

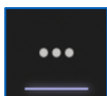
Apply a Background for Microsoft Teams Meetings

Applying a corporate background gives an attendee more privacy and ensures that the trust is represented in a professional and consistent way. The guidance below advises how to apply background effects during a Microsoft Teams meeting.

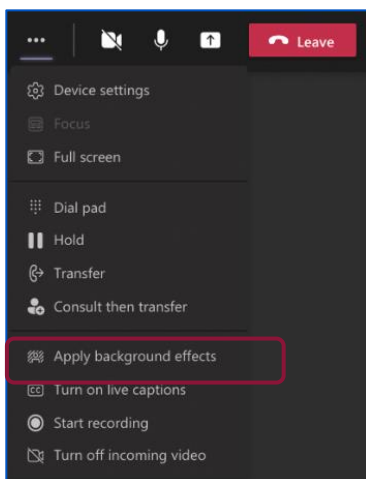
Quick Reference Guide

Change the Background

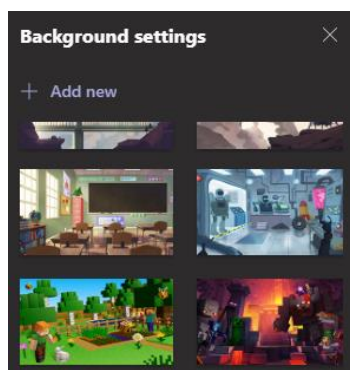
- Select **More actions** from the meeting controls.



- Select **Apply background effects**.

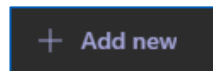


The Background settings will display in a panel down the right-hand side of the window.



If the Mersey Care corporate backgrounds are not visible within the list of options save each background to your computer.

- Select **+ Add new** to upload them as backgrounds within Microsoft Teams.



- Select your **preferred background**.

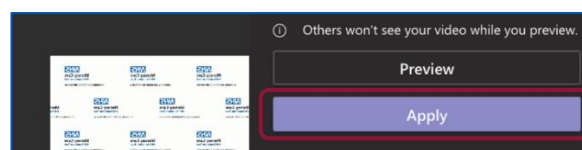


A preview of how the background will look will be displayed.

Please check that the light conditions of the room you are in are sufficient and that you can be seen clearly against the background.

- Select **Apply**.

When previewing your background, in the same way as a mirror, the background will appear flipped/inverted. Please be assured that this is normal and for others on the call your background will appear correctly.



To book training or speak to a trainer, please get in touch via: training@imerseyside.nhs.uk