Teams: Virtual Backgrounds for Remote Meetings

System Instructions

Introduction

This page reviews how to set custom Virtual Backgrounds in the desktop application for Microsoft Teams when participating in remote meetings. Virtual Backgrounds cannot be used in the cloud-based versions of this application. NYSERDA-approved Virtual Backgrounds can be viewed and downloaded below.

Approved Virtual Backgrounds

These custom Virtual Backgrounds cannot be used in the cloud-based version of the Microsoft Teams or WebEx applications and can only be set while in an active meeting.

Downloading the Virtual Backgrounds

1

To download one of the Virtual Background images above, click on the image you want to download.

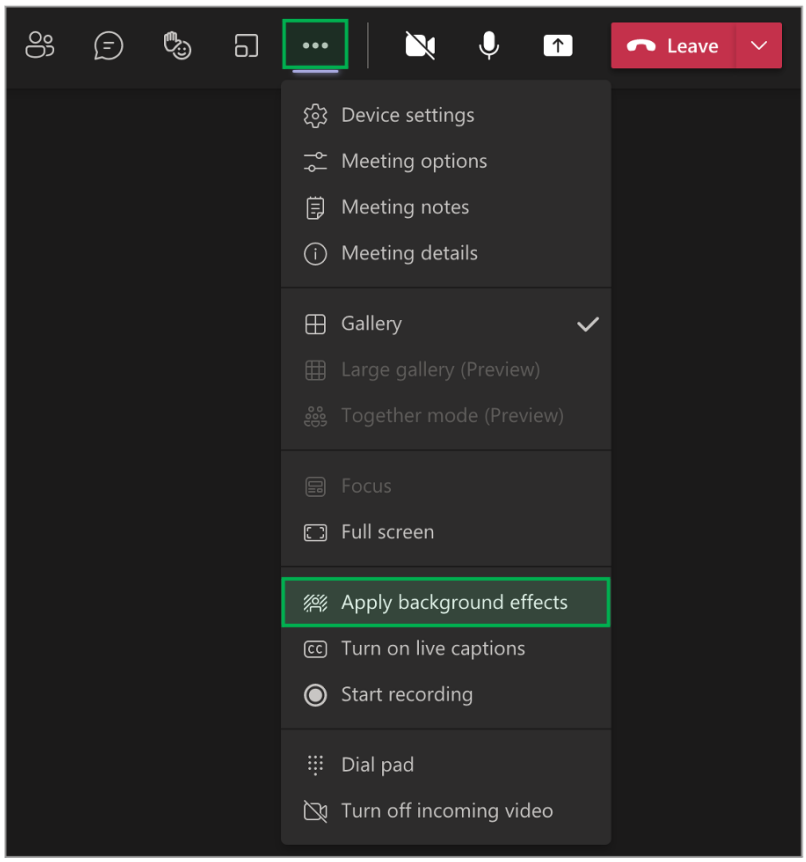
2

Then, click the **Download** option in the upper-right hand corner of the screen. Save the file to your computer OneDrive for future use.

How to Use Virtual Backgrounds

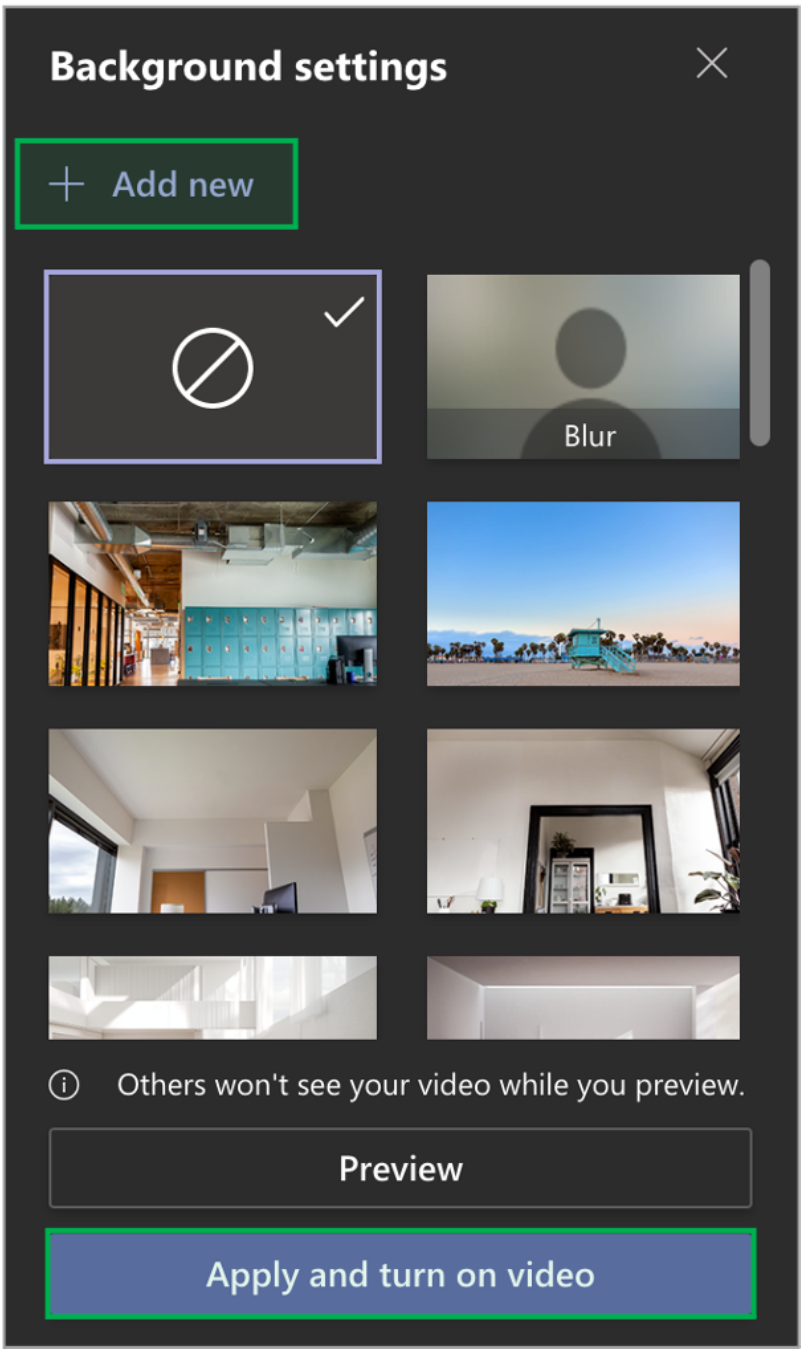
1

While in the active Microsoft Teams meeting, click the horizontal ellipsis in the controls section at the top-right of the screen, then select **Apply background effects** from the drop-down menu.



2

On the modal windows that appears, click the **Add new** option at the top, locate and select the downloaded Virtual Desktop Background on your computer, then click **Apply** at the bottom of the modal window. Note that if you video is currently off, the button will read **Apply and turn on video**.


Background settings
Add new
Blur
Others won't see your video while you preview.
Preview
Apply and turn on video