Lesson 14 Changing your Teams meeting background
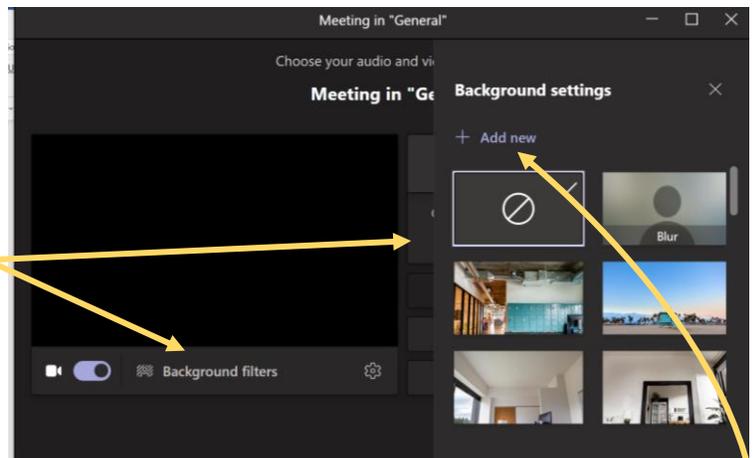
Supporting video: https://www.youtube.com/watch?v=iVEIz05avys

Showing personal books, pictures, or furnishings during a video meeting can stimulate conservations and facilitate a human-to-human connection in a socially distanced world. However, sometimes your home or office is simply not quite conference call ready. The **Virtual Background** feature in Microsoft Teams allows you to display an image as your **background** for personal privacy and professionalism.

Open the background controls

1. Click the **Click here to join the meeting** link to join a Teams meeting – whether that link is in an email or on your calendar – and the meeting controls will appear.
2. Click **Background filters**.
3. Choose a background from the **Background Settings** panel.

Tip: While already in a meeting, click the ellipse button (3 dots) and choose **Apply Background Effects**.
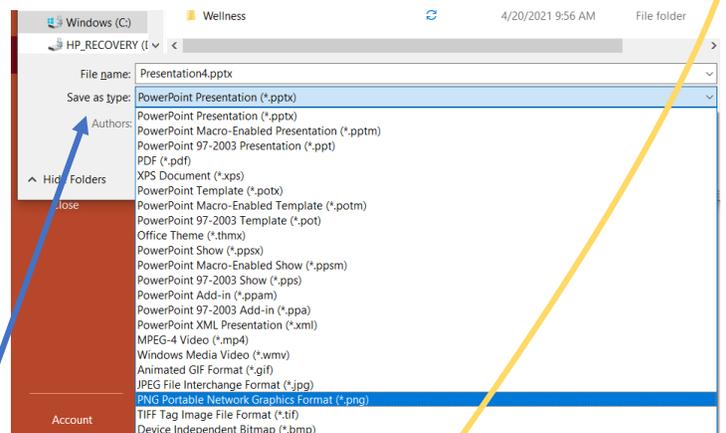
Creating a custom background using PowerPoint.
You can use any graphic editing application to create a background, but with thousands of pre-made slide templates and themes and the ability to add text or to import your own images, PowerPoint makes it especially easy.
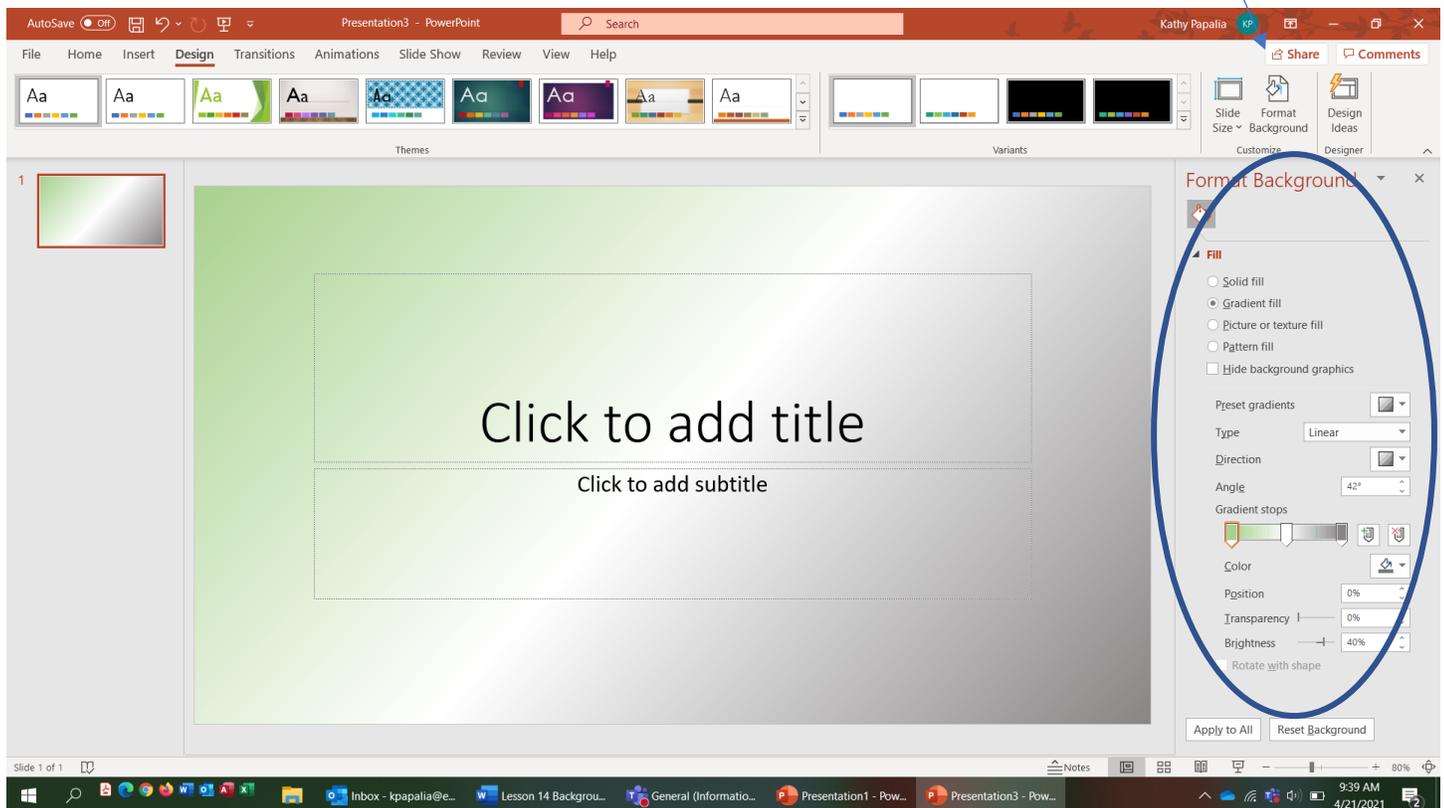
From a PowerPoint Template:

1. Open PowerPoint and click **File** and then **New**.
2. Find a template with the **Search** box or use one of the suggested searches. The **Themes** suggested search will return more options than the more targeted **Education** or **Business** suggested searches.
3. Choose a template and click **Create**. The theme will open with at least 1 or 2 premade slides.
4. Pick the slide you wish to use for the basis of your custom background and start adding or removing text boxes. Maybe you just like the background image. That's OK. There is no need to add text. **It you add text to a background, in a meeting, the text will appear in reverse to you but meeting participants will see the text correctly.**
5. Click **File** and **Save As.**
6. Click **Browse** to find the folder into which you'd like to save the background – like your **desktop**.
7. Click the downward pointing next **Save As Type** and choose either **JPG** or **PNG**
8. Click **Save** and then click **Just this one** to save the slide you were working on.
9. Join your Teams Meeting, click **Background filters** and **+Add New** to upload a new background.

From a blank PowerPoint slide

A. Open PowerPoint.   A single slide appears. (Or click **File** > **New** > **Blank Presentation**.)
B. Delete the text boxes or use them as desired.
C. Build your background using one of these options.
   - **Present Theme**: Click the **Format** ribbon and choose a background from the **Themes** panel. Further tweak that design by clicking the **Design Ideas** button or the **Variants** panel on the Format ribbon.
   - **Solid/Gradient Fill:** Click the **Format** ribbon and the **Format Background** button. Use the **Format Background panel** (circled in blue) to choose a fill or gradient and then customize it further by selecting colors an transparency.
   - **Background photo/clipart:** Click the **Insert** ribbon and then click the **Pictures** button. Choose **this device** for your own images, **Online Pictures** for Bing images or **Stock Images** to choose from Microsoft imagery.
D. Use the **Design Ideas** panel to further customize your custom background.
E. Follow steps 5-9 above to save and use your new background.

Virtual background glitches: We've all seen virtual background glitches – like when the speaker moves and their background morphs with their hair.   Without a consistent background, the software can't tell the difference between you and your background. We have a couple of green screens to reserve which may reduce the glitch.   You'll want to practice with the green screen however because lighting the screen is important.   We have a professional lighting system to help with the task