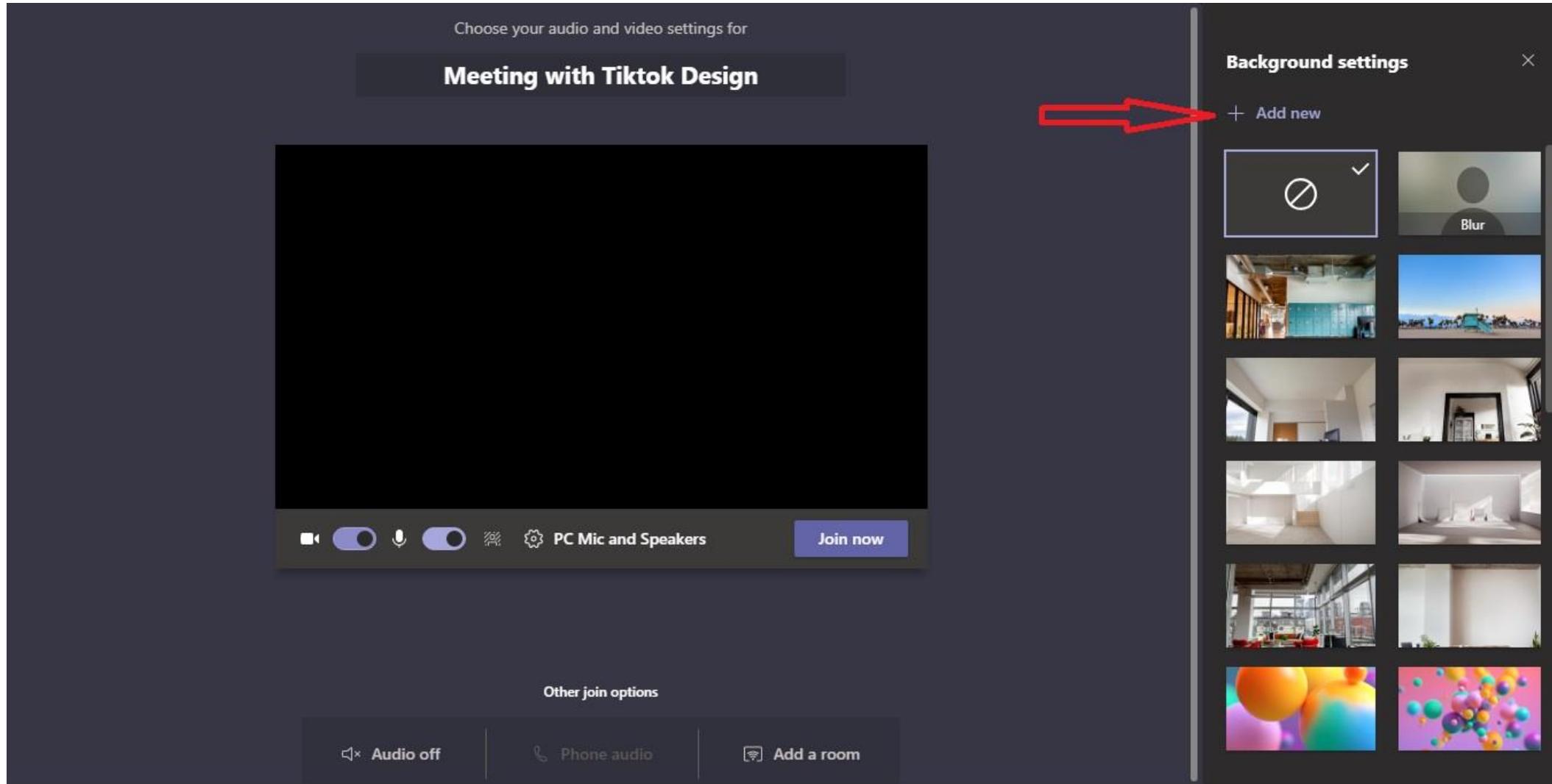
Changing background

- Once you click the little icon, a new section slides in from the right and looks like screenshot below
- As you can see, from here you can simply click on the image you want your background to be, and it will automatically change.
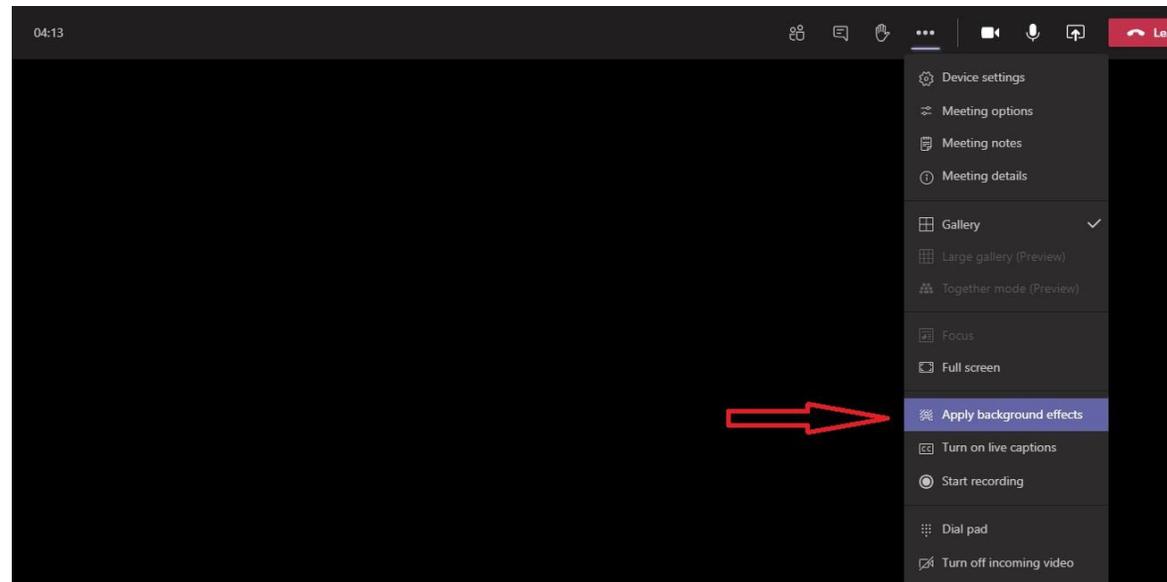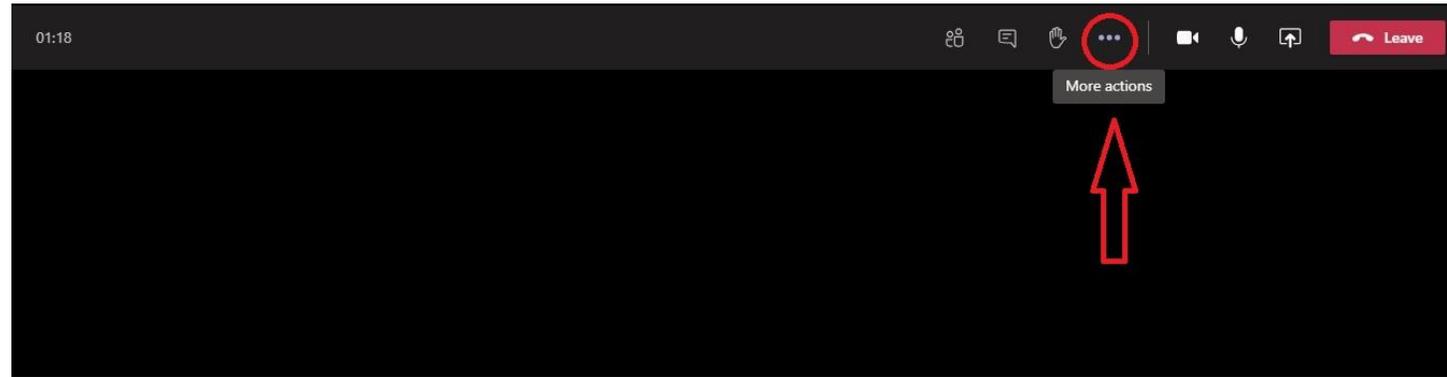
Changing background

- If you would prefer to use one of your own images, click on the add new icon (screenshot below)
- Navigate to where your image is on your computer and simply click to upload.
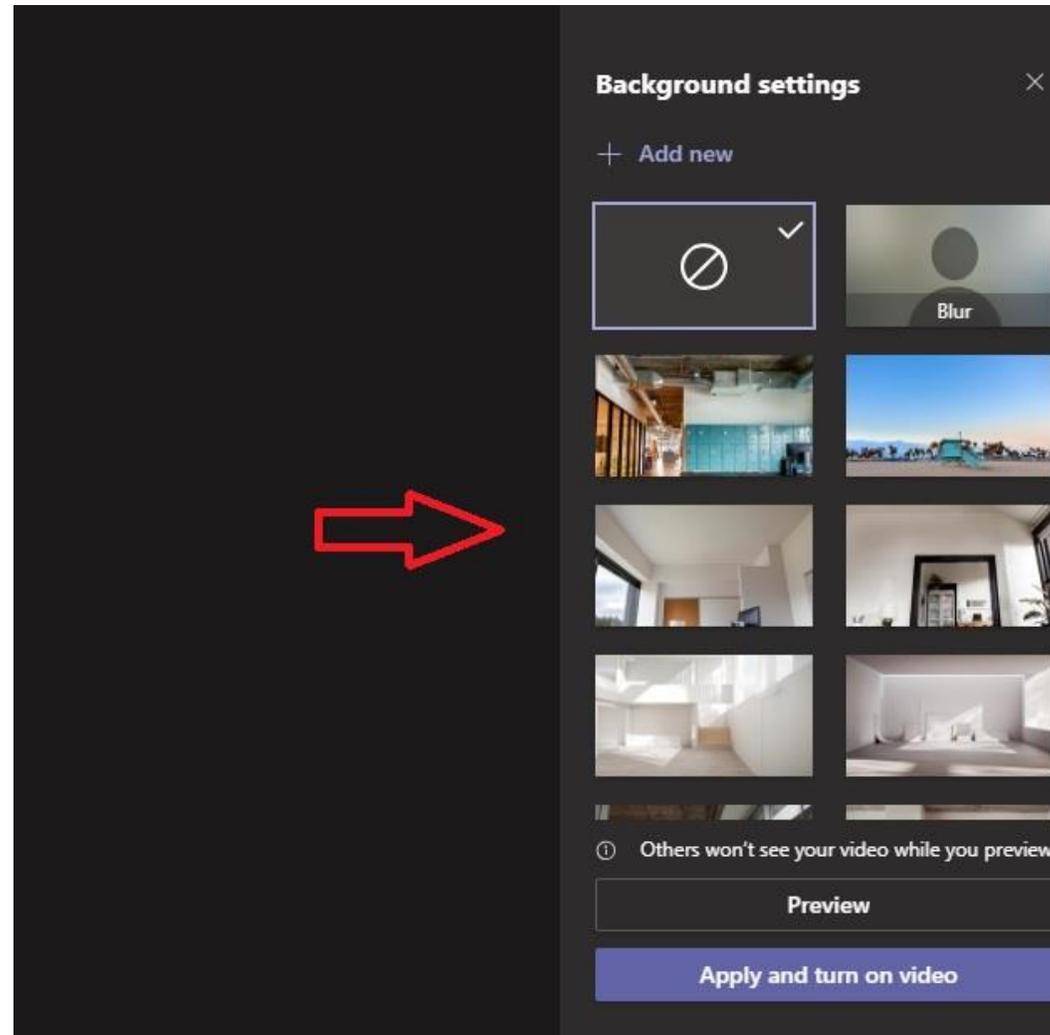
Changing background

- Now if you forgot to change the background and you've already joined the meeting, no problem, here's what you do. Go to top bar and click the three dots (screenshots below)

- Then click 'Apply background effects' from the dropdown menu

Changing background

- This will bring up the same box as before where you can simply choose your new background or upload your own image from your computer (screenshot below)

Changing background

- That's it for changing your background within Microsoft Teams.

- More how-to-docs will be added soon giving you more tips to help you through the meeting.