



Change Your Background for a Teams Video Meeting

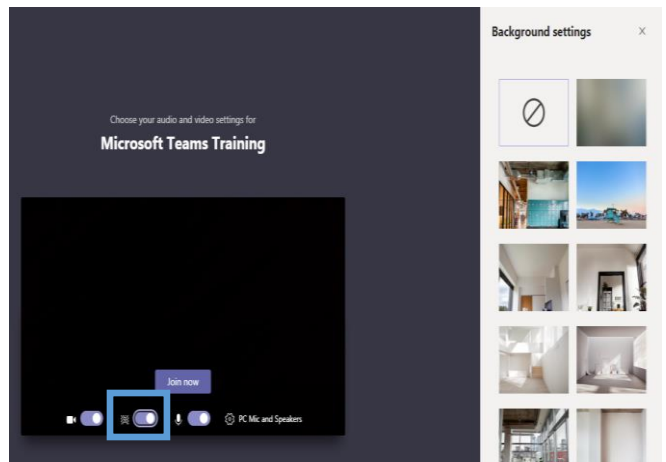
You can change what appears behind you in a video conference by either blurring your background or replacing it entirely.

Note: Background effects are **only** available for scheduled meetings. Your video setting must be enabled to use this feature.

1



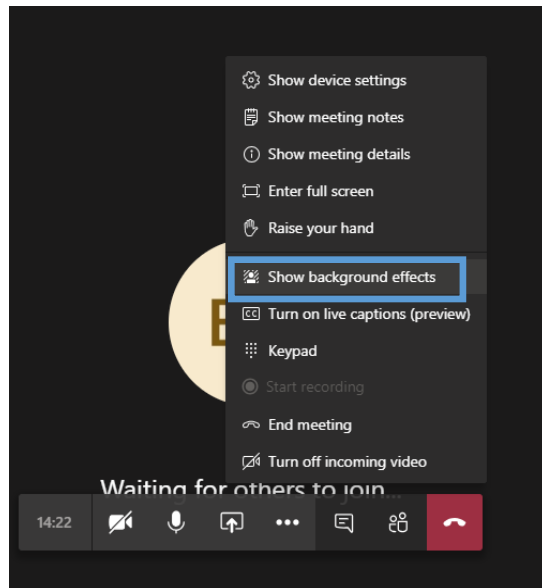
Before a meeting starts: Open your meeting invitation and click on **Join** (top right), then enable **Background effects** icon. Your background options will be displayed on the right.



2



After you have joined a meeting: Move your cursor on the screen to bring up your meeting controls bar. Click on the more actions icon *** --> Select **Show background effects**. You will be able to select and preview the background you chose before you apply it.





3



To add an NYGH-customized background, save one or all of the graphic files from [this link](#) on **eric** to your **desktop**. To do this, **right-mouse click** on the image and **Select Save Image**. **Note:** you have to access eric remotely if you're not doing this at your desktop.

When you are in a Teams video meeting, Click on the more actions icon **⋮** --> Select **Show background effects**.

Then Select --> **Add New**, then Select the background picture you saved on your desktop then Click **Open**. Back in Background settings, scroll down to the end of the default pictures to select the picture you've added. You will be able to preview the picture before you apply it.

