



APRIL 2020

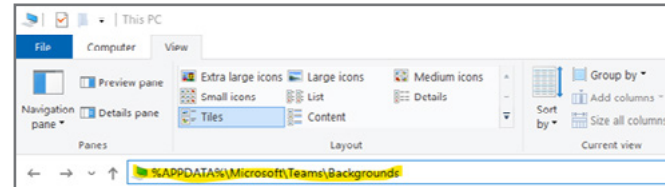
USING A CUSTOM TEAMS VIRTUAL BACKGROUND

FIND THE BACKGROUNDS FOLDER

1. Follow the below link:

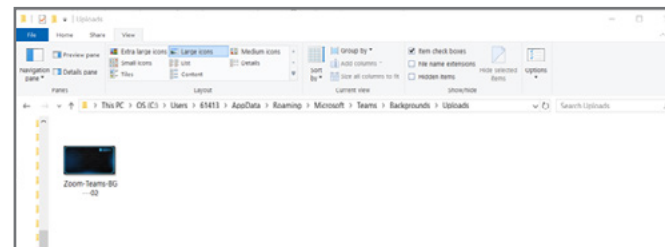
a. `%APPDATA%\Microsoft\Teams\Backgrounds`

b. Press enter



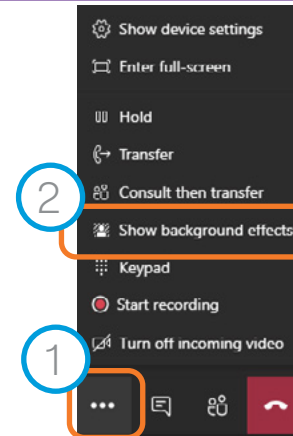
2. Open the 'Uploads' Folder

3. Save your background into this folder

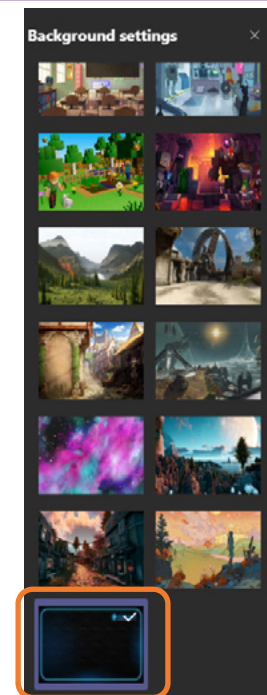


UPLOADING YOUR VIRTUAL BACKGROUND

1. Once you are in a call, click the three dots and 'Show background effects'



2. Scroll to the bottom of the list and select your uploaded background



UPLOADING YOUR VIRTUAL BACKGROUND

3. Click 'Apply and turn on camera'

4. Your customised background will now appear!

