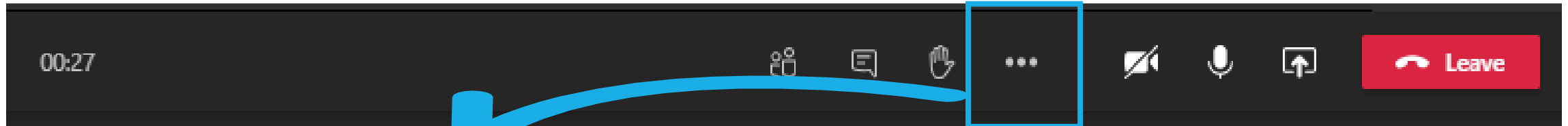


# Winning Tips for Teams Users - Who's behind you?

MS Teams has several built-in backgrounds, but did you know it also has a simple tool for creating a professional-looking background in minutes? As much communication is non-verbal, it really is a good idea to turn on the camera in meetings wherever possible. You can now turn the camera on without worrying about your surroundings.

SMARTER  TOGETHER



1. Decide what you want your background to be e.g. a slide from a presentation with the HSE/ or your own project logo and save that image as a jpeg on your computer
2. Go into any meeting link and choose **More Actions** on the toolbar
3. Click **Background Settings** and then 'Add New'
4. Upload the jpeg of the background you'd like to use. You can click on **Preview** to see what it looks like. If you are happy with it, click **Apply and turn on camera**
5. You now have a professional-looking background.  
**No more worrying about who's behind you!**

**Alternately** Click the **BLUR** option which will hide the detail of any background.

