
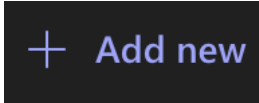



## Teams: Background Options

We do not always have the resources to find a space to attend classes or meetings. We may not wish to share our personal spaces with our classmates or colleagues or we may want to remove distracting backgrounds when joining Teams from a public place. Whatever the reason, the background options on Teams can help.

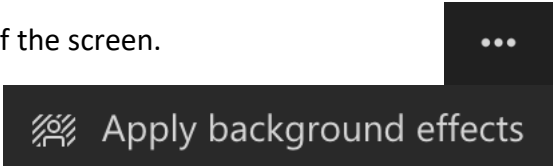
### Before Entering A Meeting

After joining a Teams meeting but before entering, you will be brought to a video and audio options/preview screen.

1. Below your video preview, select the **“Background filters”** button. 
2. You may now select **“Blur,”** any of the preset background filters, or the **“Add new”** button to upload your own image for your background. 
3. If uploading your own image, ensure it fits the image requirements.
  - Min Size: 360 x 360 px; Max Size: 2048 x 2048 px; File type: jpeg, jpg, png, bmp; and Aspect ratio: Greater than 4.
4. You can revert to your regular background at any time by selecting the **stop** button. 
5. Any background setting will remain in place for future Teams calls until you change them.

### During A Meeting

If you are already in a Teams meeting and wish to change your background you can do so during the meeting.

1. Select the **“More Actions”** button at the top of the screen.
2. From the list, select the **“Apply background effects”** button. 
3. Follow steps 2-5 above.



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