**S23-0074\_Email Only\_Local 1000 Backgrounds for Solidarity**

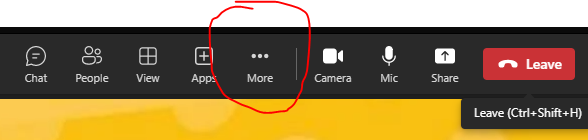
**How to Add a Custom Background**

rev 03.10.2023

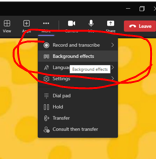
**Add a custom background to Teams Meetings**

**Prior to the Teams meeting, save your custom background files (or a photo) to your desktop or an area where you will remember.**

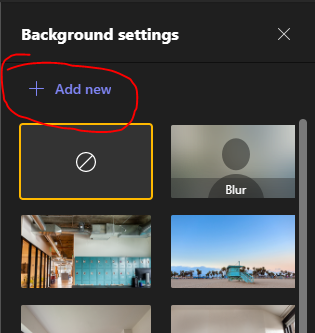
**Once in the meeting, click the three dots above “More”**



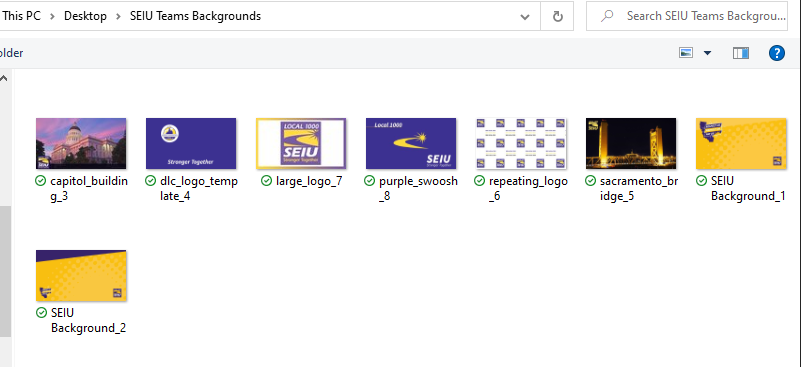
**Click on Background Effects**



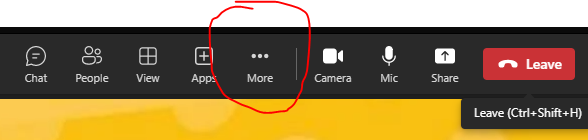
**Click Add New**



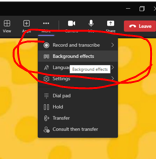
**Look for the files you saved earlier and click on the one you want to display (this is just like adding an attachment to an email)**



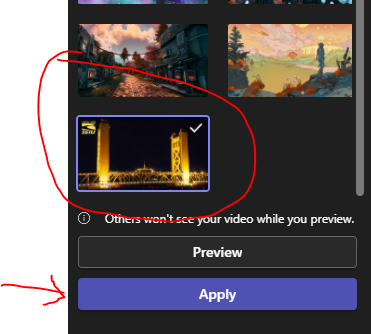
**After selecting your file, you will be sent back to the Teams meeting. You will have to click on the three dots above More again.**



**Click on Background Effects again**



**Once you select your background, click the Apply button**



**Enjoy!!**