

Changing Your Background in Microsoft Teams

Before Joining a Meeting

1. Open Teams Calendar and select your meeting.
2. Click Join.
3. On the pre-join screen, select Effects and avatars.
4. Choose from the following options:
5. Blur: Conceal your background with a blur effect.
6. Predefined Backgrounds: Select from available images.
7. Upload Your Own: Click Add new to upload a .JPG, .PNG, or .BMP file.
8. None: Remove any background effects.
9. Click Join now to enter the meeting with your selected background.

During a Meeting

1. In the meeting controls, click More actions (three dots).
2. Select Effects and avatars.
3. Choose your desired background effect:
4. Blur
5. Predefined Backgrounds
6. Add new: Upload an image.
7. Click Preview to see the effect.
8. Click Apply to set the background.

AI-Generated Backgrounds (Decorate Feature)

Teams offers AI-generated background themes:

- Clean up: Removes clutter for a minimalistic look.
- Fancy: Adds elegant elements like chandeliers.
- Greenhouse: Introduces plants and greenery.
- Celebration: Includes festive decorations.
- Surprise me: Randomly selects from various themes.

To use:

1. Follow the steps to change your background.
2. In the Effects and avatars menu, select Decorate.
3. Choose a theme and click Generate.
4. Click Apply and turn on video to set the background.

Mobile Devices

Before a Meeting

1. Open the Teams app and go to the Calendar.
2. Tap your meeting and select Join.
3. On the pre-join screen, tap Background effects.
4. Choose a background or tap Add new to upload an image.
5. Tap Done, then Join now.

During a Meeting

1. Tap More actions (three dots).
2. Select Background effects.
3. Choose or upload a background.
4. Tap Done to apply.

Note: Background effects on mobile require Android 10 or later with specific GPU capabilities.

For more detailed instructions, visit the official Microsoft Support article.