



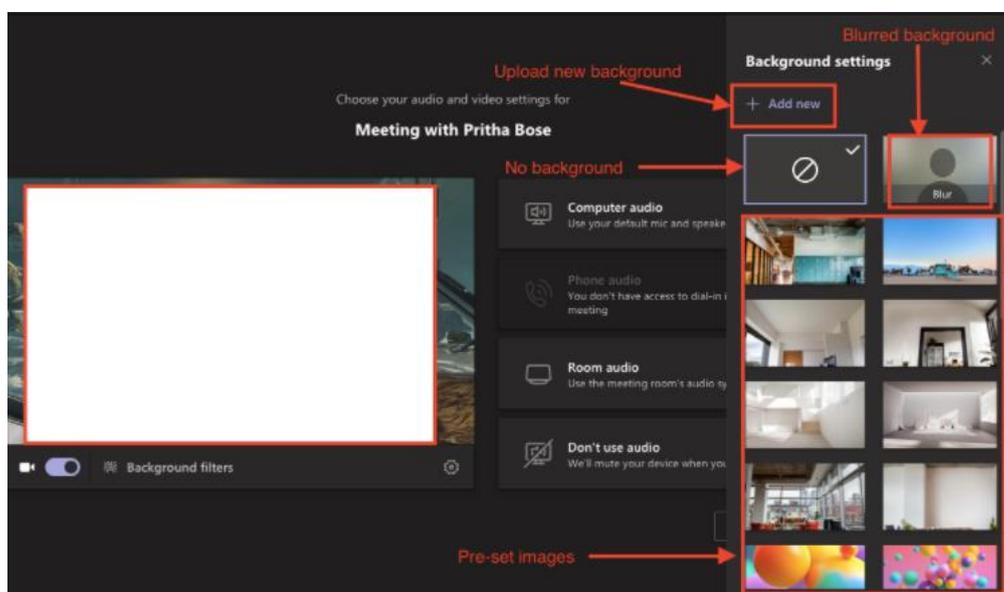
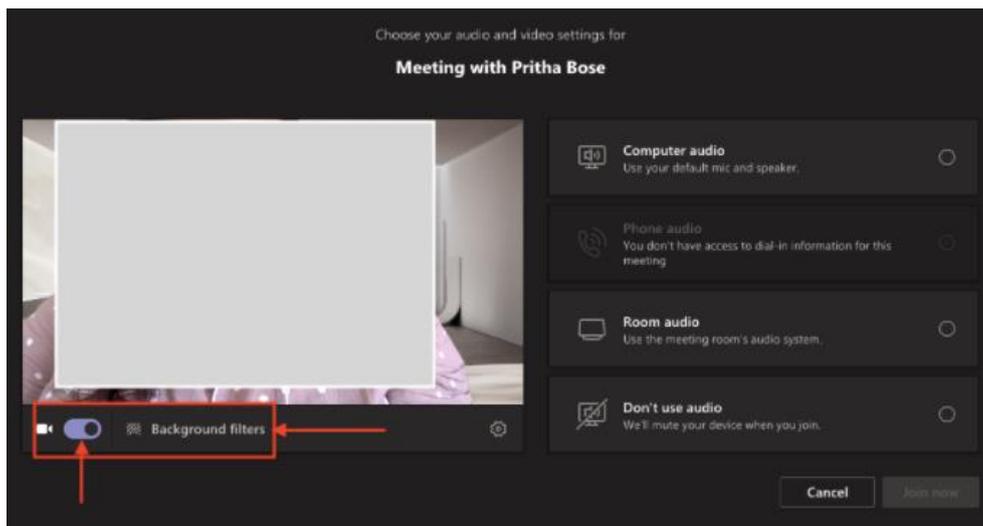
SETTING BACKGROUNDS FOR VIRTUAL MEETINGS

Thank You week is coming up, so get involved by adding a themed background to your virtual meetings on Microsoft Teams/Webex.

To utilise these backgrounds, first save the image onto your computer.

MICROSOFT TEAMS:

- Click on the meeting link and select the **Background Filters** before you join
- The list of Background options will open on the right-hand side, where you can select the **+Add New** button to upload an image from your saved photos on your computer
- Once the image is selected, it will display as your background image, and you can join the meeting





FOR WEBEX

- Click on the link for the meeting and turn on your camera
- Select the **Change Background** button on the top right of the screen
- From the menu, you can scroll to the bottom and select the + button to add an image from your computer
- Once the image is selected, it will display as your background image, and you can join the meeting

