



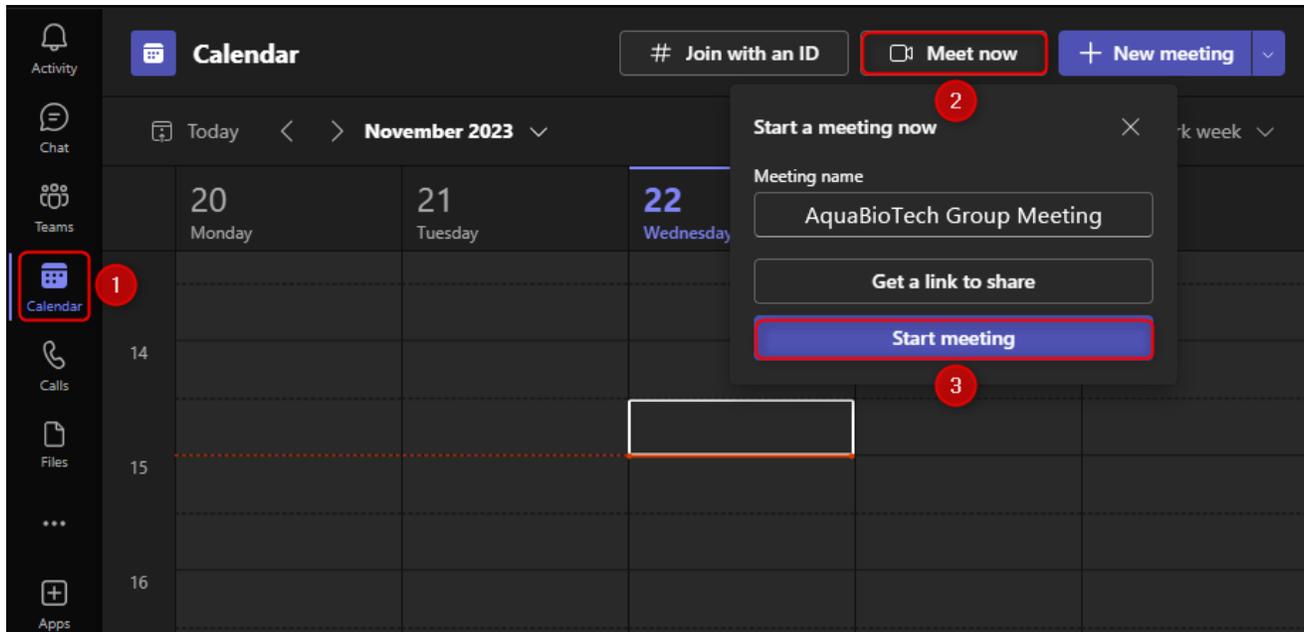
Microsoft Teams

Company Background

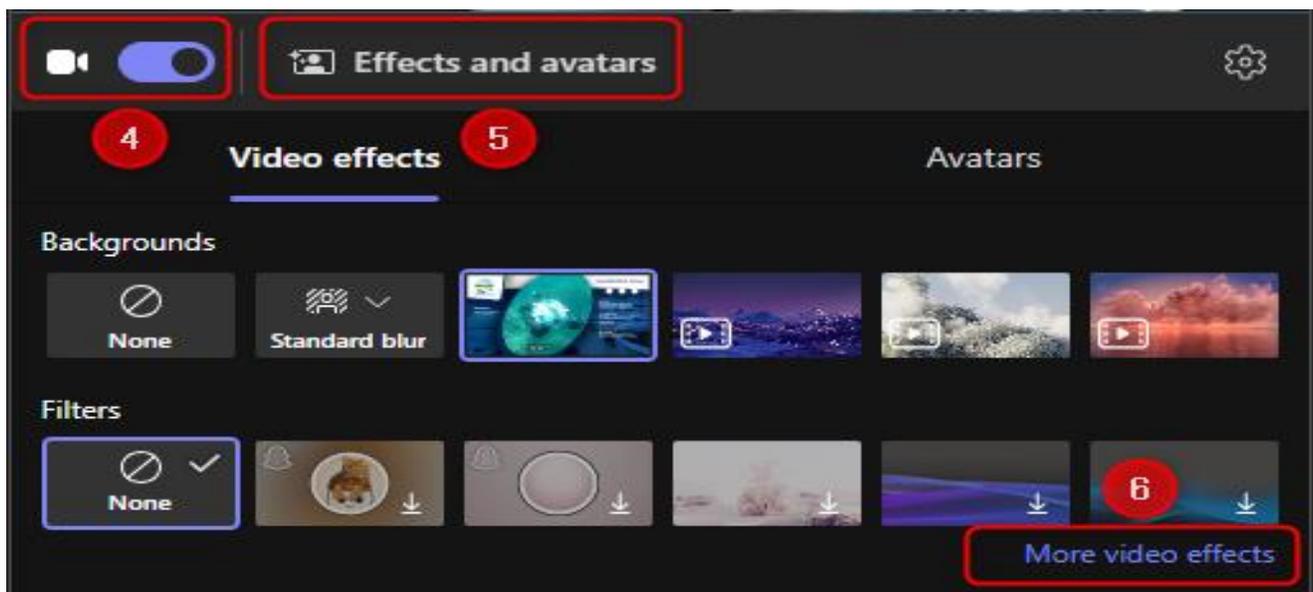


How to change your Teams background

- 1 Click on Calendar.
- 2 Click on Meet Now.
- 3 Click on Start meeting.



- 4 Toggle the Camera button ON
- 5 Click on **Effects and avatars**
- 6 Click on **More video effects**





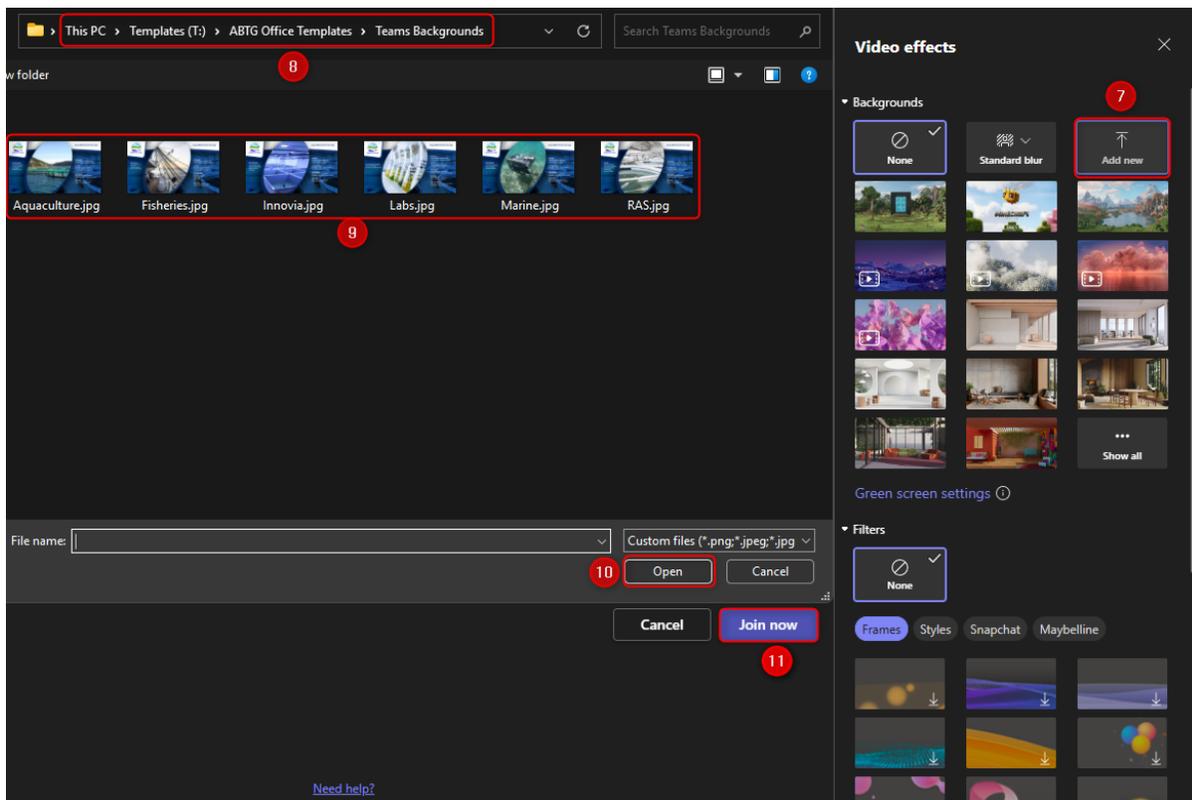
Microsoft Teams

Company Background

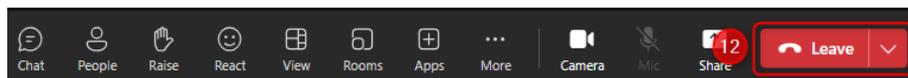


Select your background

- 7 Click on Add new
- 8 Browse to T:\ABTG Office Templates\Teams Backgrounds
- 9 Select your department image.
- 10 Click on Open
- 11 Click on Join now



- 12 Click on Leave



Your background will persist in all your meetings and calls until you change it again.