STEP 1: OPEN MICROSOFT TEAMS

• Launch the Microsoft Teams application on your desktop or access it via a web browser.

STEP 2: START OR JOIN A MEETING

• Click on the "Calendar" tab to join an existing meeting or select "Meet Now" to start a new meeting.

STEP 3: ACCESS BACKGROUND SETTINGS

• Before joining the meeting, look for the "Background filters" or "Background effects" option in the pre-meeting setup window.

• Click on this option to open the background settings menu.

STEP 5: UPLOAD YOUR CUSTOM BACKGROUND

• In the background settings menu, scroll through the available backgrounds.

• To upload your custom image, click on the "Add new" button or the "+" icon.

• Navigate to the location on your device where your custom background image is saved and select it.

STEP 6: SELECT YOUR BACKGROUND

• Once uploaded, your custom background will appear in the list of available backgrounds.

• Click on your custom background to select it.

STEP 7: JOIN THE MEETING

• After selecting your background, click the "Join now" button to enter the meeting with your custom background applied.

TIPS FOR USING CUSTOM BACKGROUNDS

• You must be in a Teams meeting to upload your backgrounds.

• Test your background in a private meeting or join your meeting 5-10 minutes in advance to ensure it looks good.

• Ensure your Teams application is updated to the latest version for optimal functionality.