Adding Custom Background Images to Teams

1. **Exit the Microsoft Teams** application.

2. **Download the images** from the U of G site (https://photos.uoguelph.ca/assetbank-uoguelph/action/browseItems?categoryId=1228&categoryTypeId=2&cachedCriteria=1).

   o For each desired image, click on the image and then click on the download icon.

   o Alternatively, you can also download all files by clicking the yellow "Download All as Zip" button in the top right corner.

   o Your files will be downloaded to your c:\\Users\your-id\Downloads folder.

   o If you downloaded as a Zip file, you will need to unzip the file (double-click).

3. **Windows users:** Open "File Explorer" in Windows and enter this text into the location bar at the top: %APPDATA%\Microsoft\Teams\Backgrounds\Uploads. This should open a blank space/page. **Mac users:** go to Library/Application Support/Microsoft/Teams/Backgrounds/Uploads and then drop the image into that folder.

4. **Copy and paste** the downloaded image(s) you want to use into this folder. You can also drag and drop them from your Downloads folder.

5. **Relaunch Teams**, and the next time you are in a meeting, click on the three dots [...] in your meeting controls to access the menu.

6. **Click on 'Show background** effects' and you should see your custom background listed here!