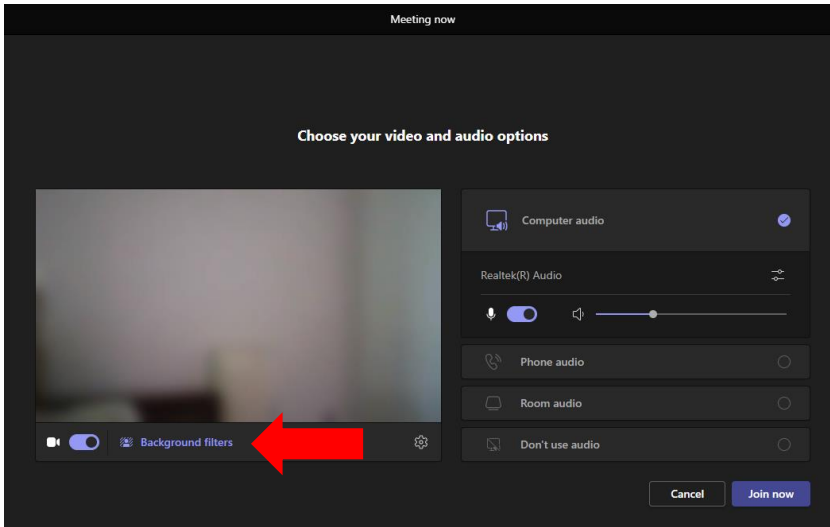


## HOW TO CHANGE YOUR MS TEAMS BACKGROUND

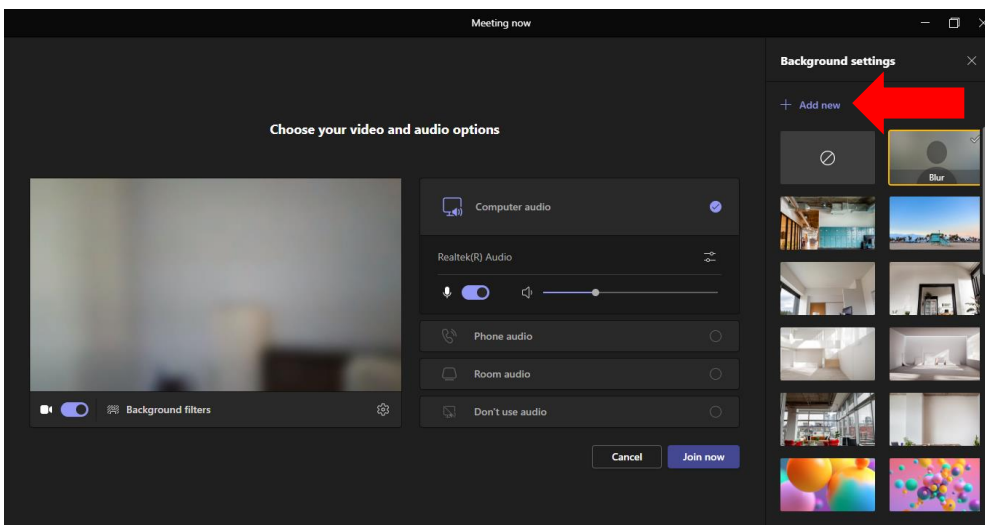
- 1<sup>st</sup> - Save the HR Backgrounds in your Picture Folder

To change your background right before a meeting starts, follow the steps below:

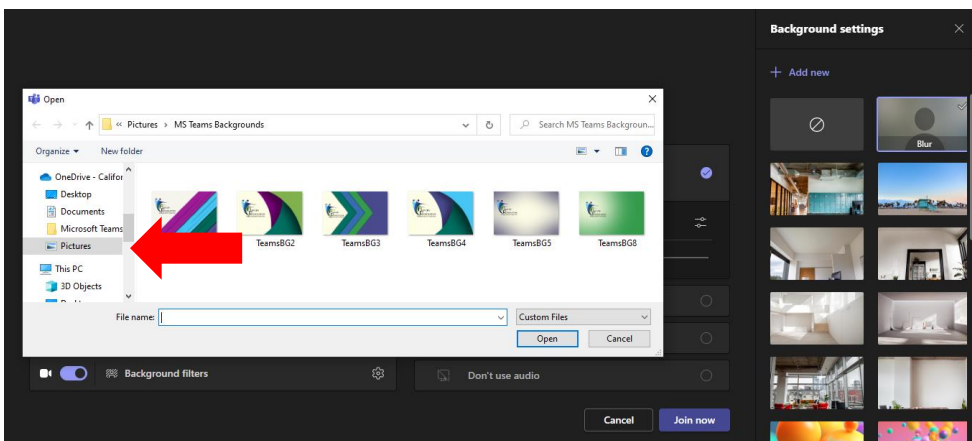
- After clicking on the MS Teams meeting link, click on "Background filters"



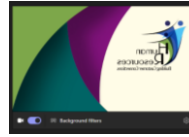
- On the right, a section will open with available backgrounds. Click on "Add New"



- Your "File Explorer" will pop up. Click on your Pictures Folder where you saved your HR Backgrounds



- Then click on whichever HR Background you'd like. You can re-click "Add new" to add them all for future use.

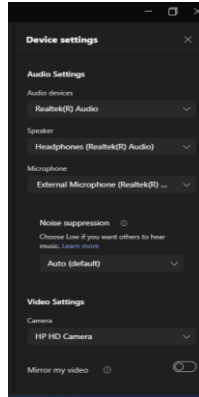


you can click on the settings



Note: If your background comes up backwards button 

- On the right hand side your "Device Settings" menu will appear. Go to the bottom and click off "Mirror my video".



- Click on "Join Now" and your new HR background should be ready to go.