HOW TO SET A CUSTOM BACKGROUND IN MICROSOFT TEAMS

ArcBest

1 Visit the Digital Asset Warehouse to see the available Teams backgrounds.

2 To download an image(s), simply click on the image and wait for it to download. (You will locate your downloads once you get into Teams).
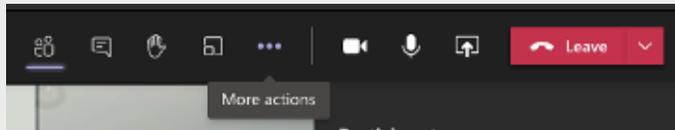
3 In Microsoft Teams, go to your calendar, click "Meet Now."

4 Join a call with yourself as the only participant. You will be able to apply and save your background image that will default for all future video calls by following the instructions below:
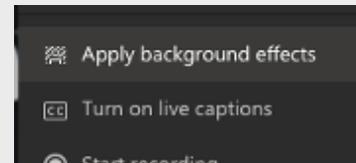
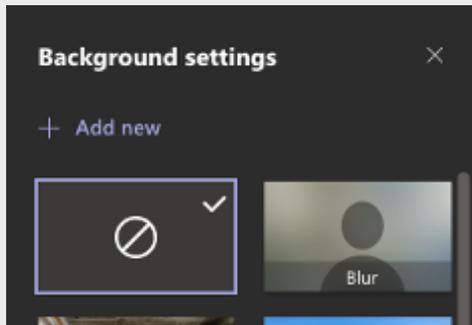**5** Click the three dot menu at the top of your screen for "more actions."

6 Then select "apply background effects."

7 Select "Add new" at the top of the screen.

8 Locate your previously downloaded image from the Asset Warehouse and select "open."

9 You may have to scroll down to find your image. Click on your virtual background and select "Apply."

(As a reminder—sometimes Microsoft Teams has a mirroring effect— while your background may appear backwards to you, it will display correctly to everyone else on the call)

Enjoy your new Teams backgrounds!