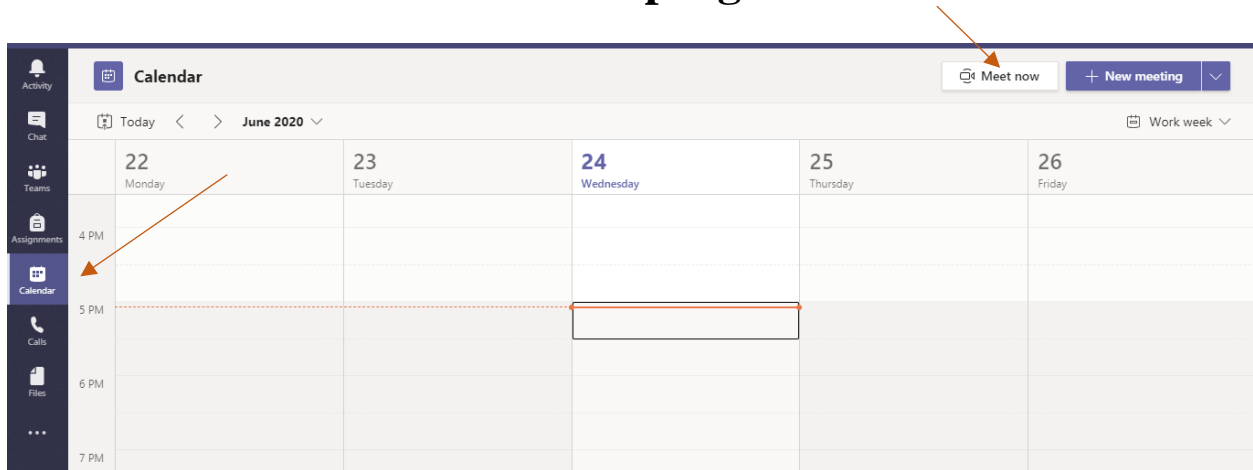
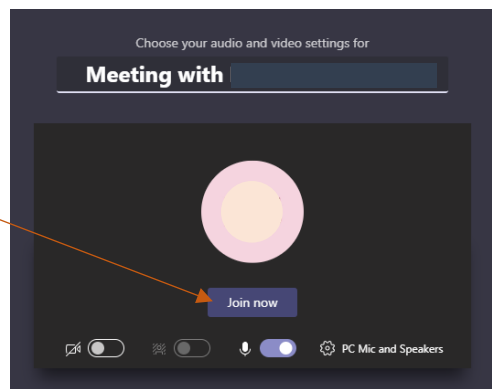


How to Add a TEAMS Background

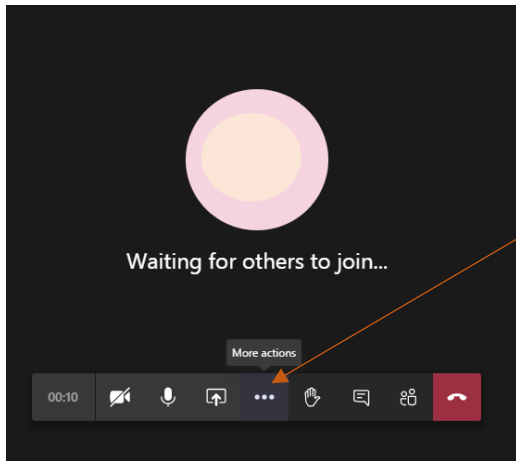
1. **Open TEAMS**
2. **Select Calendar tab on left**
3. **Select Meet Now button top right**



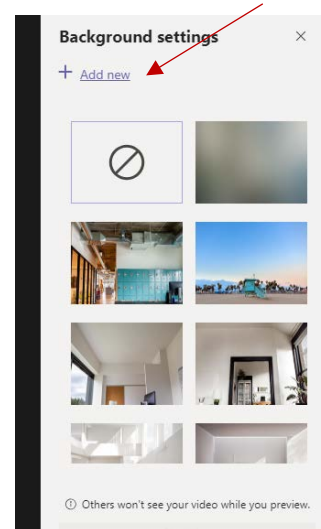
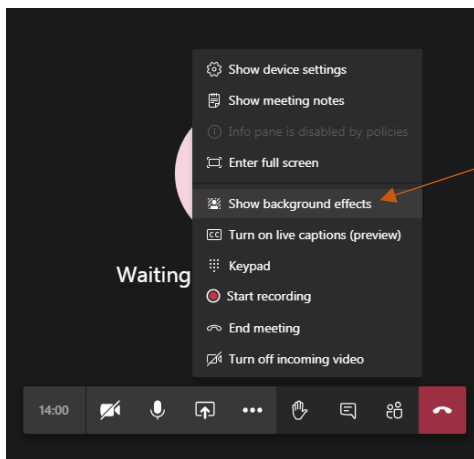
4. **Select Join Now button under your name**



5. **Select the three dots (. . .) menu (More Actions)**



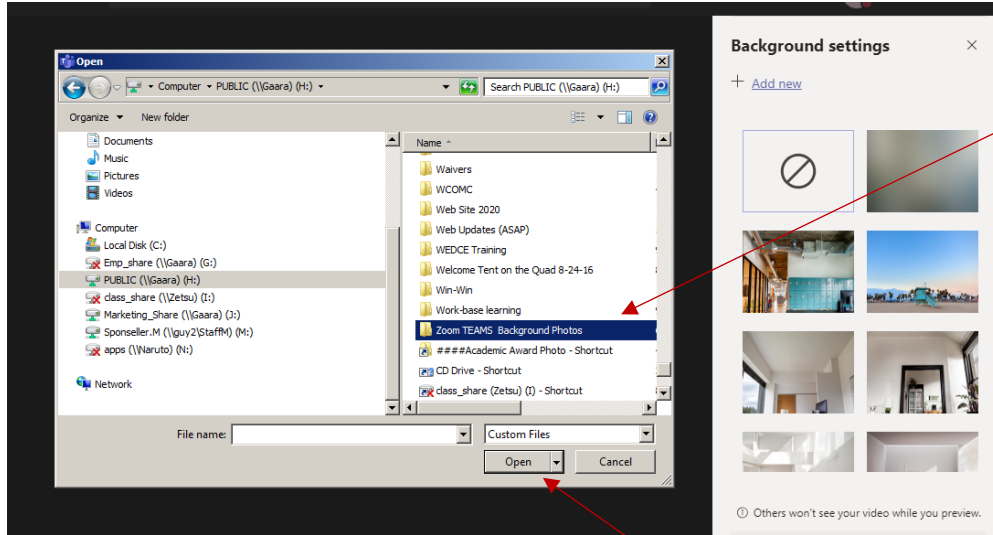
6. Select **Show Background Effects**



7. Select the **+ sign** at top of menu

8. Locate **H:Public Drive / Zoom – TEAMS Background Picture File**

9. Select the picture to add and press open.



10. **Picture will upload to bottom of picture list.**
11. **You will need to repeat for each picture to add.**

