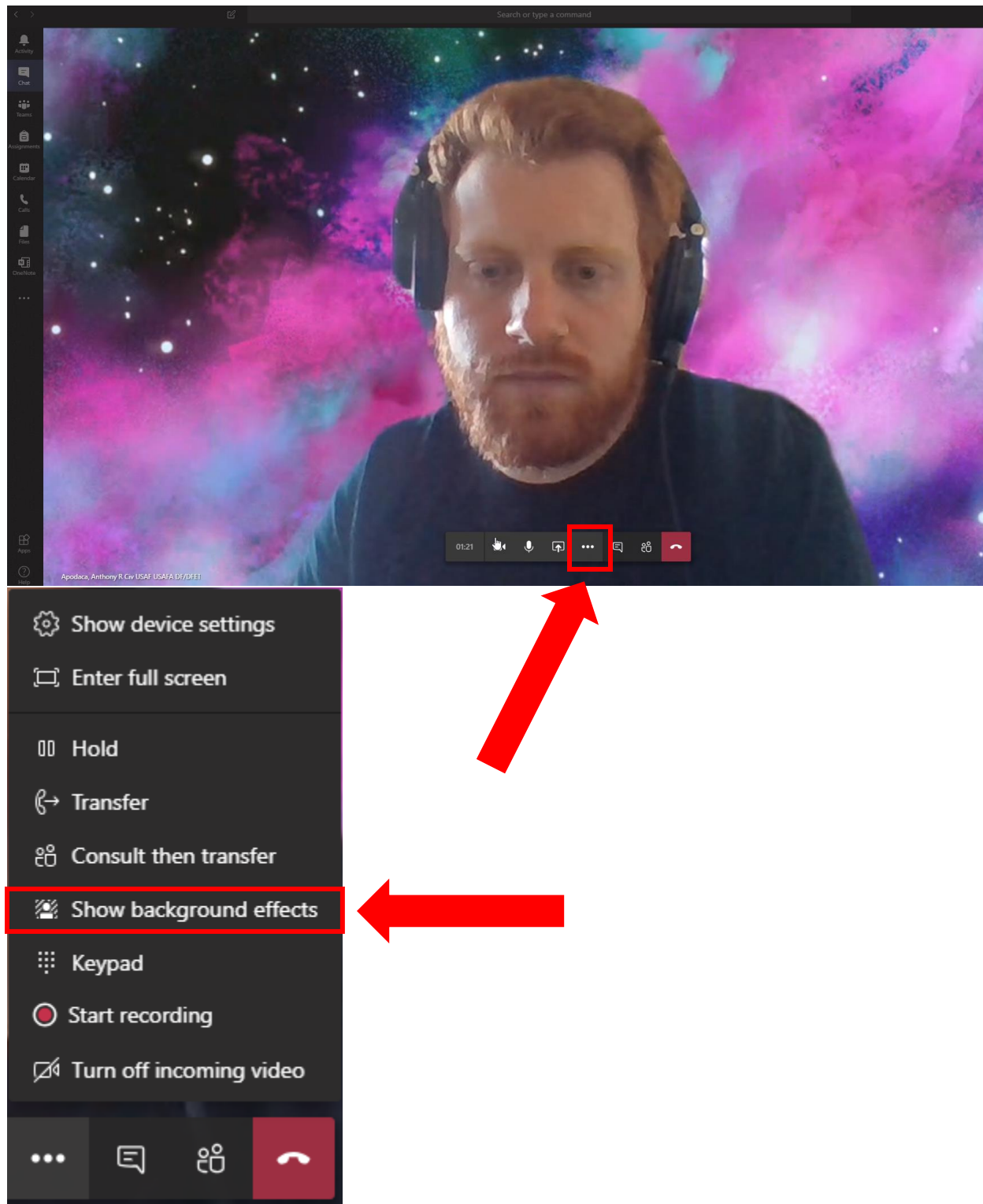


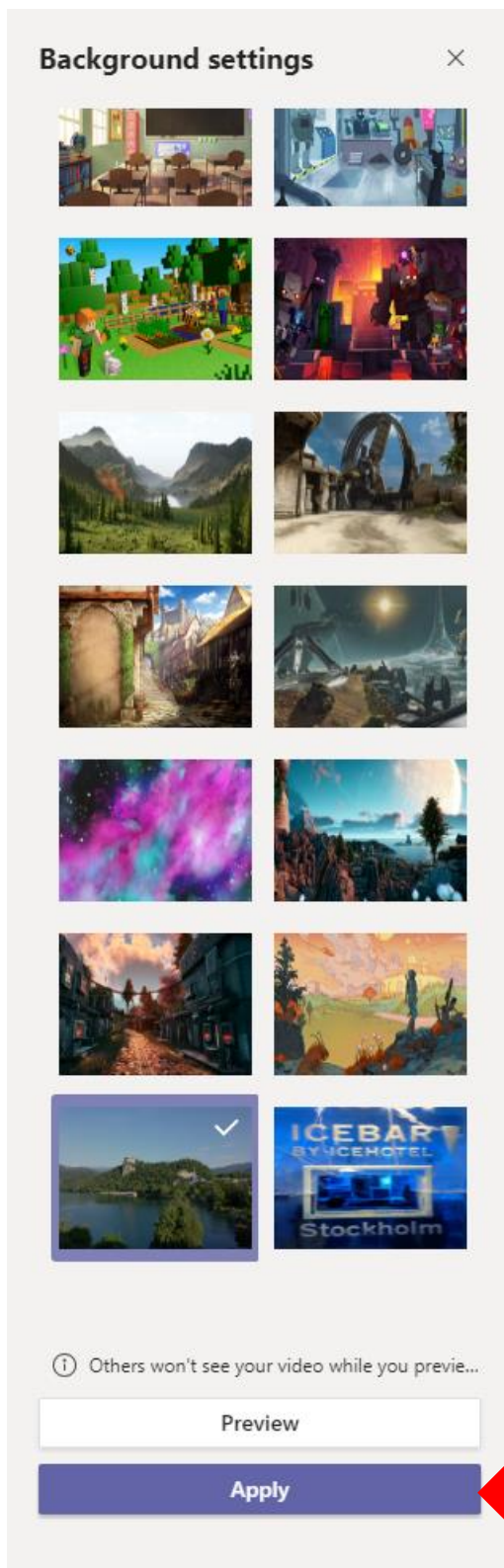
Interested in how to change the background during your Teams video chat?

Images must be in .jpg or .png format.

Within Teams: When using video, select the three ellipses and then select “Show Background Effects”:



A “Background Settings” bar will appear on the right with available backgrounds. Select the background you desire and then select “Apply”. This image will remain for the duration of the video call or until changed. The image will not persist to other separate video calls.



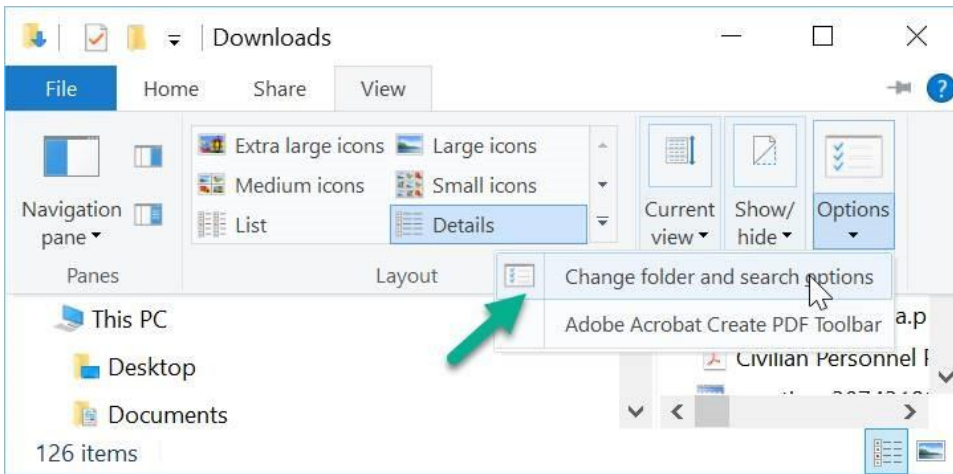
If you desire to add a personal photo then follow one of these two methods:



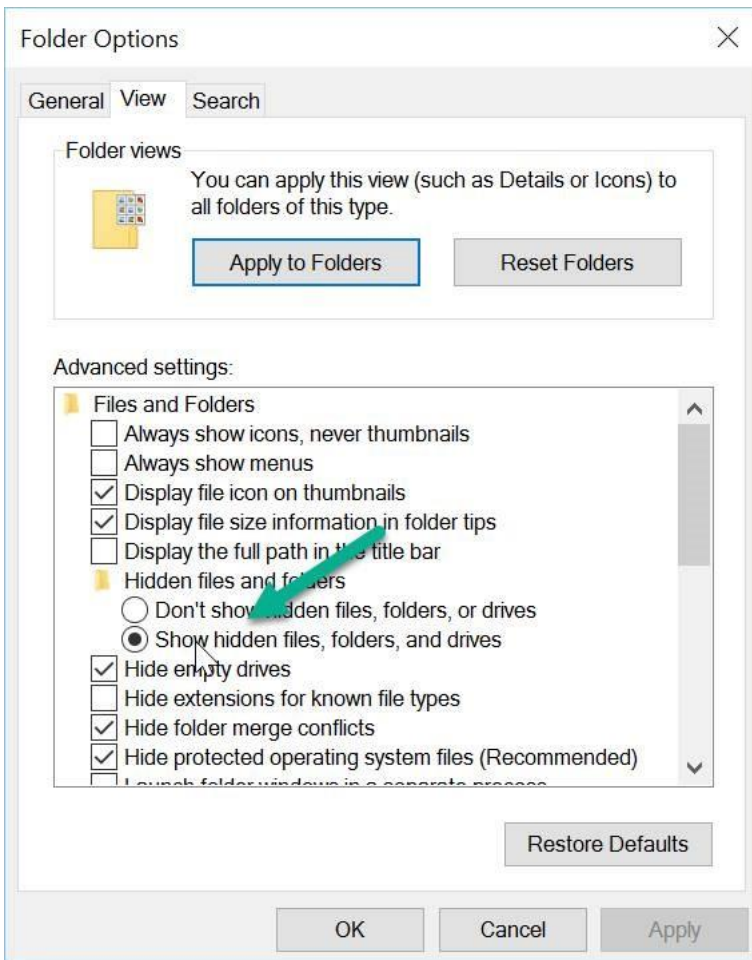
Select “Add new”. Navigate using explore to file location of the photo you desire and select “Open”.

Use the below purchase for an alternate, albeit more complicated method to insert photos into the Teams background.

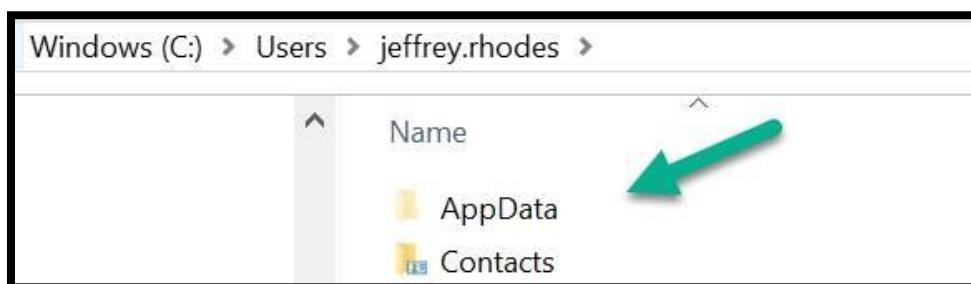
The AppData folder is hidden so follow these steps to visualize. Open *File Explorer*, go to the *View* tab, select *Options* and then *Change folder and search options*:



Go to the *View* tab and find *Hidden files and folder*. Change the setting to *Show hidden files, folders, and drives*:



The AppData folder will then be visible:



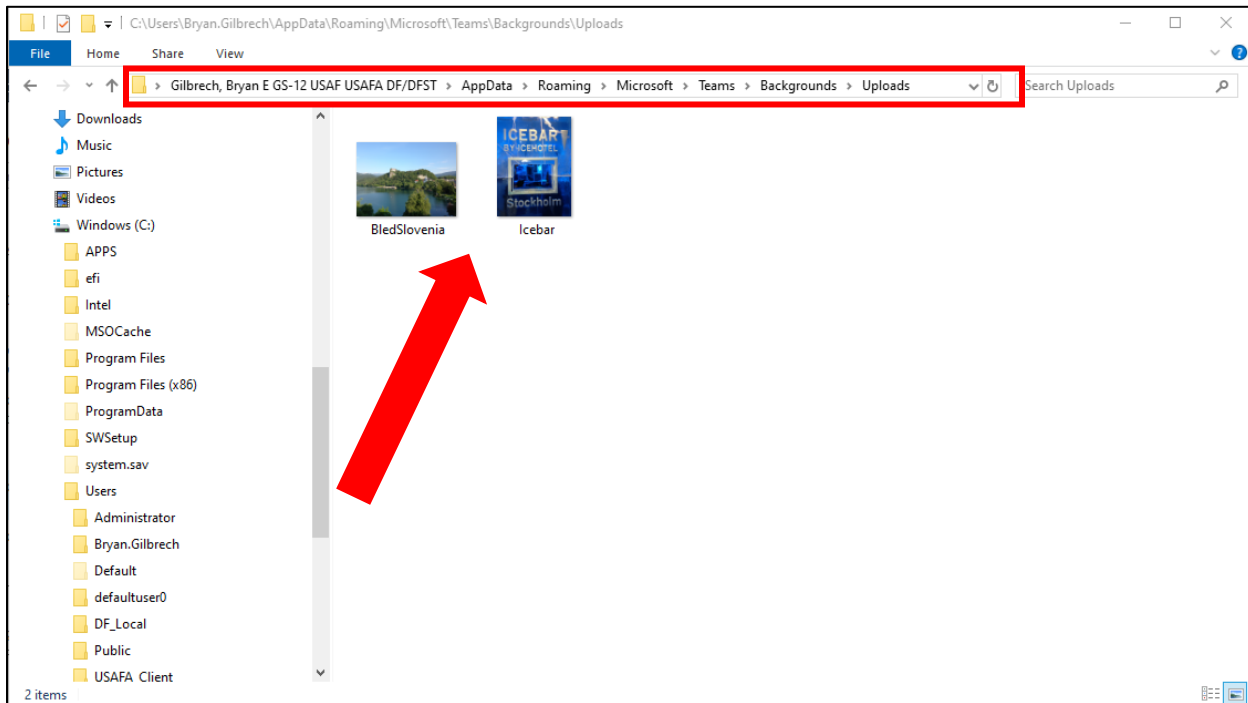
Drop images into this folder path:

C:\Users**YOUR_USER_NAME_HERE**\AppData\Roaming\Microsoft\Teams\Backgrounds\Uploads

To determine your user name: Open Explorer and expand [Windows (C:)], then expand Users and look for your name.

Paste URL path into Explorer path bar and then add/drop .png photos to the Uploads folder.

For example: C:\Users\bryan.gilbrech\AppData\Roaming\Microsoft\Teams\Backgrounds\Uploads



Follow the same steps during the video call to access the “Background Settings”. Scroll to bottom of default background images to find user added images, select the image and then select “Apply”.