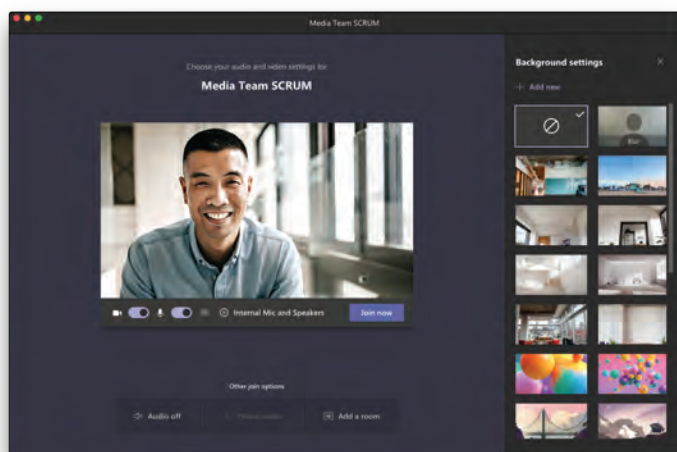



How to Use UM Virtual Backgrounds in Microsoft Teams

The University of Manitoba has created virtual backgrounds for use with **Microsoft Teams** meetings. You can change your background before or during a meeting. Download the UM background images to your computer, then follow the instructions below.

Before Joining



Before clicking the “Join now” button, click the  **Background effects** button next to the mic switch. Your background options will display on the right. Choose “**Add New**” and browse your computer to find the UM background images. Select an image, click “**Open.**”

During a meeting



From the meeting controls, click the “**...**” **More actions** button. Select “**Apply background effects**” to display the background options on the right. Choose “**Add New**” and browse your computer to find the UM background images. Select an image, click “**Open**” then “**Apply.**”

You will be able to preview your chosen background before applying it.
Your new background will persist in all your meetings and calls until you change it again.