

Guidelines to upload Microsoft Teams ESAG background



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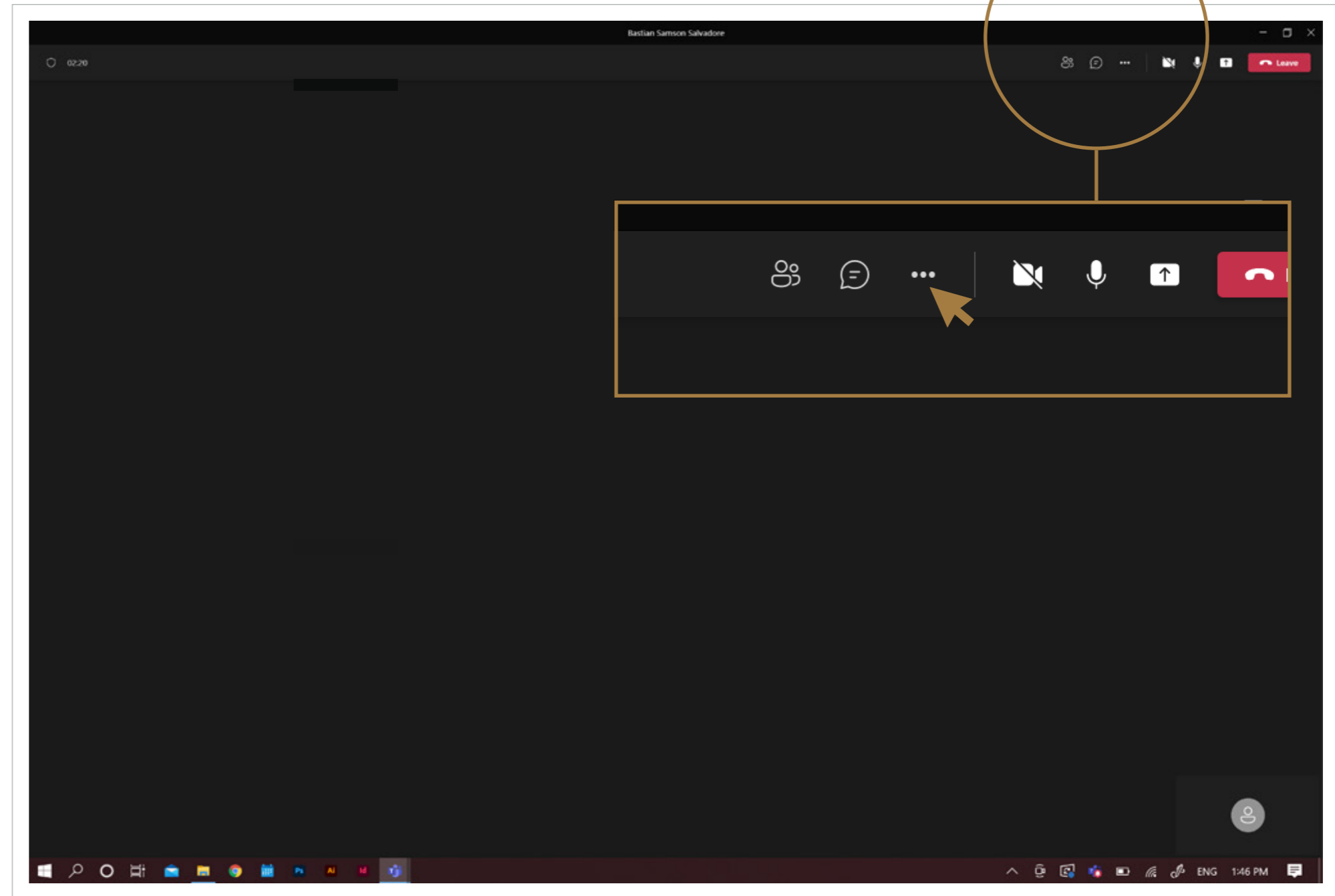


1

How to upload the image

Background can only be uploaded or changed once the call has been placed.

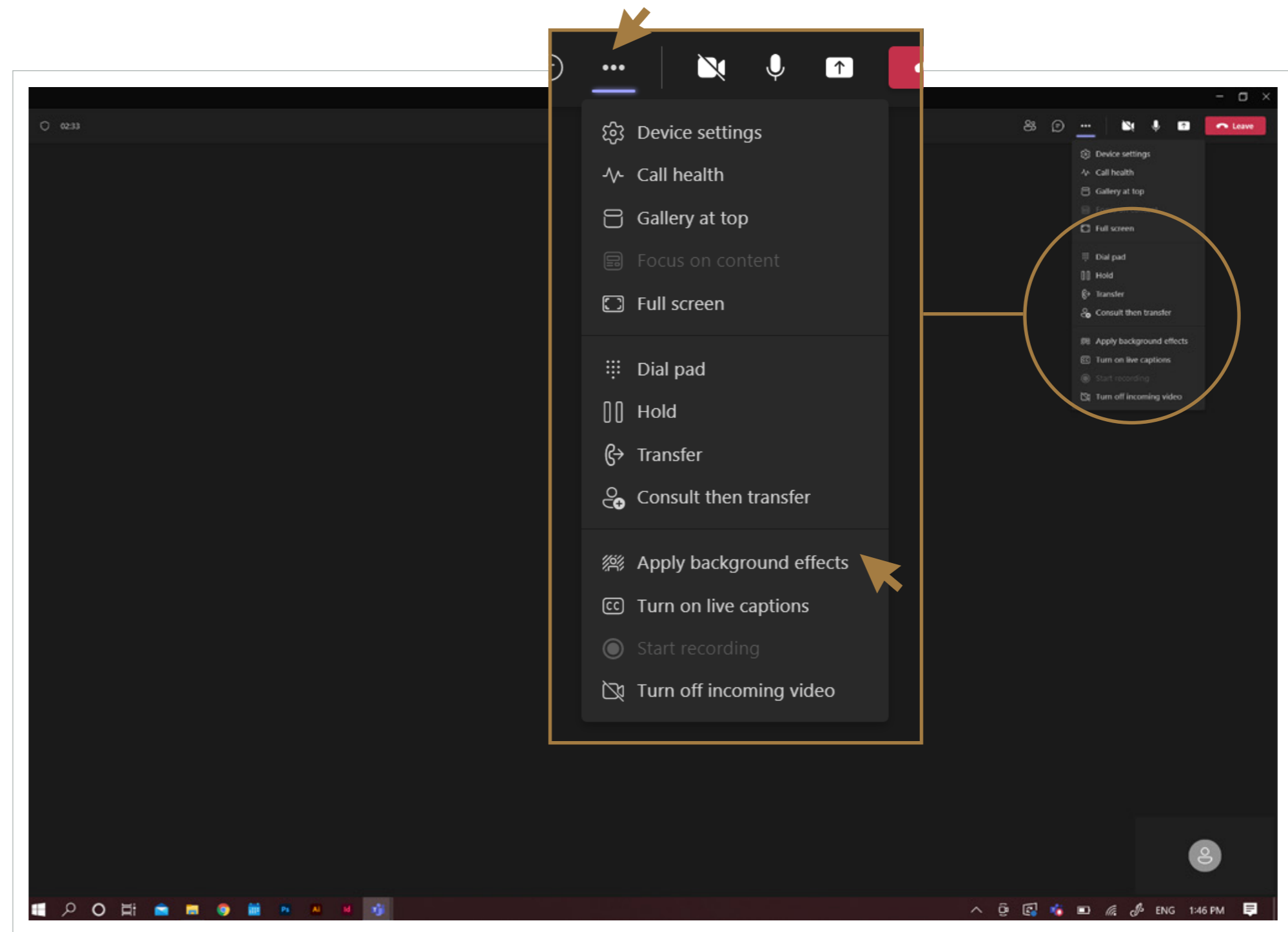
Click on the Option Menu - top right side.



Next

2

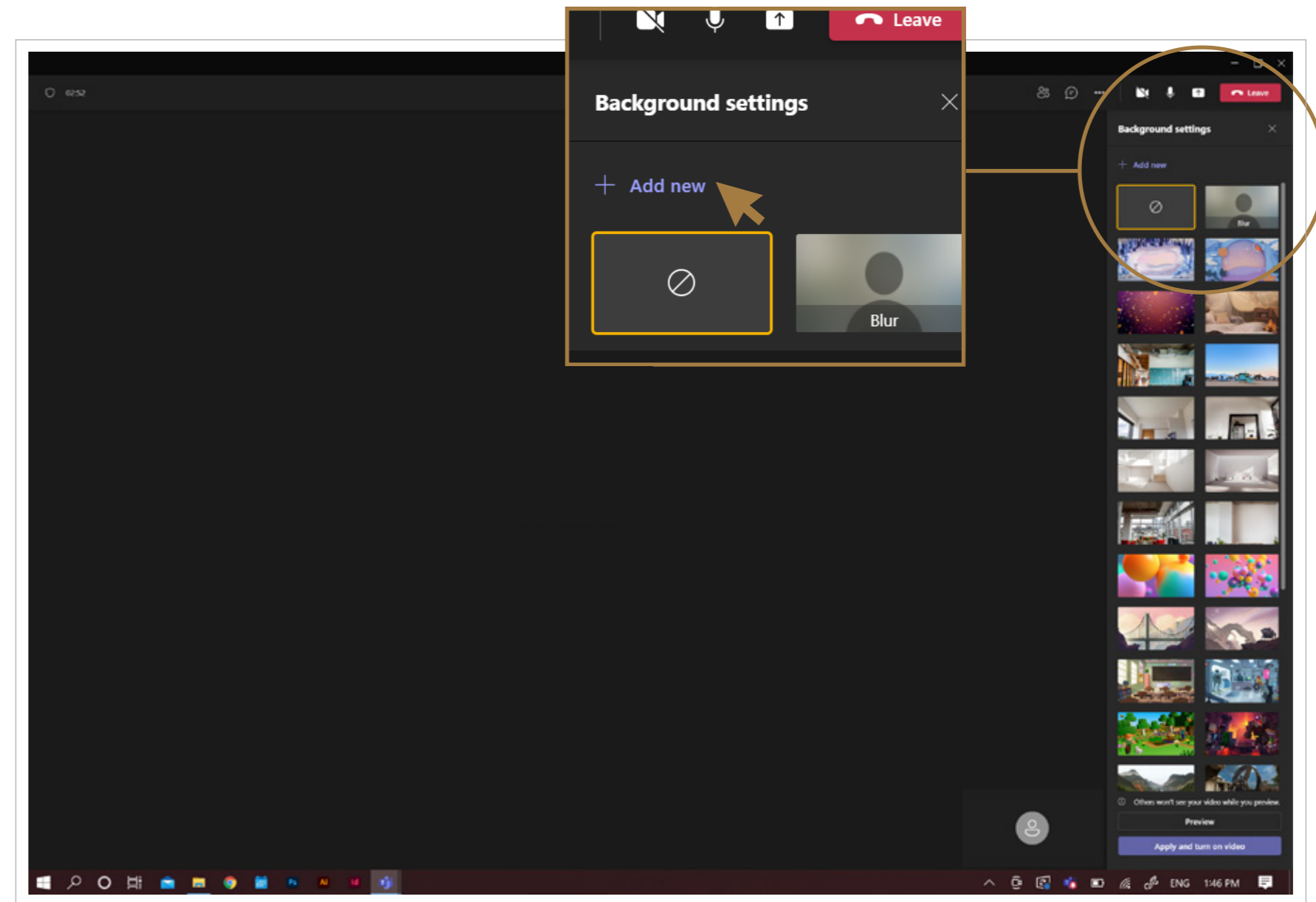
Click on Apply background effects.



Next

3

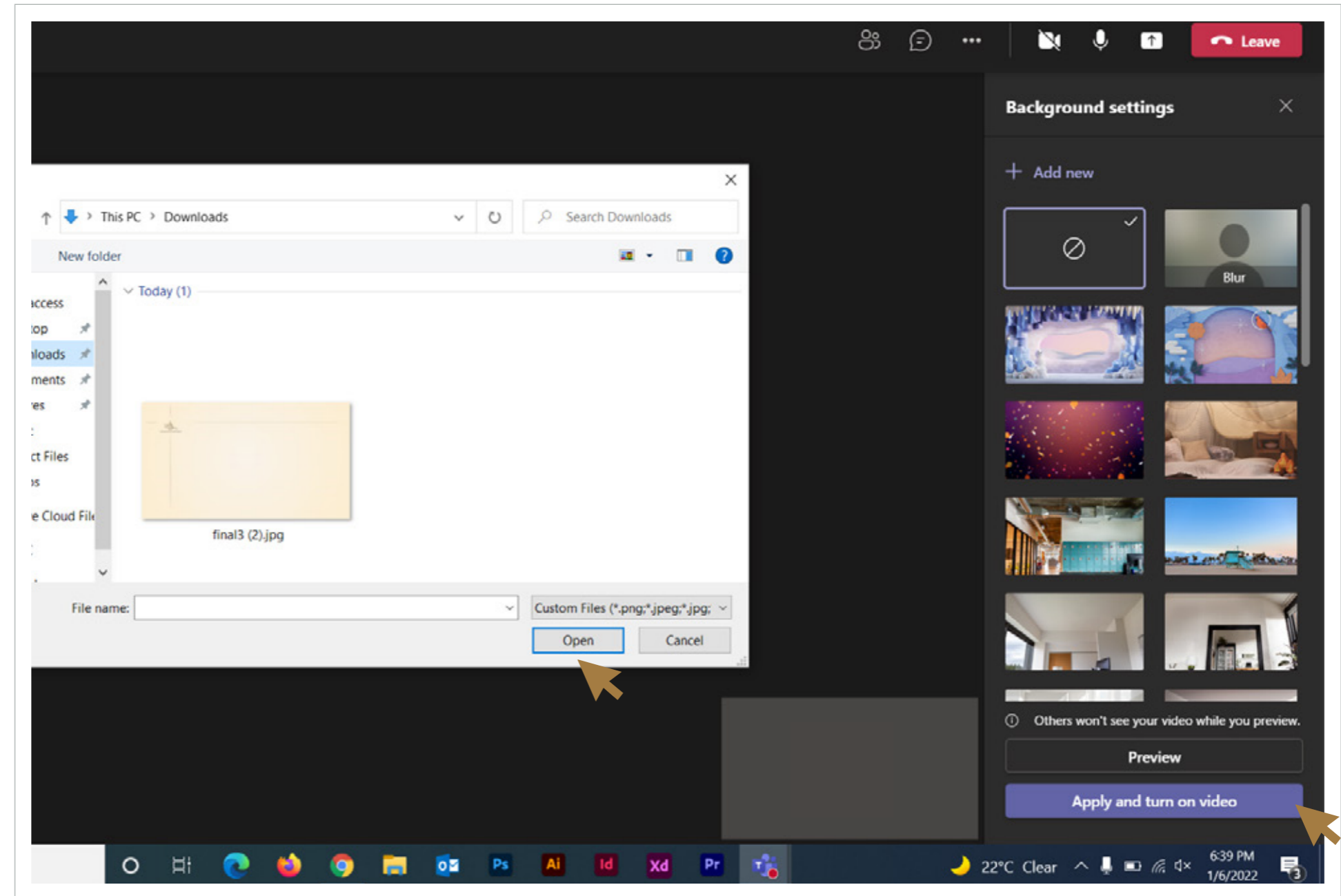
Click on Add New button. This will open the File Explorer window (see next step).



Next

4

Select the downloaded image from the File Explorer window. Do not double click the image, instead select the file and click the Open button.

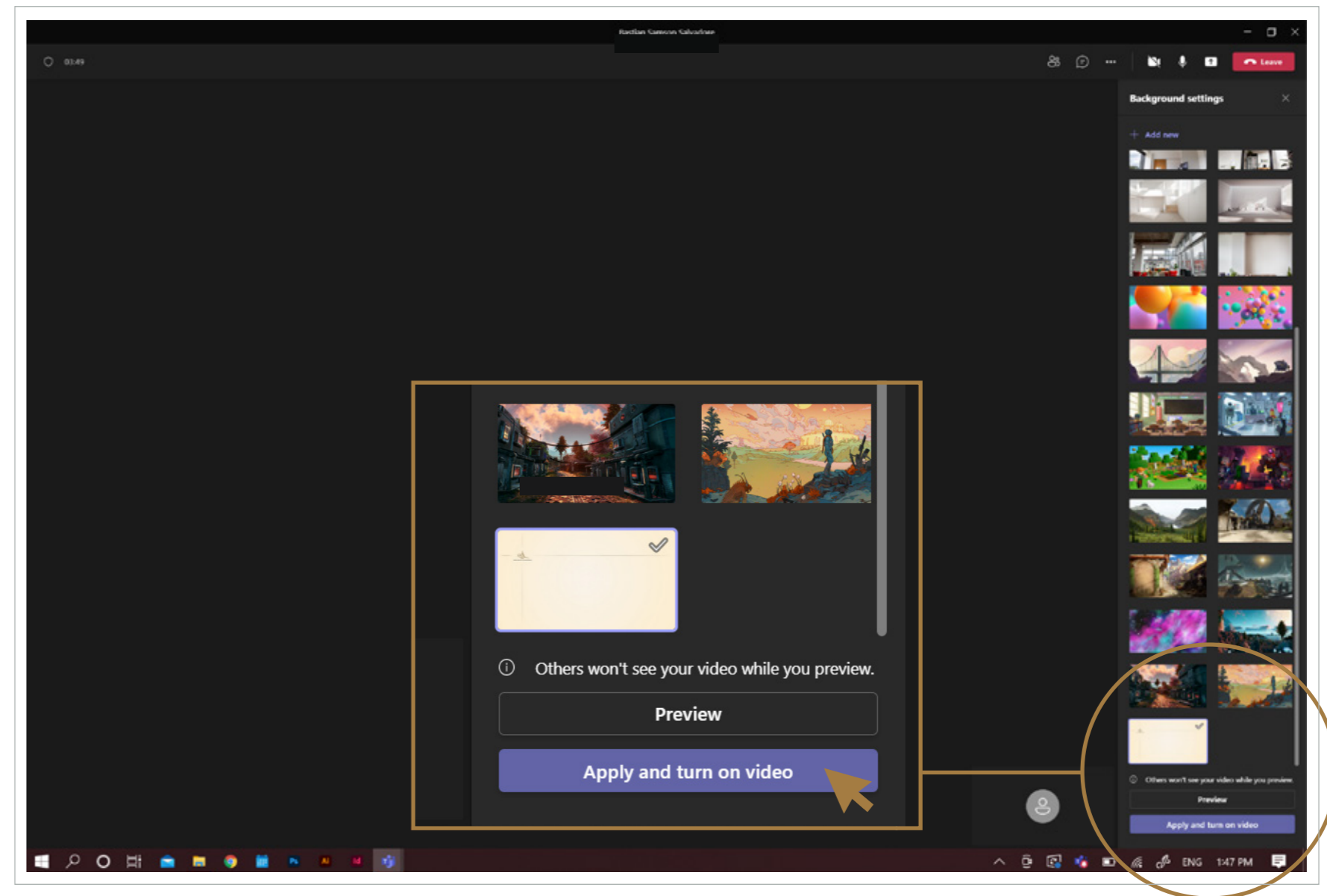


Next

5

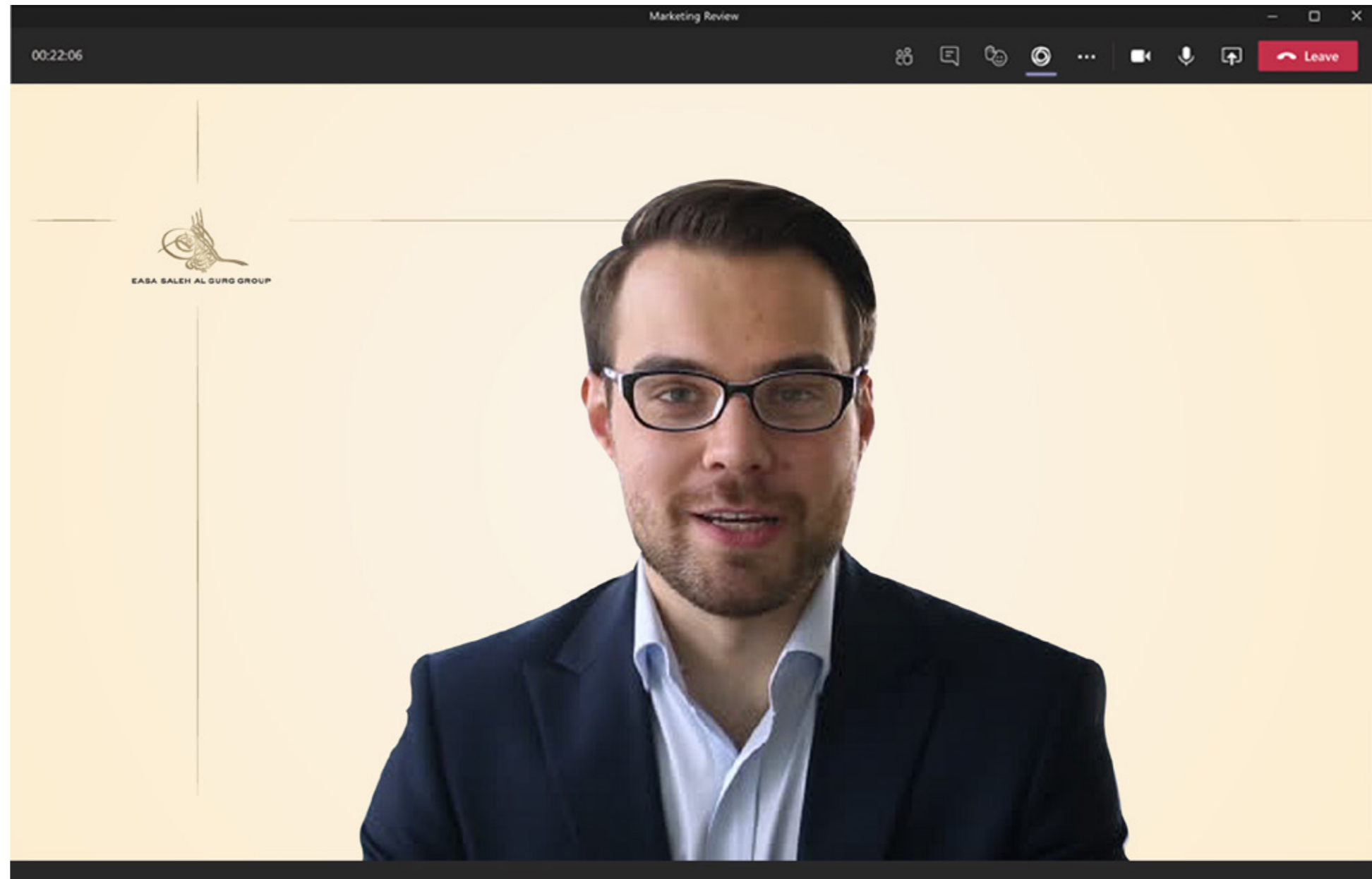
The selected image would appear on the bottom part of the right panel. A tick mark appears on the recently selected image.

Click on Apply and turn on video or Apply button. Once set, the background image would be applied as your default Teams background



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Note: The image shown will appear in this format on the caller's screen. But the preview image on your laptop will be a mirrored one.





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