


SETTING A CUSTOM BACKGROUND IN MS TEAMS CALLS

HOW-TO & BEST PRACTICES


Change your background before a meeting starts:

While you're setting up your video and audio before joining a meeting, select **Background effects** . It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

Change your background during a meeting:

To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions**  > **Show background effects**.

Select **Blur** to blur your background, or choose from the available images to replace it. To upload an image of your own, select **Add new** and pick a .JPG, .PNG, or .BMP file from your computer.

You'll be able to preview your chosen background to see how it looks before you apply it.

Notes:

- Blurring or replacing your background might not prevent sensitive information from being visible to other meeting participants
- Background effects are only available for scheduled meetings.
- Once you've applied the custom McKenney's background image, it will appear reversed in your preview screen, but will be shown correctly for others attending the meeting.

Best Practices for Virtual Meetings

- Test your equipment before starting/participating in a meeting. Ensure your connection is strong and that your mic and camera are working.
- Avoid multi-tasking. This means no side emails, texting or eating to ensure that you are present and focused.
- Wear work-appropriate attire.
- When in a meeting, avoid stepping away to minimize disruption.
- Keep movement to a minimum (no tapping or excessive shuffling around).
- Ensure your location doesn't affect your visibility. This means being in a well-lit room with an appropriate background.
- If someone else is speaking, it is best to mute your mic because background noise could be distracting.
- Position your camera properly by making sure it is eye-level.
- When speaking, look into the camera rather than looking at yourself on the screen. This allows others to know that you're engaged and present in the conversation.
- Be aware of your video settings. (i.e. making sure your mic is on before speaking)
- When using a background effect, avoid wearing clothing that matches your wall. This will result the disappearance of your features on camera and could cause the "floating head" effect.
- Try to avoid wearing clothing that closely matches your virtual background. With the McKenney's custom background, this means wearing the signature McKenney's blue. Doing so may result in you blending in with your background.