



Changing the Microsoft Teams background image

Target users: Head Office, SM and VSM

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Procedure manager: Head Office, SM and VSM

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This guide explains how to set a new background image in Microsoft Teams

First, save the image attached to this email



Tip: Open this guide and Microsoft Teams side by side.

Changing the background image in Microsoft Teams

1. Open Microsoft Teams

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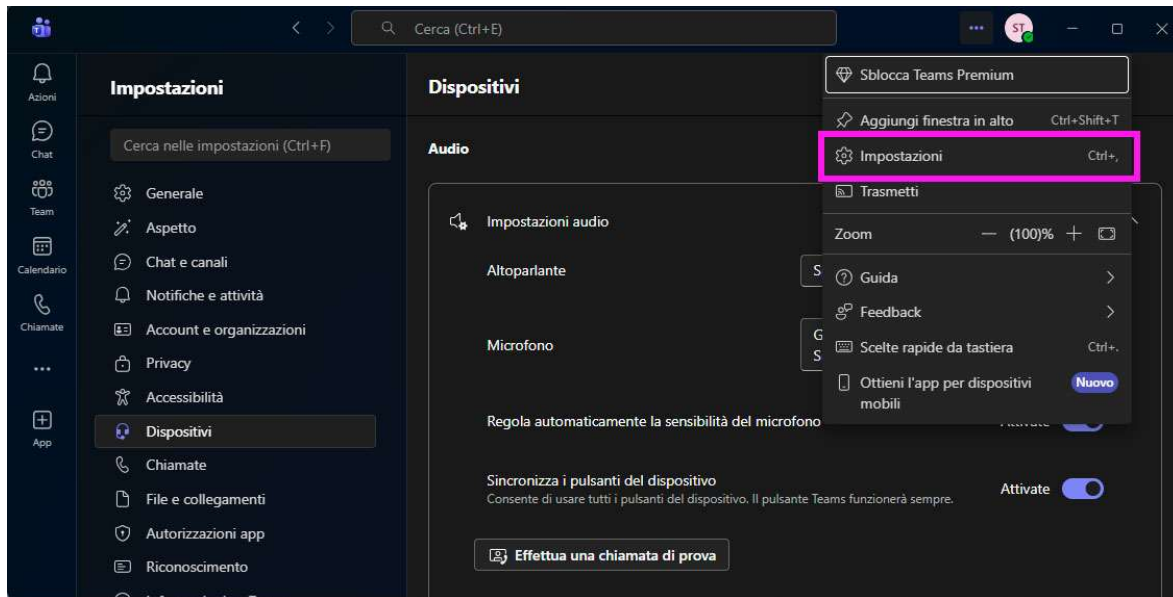
Società soggetta a direzione e coordinamento di Njord Terra Lux Sarl (Lussemburgo)

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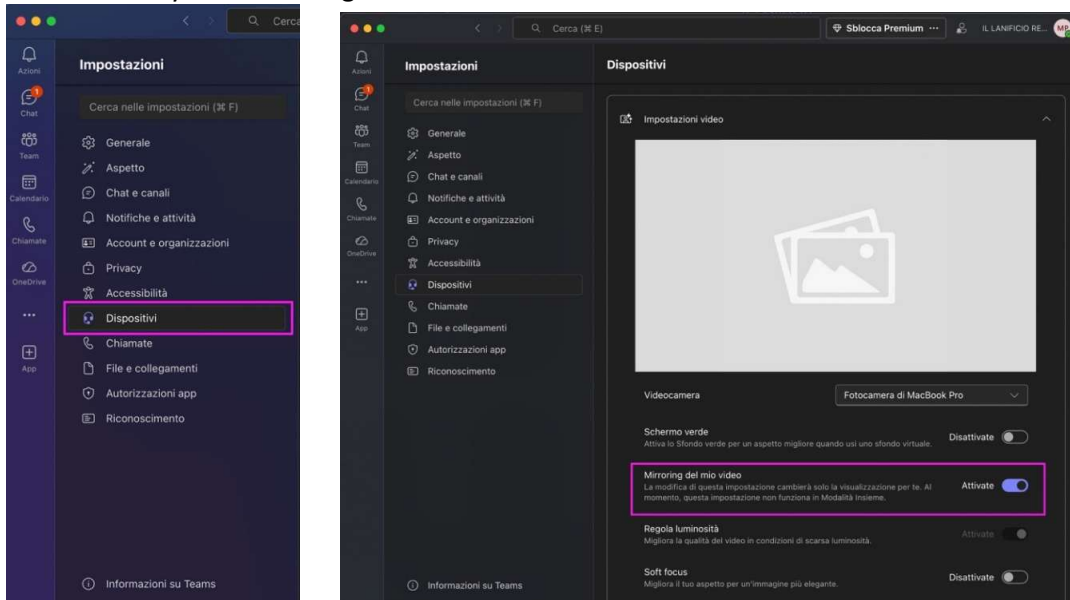
C.F./P.Iva: 03392230961 · Sede legale: Via Larga 2 · Milano · 20122

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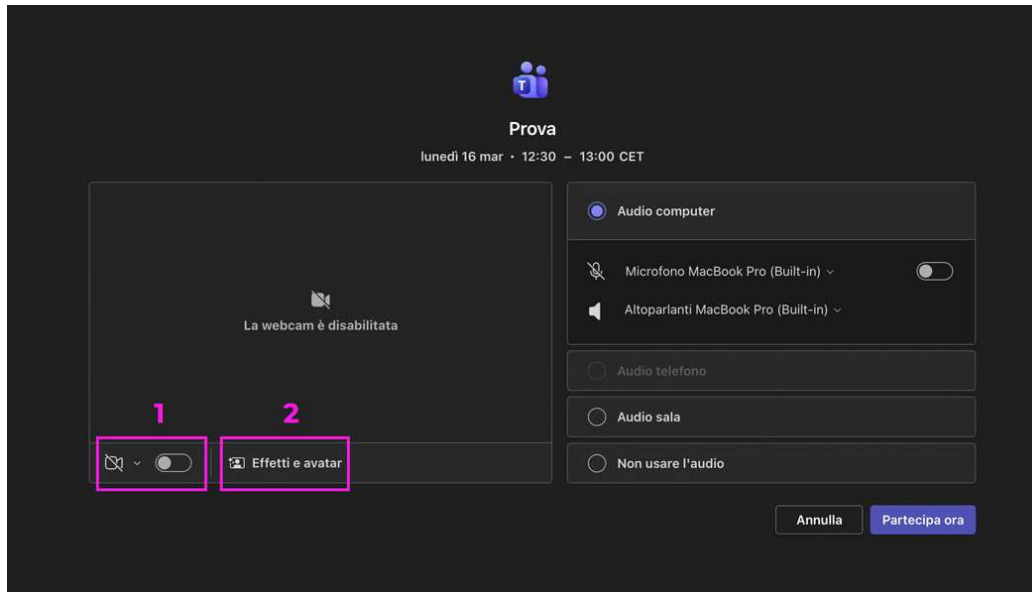
2. Click on the three dots in the top right-hand corner next to your name, then click on “Settings”



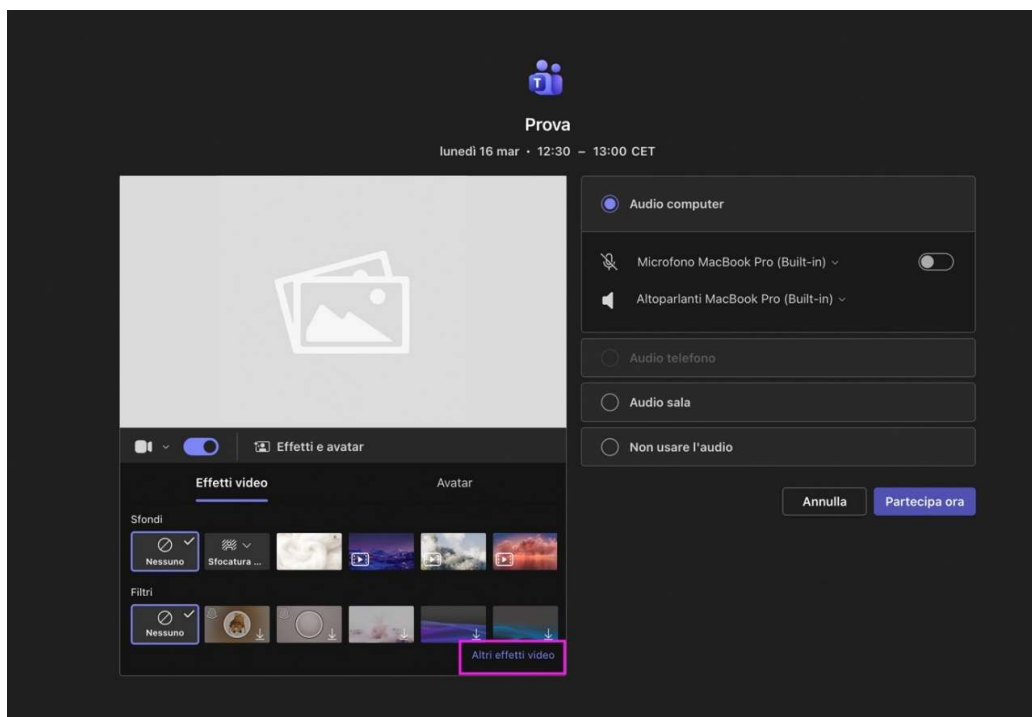
3. In the side menu, select ‘Devices’, scroll down to the ‘Video settings’ section and turn off the ‘Mirror my video’ setting



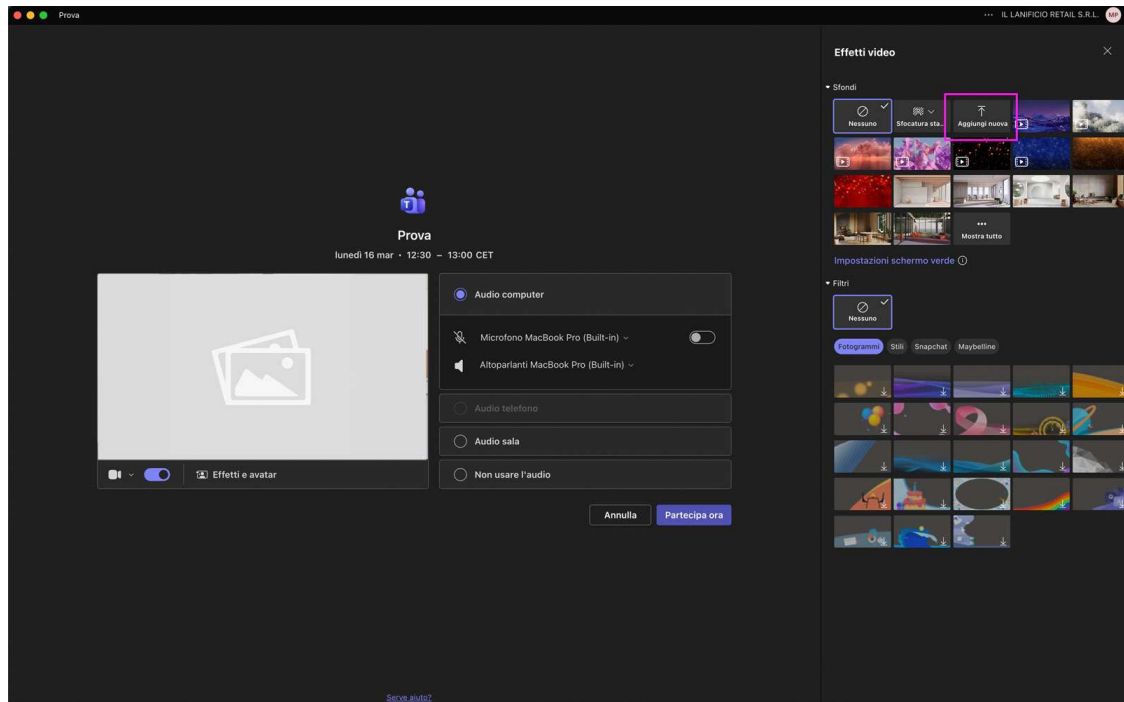
4. Before the meeting: on the pre-meeting screen, turn on your camera and then select the background effects icon



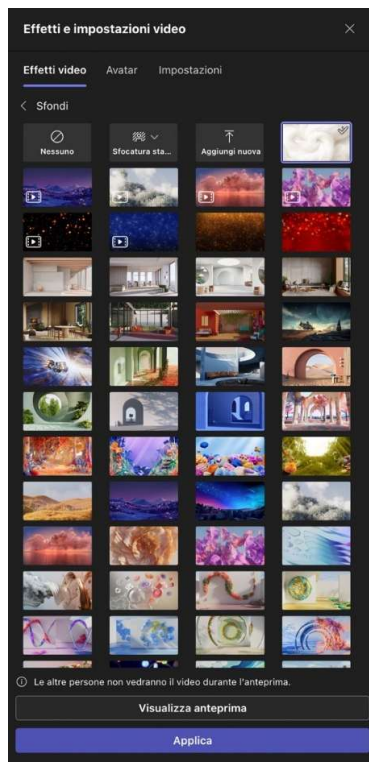
5. Make sure you are in the **“Video Effects”** menu and click on **“More video effects”**



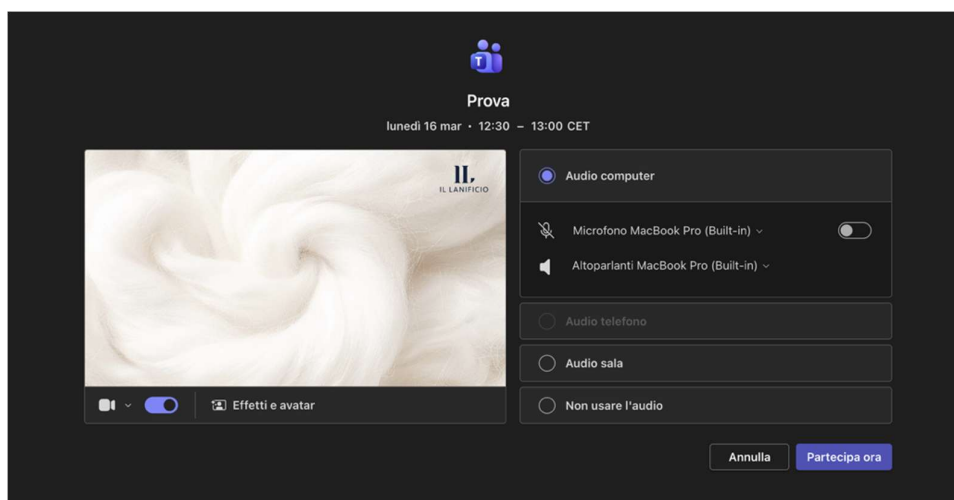
6. A panel will open on the right: click on **“Add new”**



Select the image you downloaded earlier. Once it has loaded, you will see a tick next to the image.
Click the **“Apply”** button at the bottom



7. The background in Microsoft Teams has now been changed



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