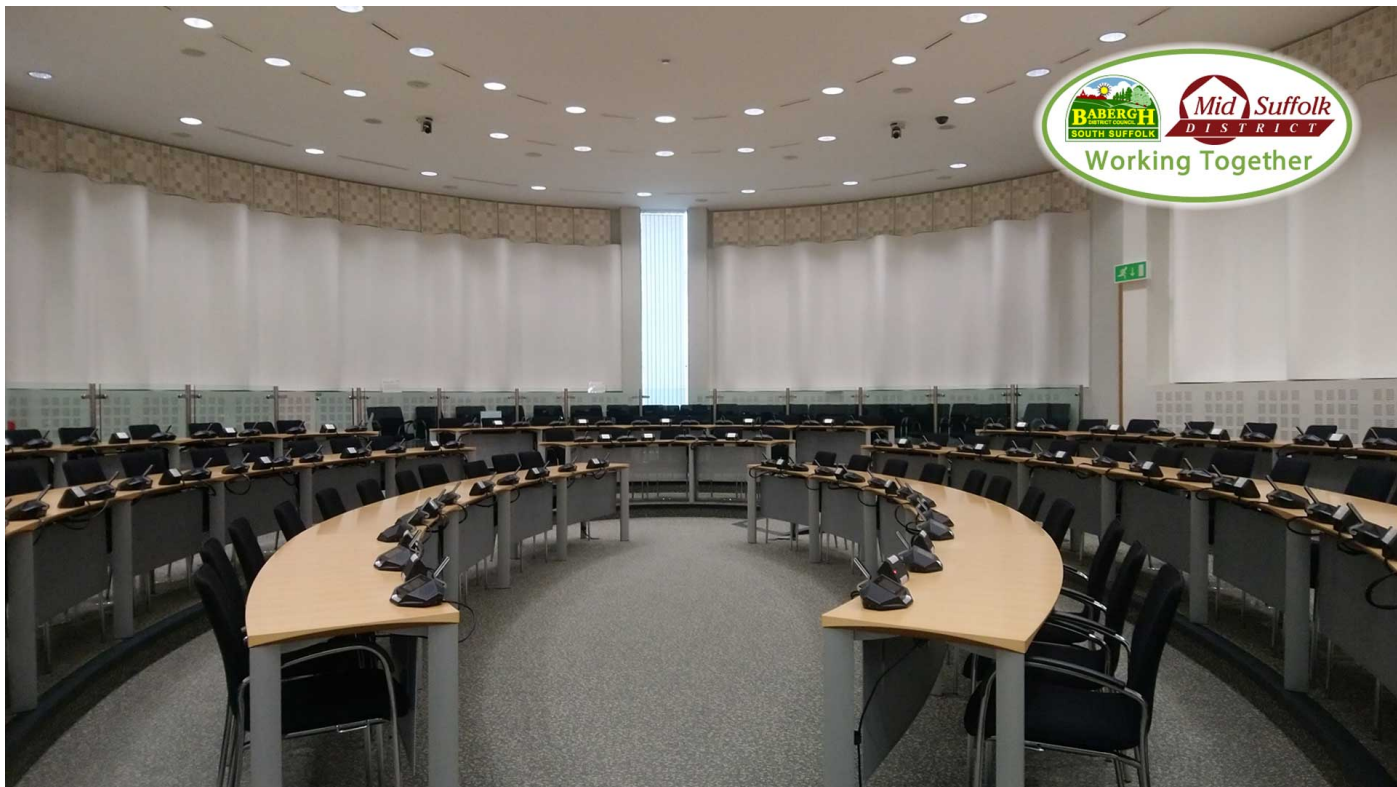
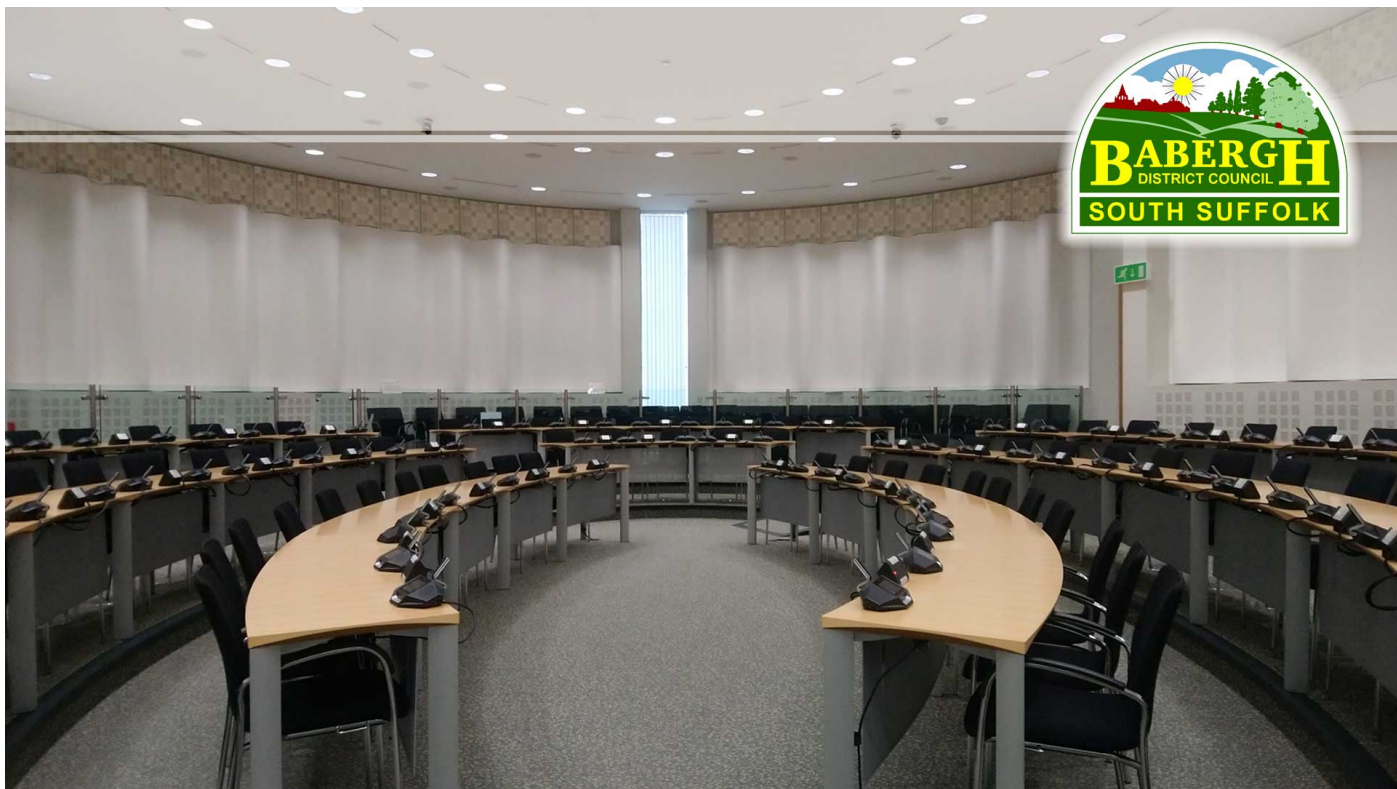


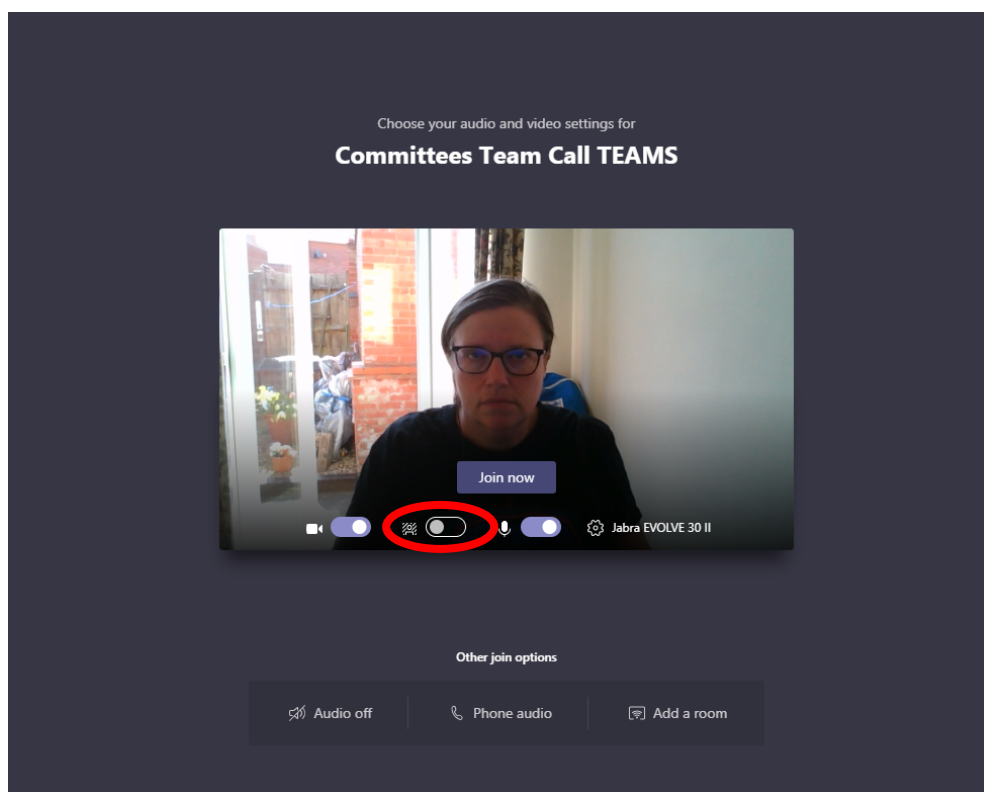
CHANGING YOUR BACKGROUND IN A TEAMS MEETING

When taking part in a formal committee meeting we would advise the you change your background to one of the three approved corporate backgrounds below.

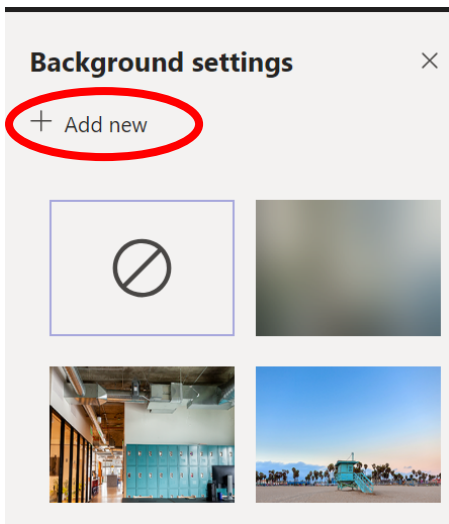




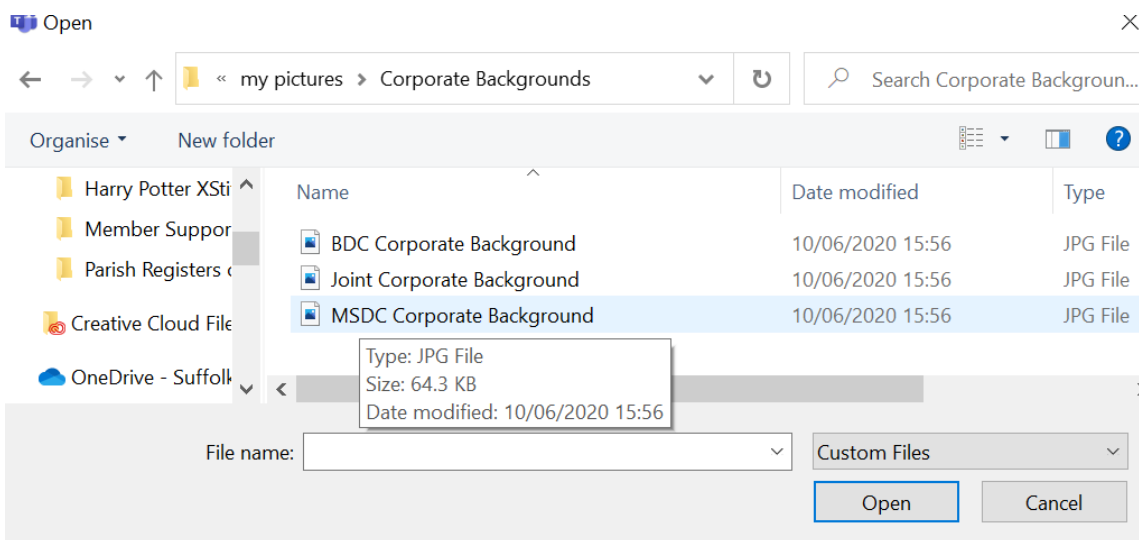
1. Save the images above into your 'my pictures' folder on your computer (Do this by right clicking the image, select 'save as picture', name the picture and click Save)
2. In Teams lobby switch the background options on by clicking the middle option




3. This will open the background setting box on the right hand side of the screen, on this screen click +Add New



- Find the images in your 'my pictures' folder and select the image you want to add and click 'Open'



- This will make these images available to be selected in the background options on teams.
- You can also add these images to the background options whilst in a Teams meetings. To do this select this icon  from the option bar and then select 'show background effects' this will open the background settings box shown in section 3 above, then follow instructions in section 4 above.

Please note that the background image may appear as a mirror image when you see yourself in Teams, but when the other participants in the meeting see your video they will see it the correct way. So text will be mirrored for you but the correct way for others.