

## **Add a background during your meetings on Teams** <sup>[1]</sup>

August 27, 2002 by [UIS Communications](#) <sup>[2]</sup>

Working from home and don't want your colleagues to see your background? No worries, you can change your background on Teams.

### **Prior to joining a scheduled meeting:**

- Select "Join the Meeting" in your invite. You will be taken to a Test screen, seen above.
- Click the middle toggle to turn on virtual backgrounds. Background options will display on the right of the screen.
- Replace the entire background by choosing an image provided or add your own.

### **During a meeting:**

You can also change your background after you have joined a meeting by selecting the three dots for more options from your meeting controls.

- Click Show background effects
- Select a new background or upload your own image

**Have questions?** [Contact the Service Desk](#) <sup>[3]</sup> and let our technicians help!

[Teams](#) <sup>[4]</sup>, [computer help](#) <sup>[5]</sup>

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