

LEVEL UP YOUR BACKGROUNDS

Use this sheet to change your Teams video backgrounds and utilize the backgrounds provided monthly in the Newport News.

DOWNLOAD YOUR BACKGROUNDS

- Go to the most recent edition of Newport News
- Find the link to view the new backgrounds of the month
- Click on the link and choose which backgrounds you want to use
- Select the images and download them to your computer

UPLOAD YOUR BACKGROUND TO USE IN TEAMS BEFORE A MEETING

- Before the meeting, as you are setting up your audio and video, select background filters
- Select 'add new' and upload the image that you want to use
- This background will remain your new background until you change it again

UPLOAD YOUR BACKGROUND TO USE IN TEAMS DURING A MEETING

- Go to meeting controls and select 'more options' → 'apply background effects'
- Select 'add new' and upload the image that you want to use
- Select 'preview' to see how your background will look and then hit 'apply'

Travel
with teams

