**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!!**