INSTRUCTIONS

MICROSOFT TEAMS: ADDING CUSTOM UVU BACKGROUND IMAGES

This feature is being introduced by Microsoft on a rolling basis, meaning you may not have access to it yet.

TO SEE IF YOU HAVE ACCESS TO THIS FEATURE:

1) Start a video call and click the three dots ("More actions") in the bar on the screen
2) If the option "Show background effects" appears in that list, you have access to custom backgrounds
3) If it says "Blur my background," Microsoft has not updated your software yet — check back later

TO ADD CUSTOM BACKGROUND IMAGES:

If you are using a Mac:

1) Click the magnifying glass at the top right corner of your screen to open Spotlight Search
2) Copy and paste this text:
   ~/Library/Application Support/Microsoft/Teams/Backgrounds/Uploads
3) A folder called "Uploads" should automatically appear
4) Drag and drop any images you want to use as a background into this folder

If you are using a PC:

1) Open File Explorer
2) To make hidden folders visible, click the "View" tab at the top of the window; in the bar that appears, make sure the "Hidden Items" box is checked
3) Right-click on the Start menu (Windows icon) in the bottom-left corner
4) Click "Run"
5) In the bar that appears, copy and paste this text:
   %APPDATA%\Microsoft\Teams\Backgrounds\Uploads
6) Hit Enter
7) Drag and drop any images you want to use as a background into this folder

ONCE YOU HAVE YOUR IMAGES IN THE CORRECT FOLDER:

1) Start a video call on Teams
2) On the bar in the bottom center of the screen, click the three dots ("More actions")
3) Click "Show background effects" (If you do not see this option, Microsoft has not updated your software yet — check back later)
4) A list of images should appear on the right, including the images you placed in the Uploads folder — select an image and click "Apply"