



## Microsoft Teams

### Liberty Backgrounds for Video Chats in Microsoft Teams

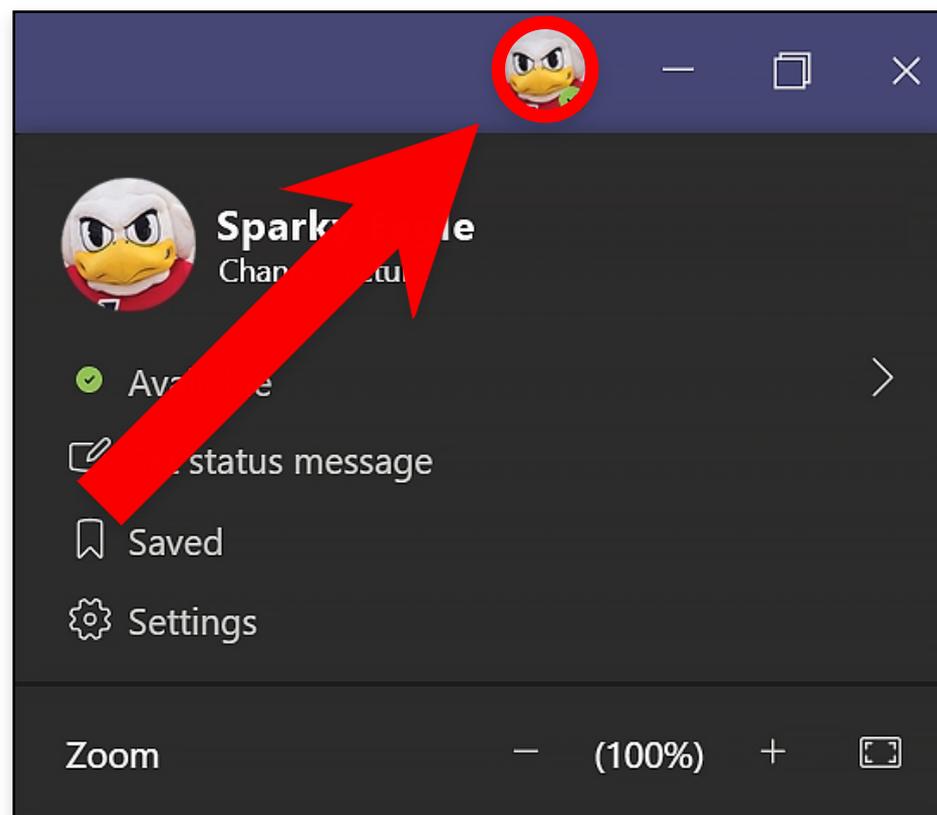
#### Introduction

In this guide, we'll cover how to add Liberty University backgrounds for Microsoft Teams to use during a video call. Before we go over these steps, there are few things we must do:

- Update Microsoft Teams
- Meet the Requirements
- Download the Image Files
- Create Required Folder

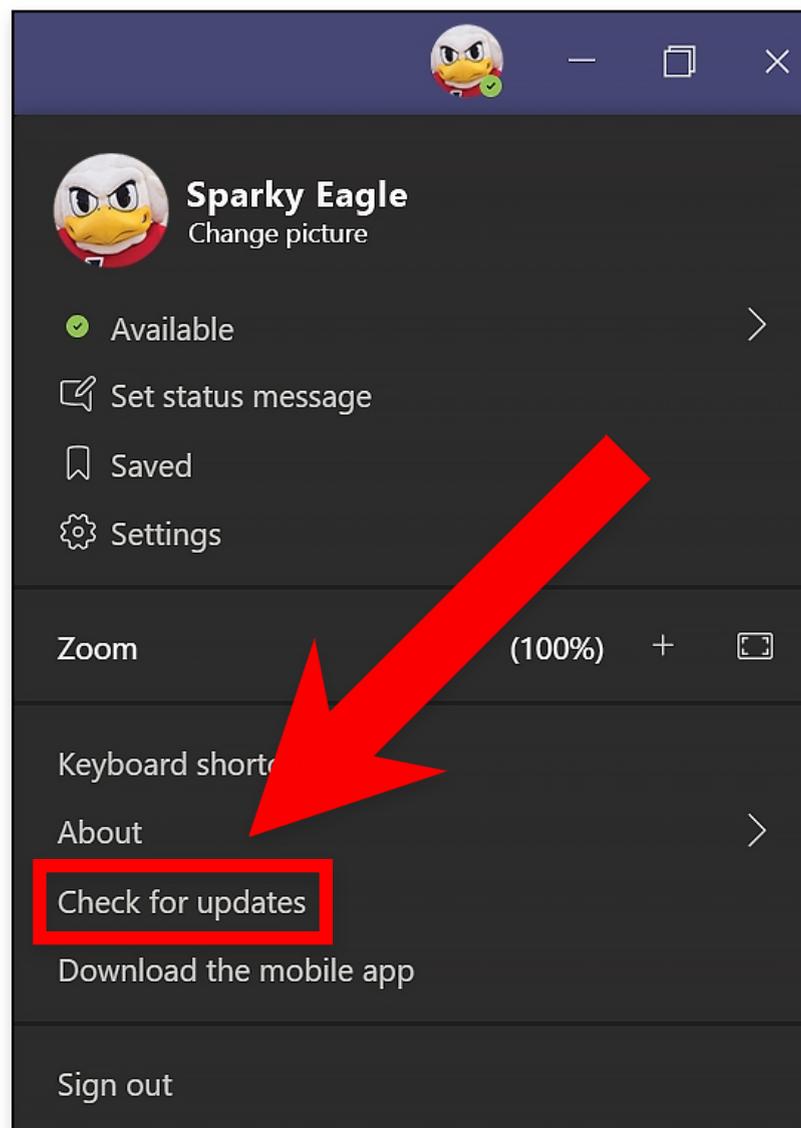
#### Update Microsoft Teams

**Step 1:** Click your profile icon in the top right of Microsoft Teams.



## Update Microsoft Teams (continued)

**Step 2:** Click **Check for Updates** in Microsoft Teams.



**Step 3:** Restart the Microsoft Teams application.

**Note:** If an update was completed, a message should appear at the top of Teams to “Refresh”. This will restart Microsoft Teams.

✓ **Complete:** If there are no updates or Microsoft Teams restarted correctly, you are ready to check your requirements.

## Meet the Requirements

Some older, or inexpensive computers may not have the “blur background” or “Show Background Effects” options available if they do not fully support Advanced Vector Extension 2 (AVX2) graphics.

- 2013 Macbook Pro or newer, or equivalent PC should support these graphics extensions.
- The Teams web app and mobile apps do not currently support blur or custom backgrounds.

✓ **Complete:** If you meet these requirements, then you are ready to download the image files.

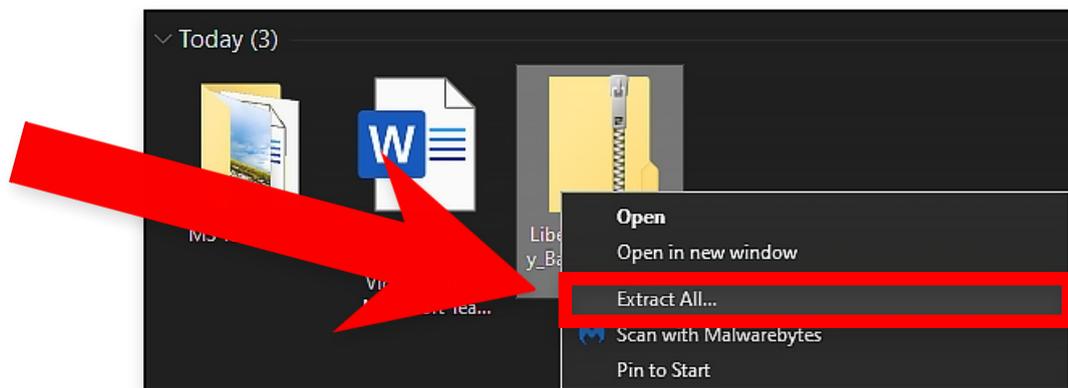
## Download the Image Files

Before we can add the Liberty University backgrounds to Microsoft Teams, we must download the image files. Use the steps below to save these images to your computer.

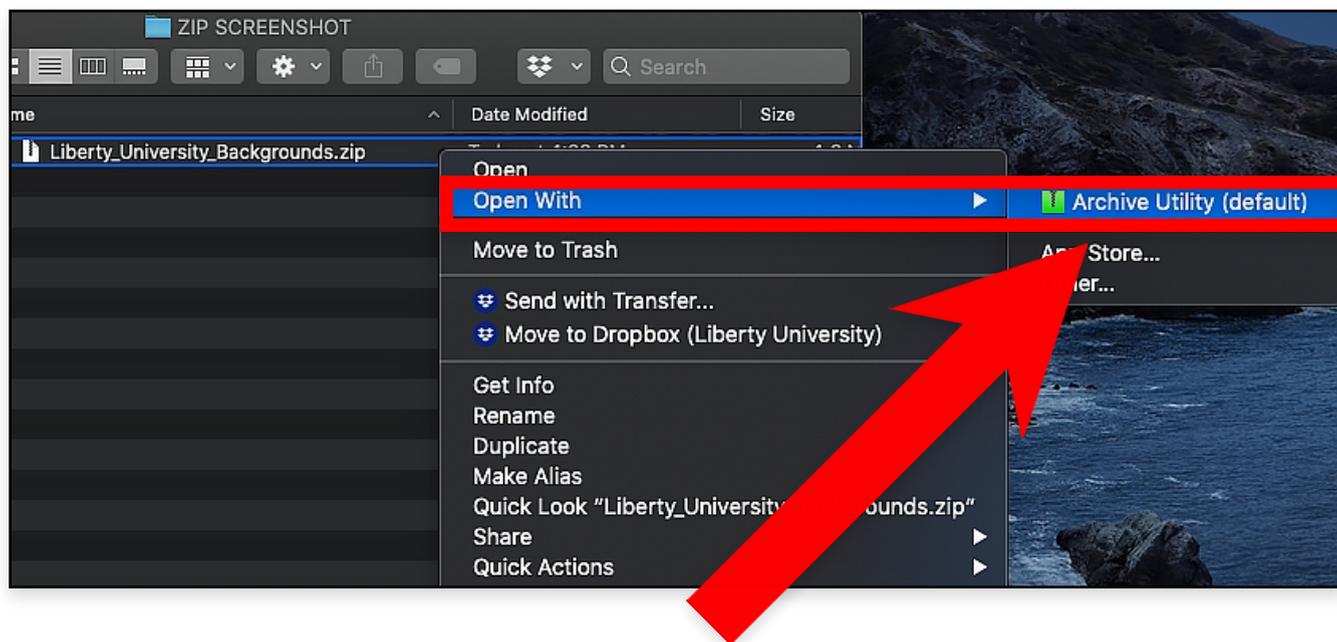
**Step 1:** Click this [download link](#) to save the .zip file to your computer.

**Step 2:** Locate your downloads folder and **extract the .zip file.**

**Note:** You will need to Right-Click or Two-Finger tab the file to open up the available options.



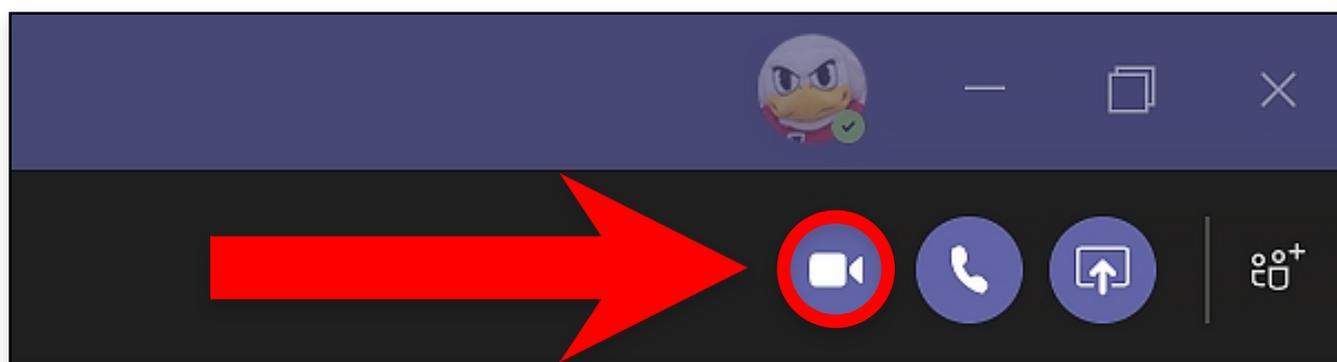
Windows



✓ **Complete:** Once you have saved the image files onto your computer, you are ready to add them into Microsoft Teams.

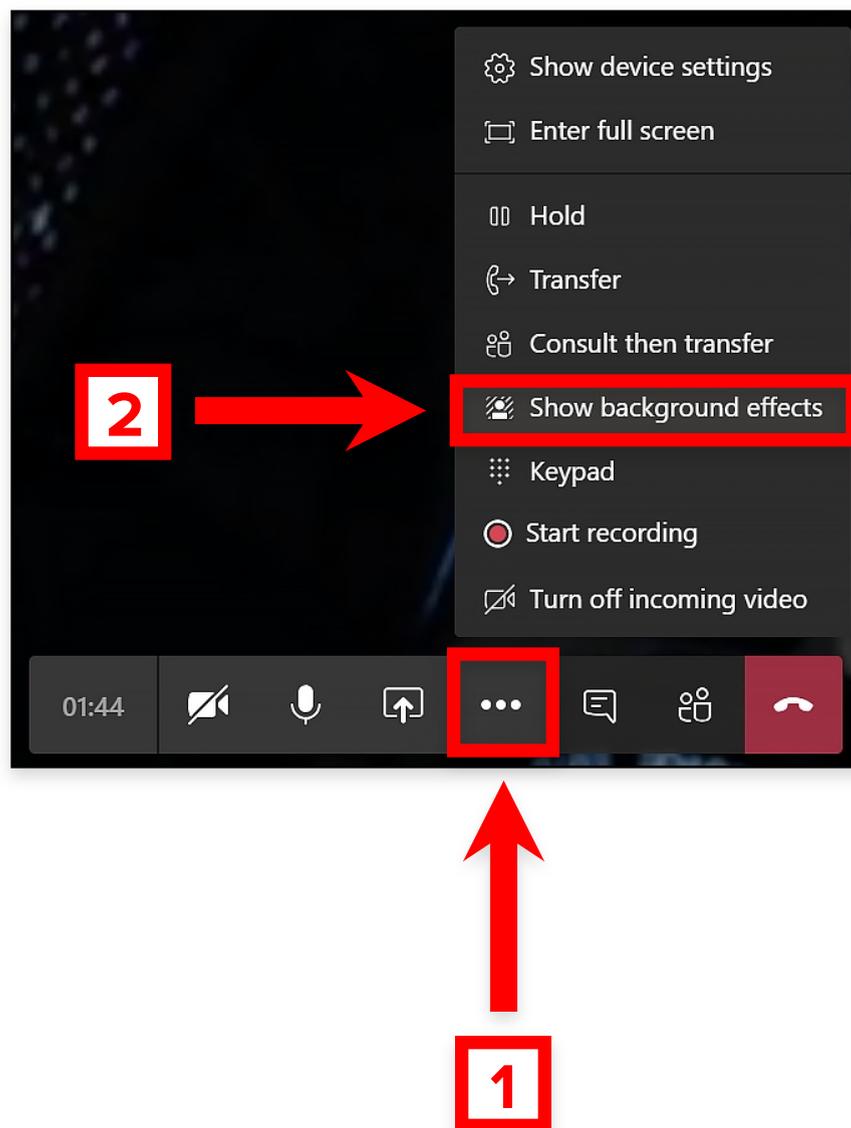
## Create Required Folder

**Step 1:** Start a video chat with someone in your contacts.



## Create Required Folder (continued)

**Step 2:** Click **Show Background Effects** during the call.

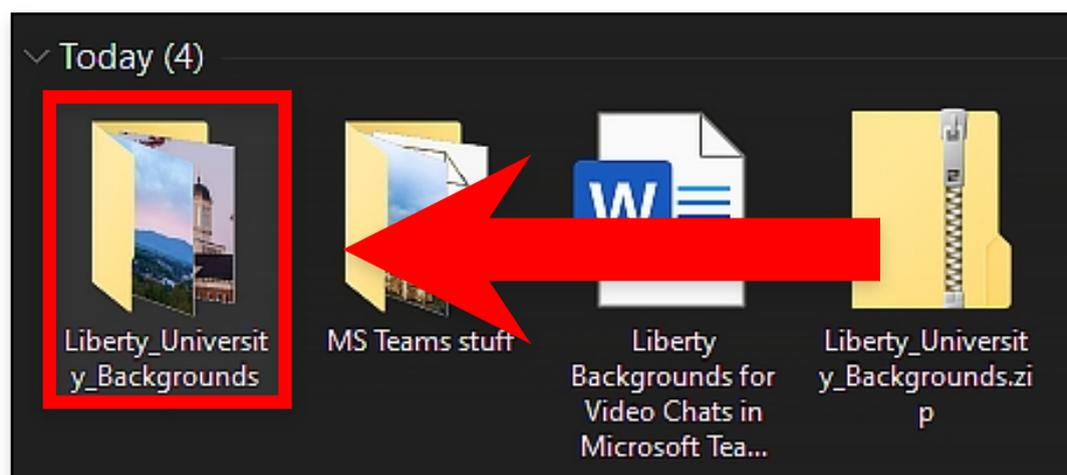


✓ **Complete:** This step will create a folder on your computer so you can add the Liberty University background images into that folder. You are ready for the next step.

## Windows Setup

**Note:** If you need the setup for a Mac computer, please [click here to jump to that section](#).

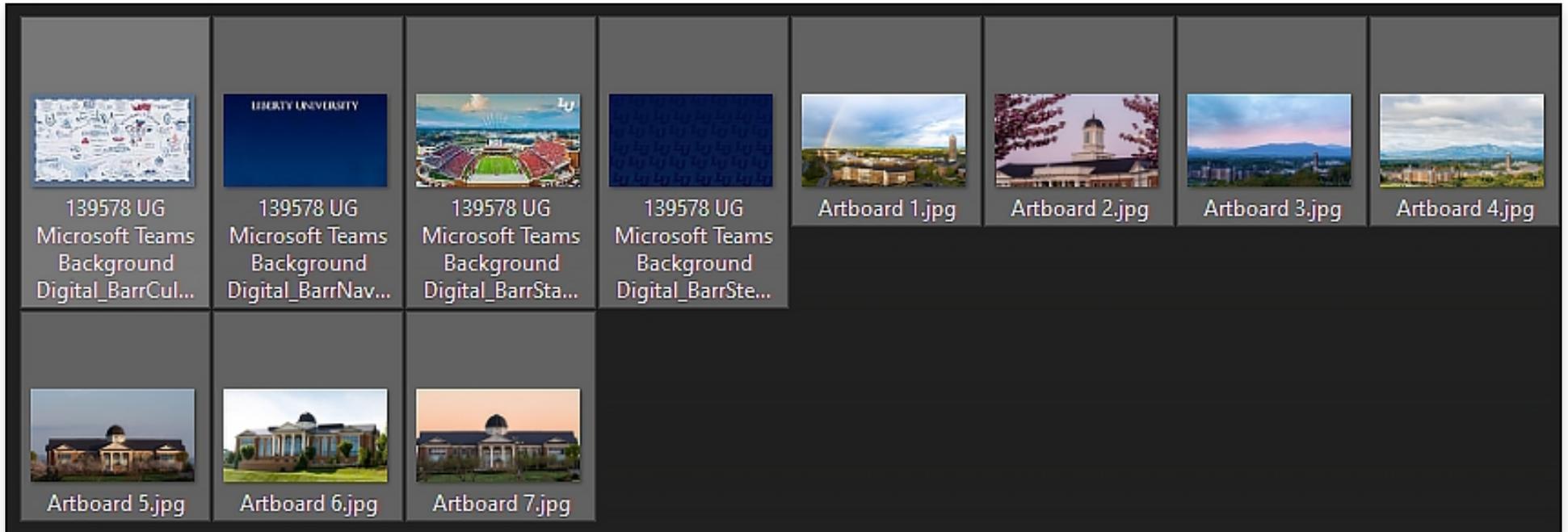
**Step 1:** Open the folder you extracted under Downloads.



## Windows Setup (continued)

**Step 2:** Press **Ctrl + A** to select all the files in the folder.

**Note:** You can *Left-Click and drag the mouse* to select the files if that is your preference.



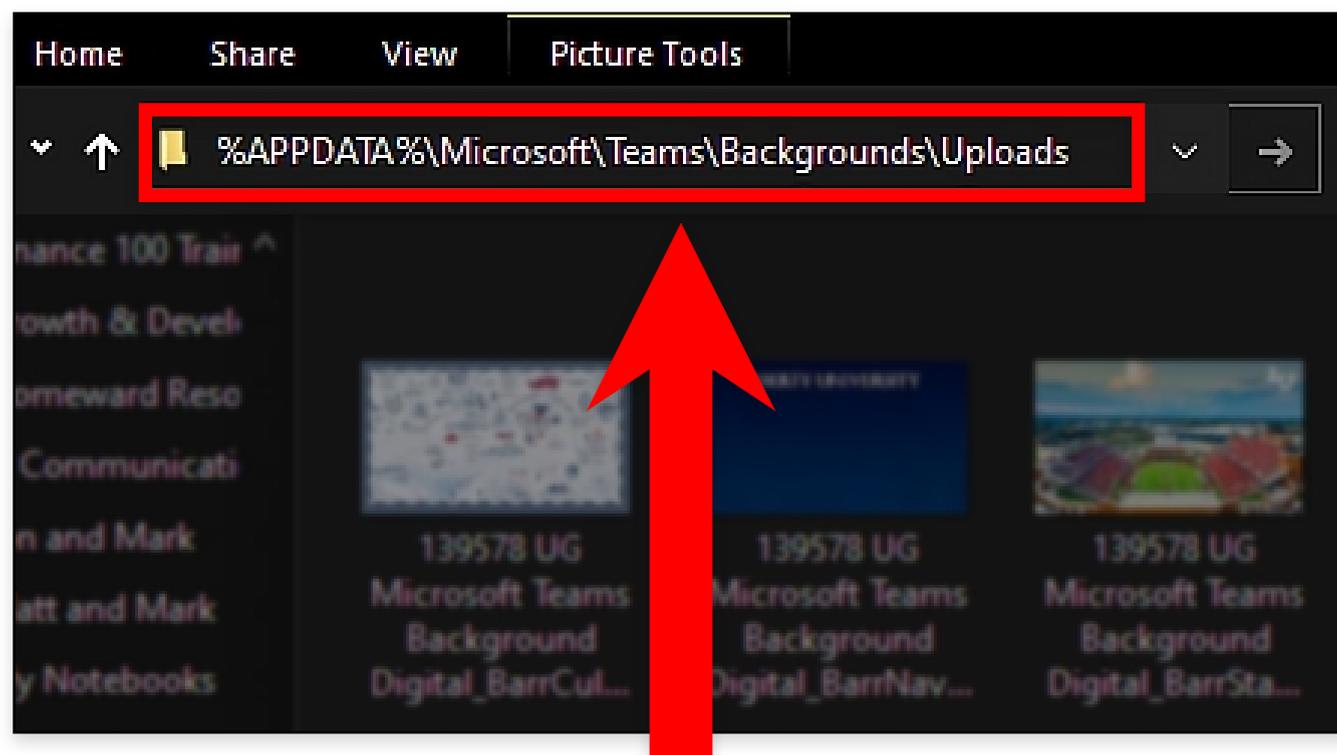
**Step 3:** Press **Ctrl + C** to copy all the files in the folder.

**Note:** You can *Right-Click and select copy* from the drop-down menu if you prefer.

**Step 4:** Type the following into the File Explorer address bar and press **Enter**:

`%APPDATA%\Microsoft\Teams\Backgrounds\Uploads`

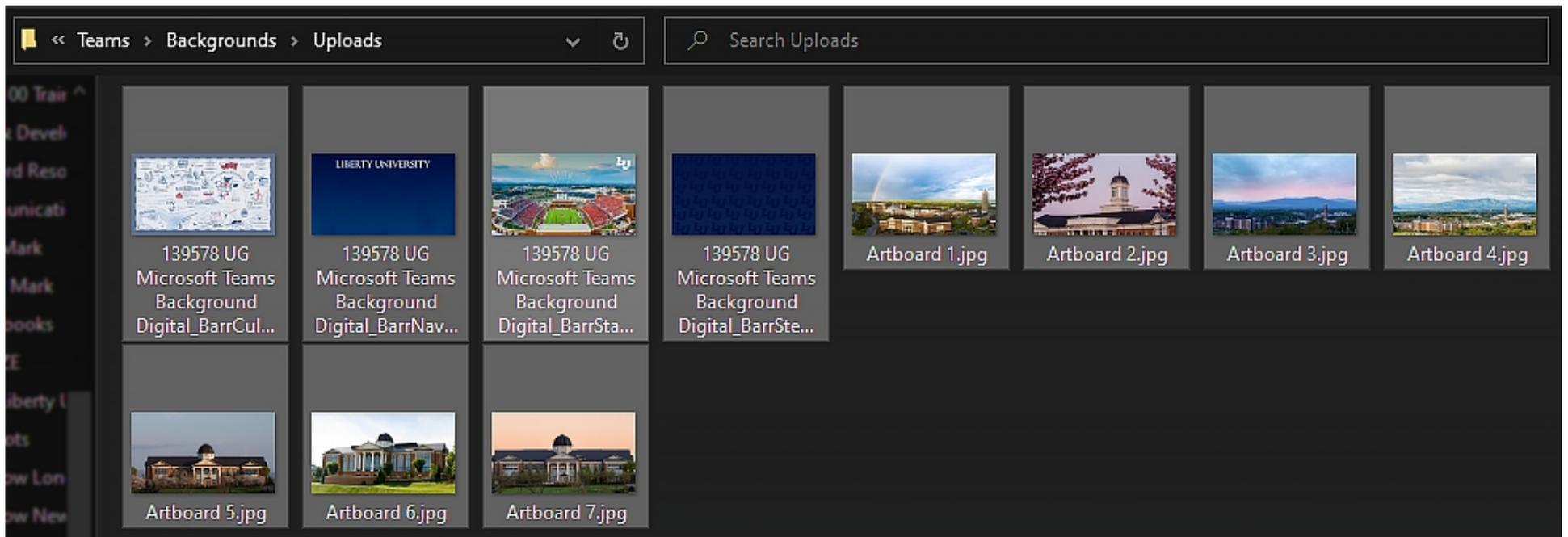
**Note:** You can just type `%APPDATA%`, press **Enter** and then double-click to open each of the other folders in turn.



## Windows Setup (continued)

**Step 5:** Press **Ctrl + V** to paste all the files into the Microsoft Teams folder.

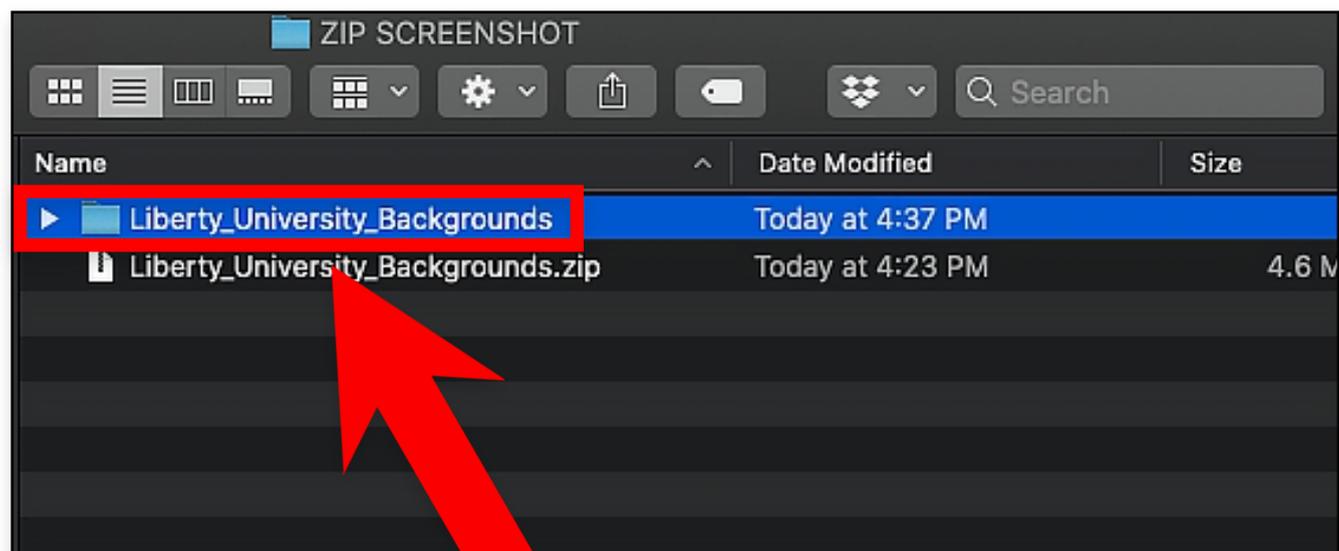
**Note:** You can *Right-Click and select Paste* from the drop-down menu if you prefer.



✓ **Complete:** Once the image files are in the Microsoft Teams folder, you are ready to use these background images during a video call. Please [click here to skip to those steps](#).

## Mac Setup

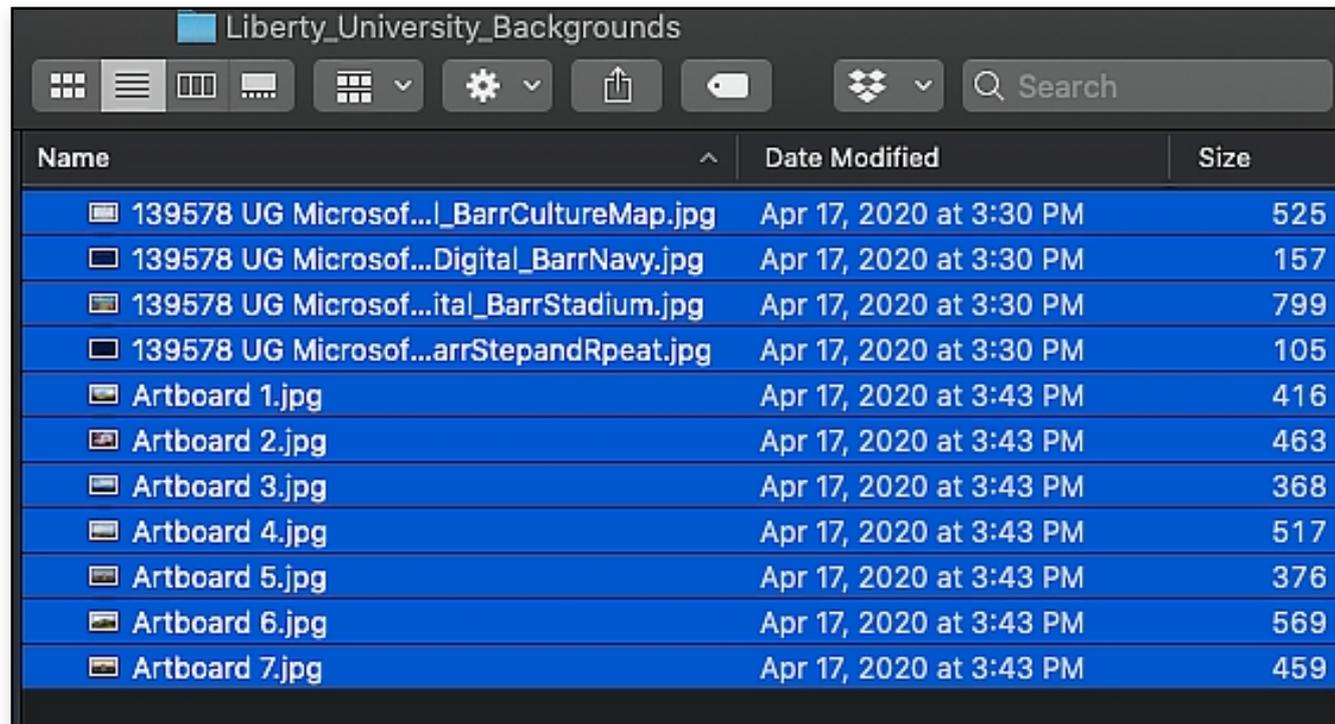
**Step 1:** Open the folder you extracted under Downloads.



## Mac Setup (continued)

**Step 2:** Press **Cmd + A** to select all the files in the folder.

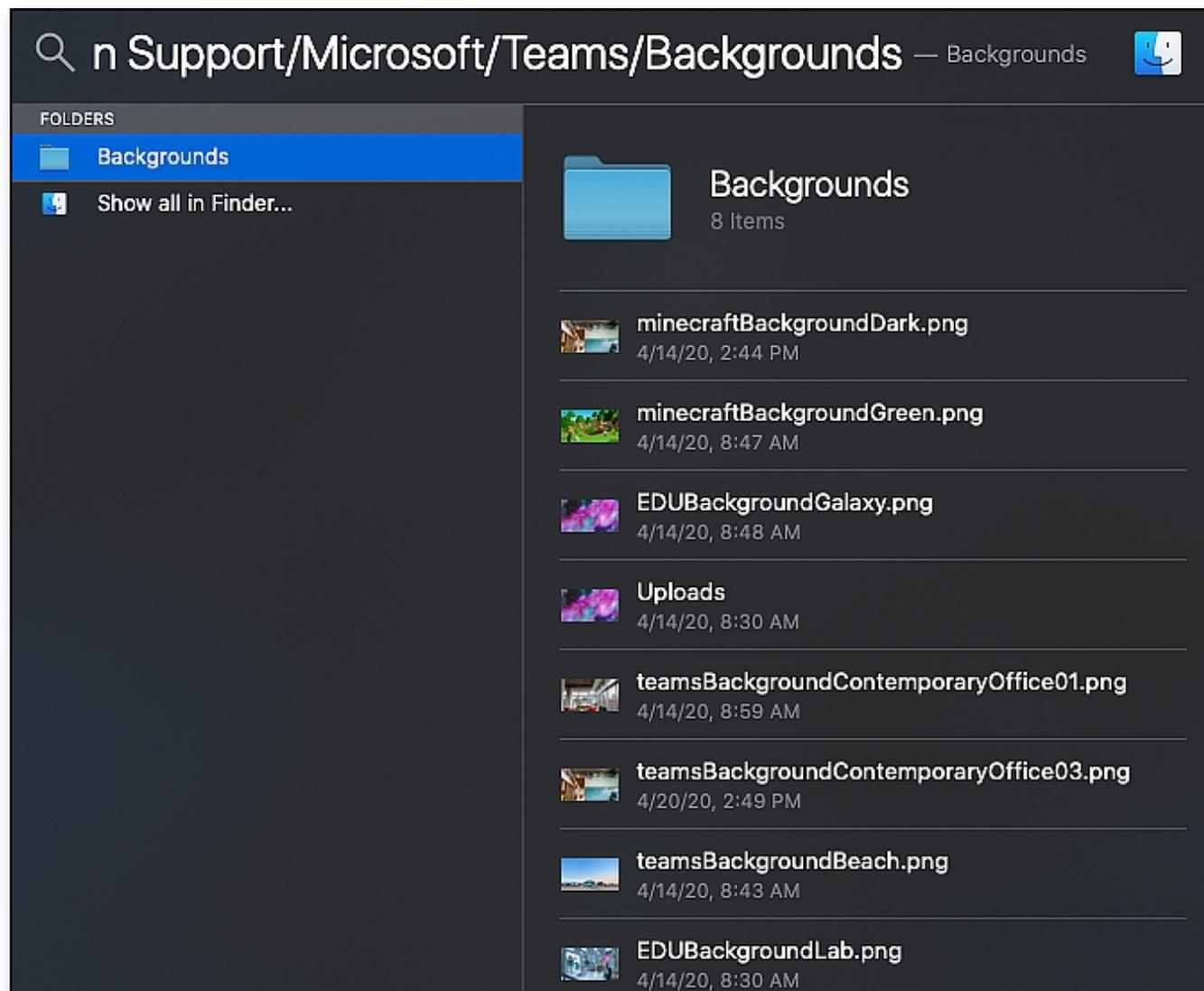
**Note:** You can use *Left-Click and drag the mouse* to select the files if that is your preference.



**Step 3:** Press **Cmd + C** to copy all the files in the folder.

**Note:** You can use *Left-Click and drag the mouse* to select the files if that is your preference.

**Step 4:** Press **Cmd + Space** to open up Spotlight.

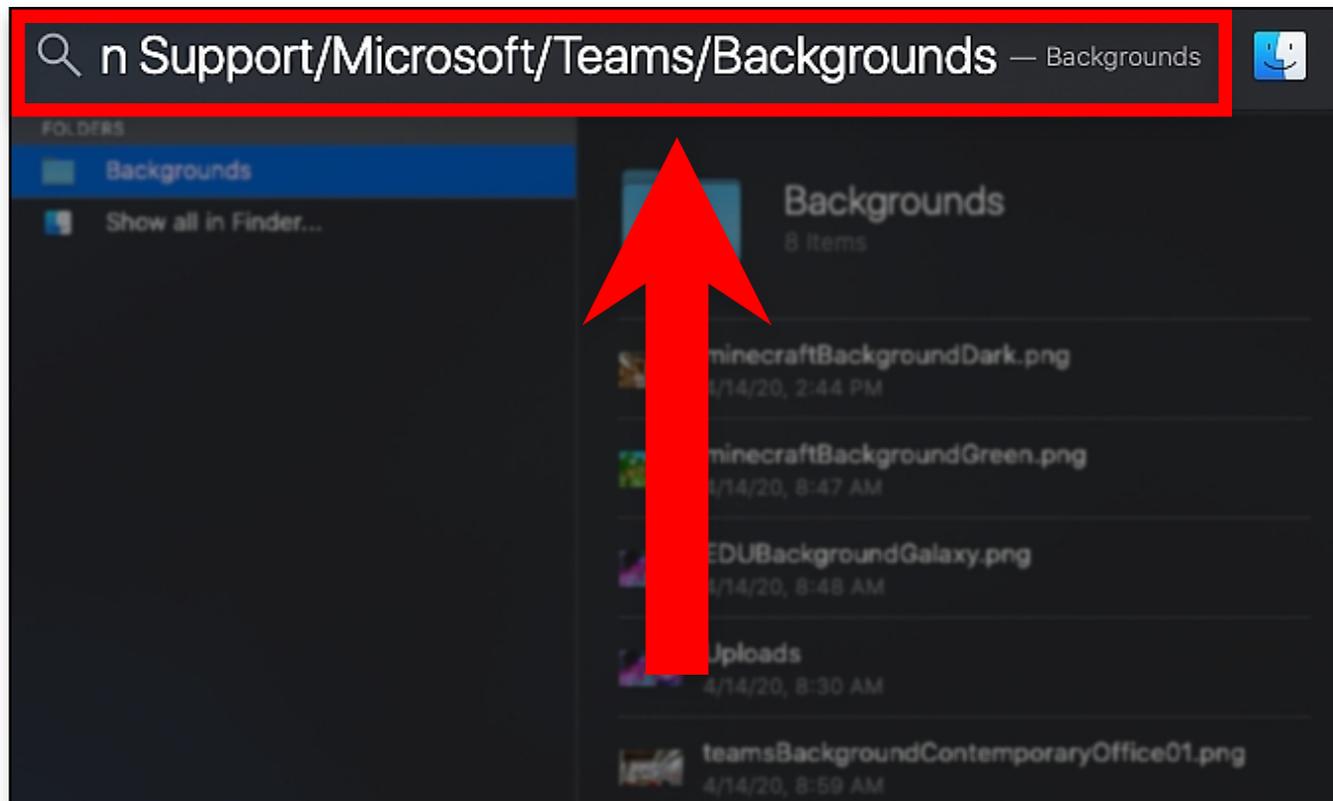


## Mac Setup (continued)

**Step 5:** Type the following into Spotlight and press Enter:

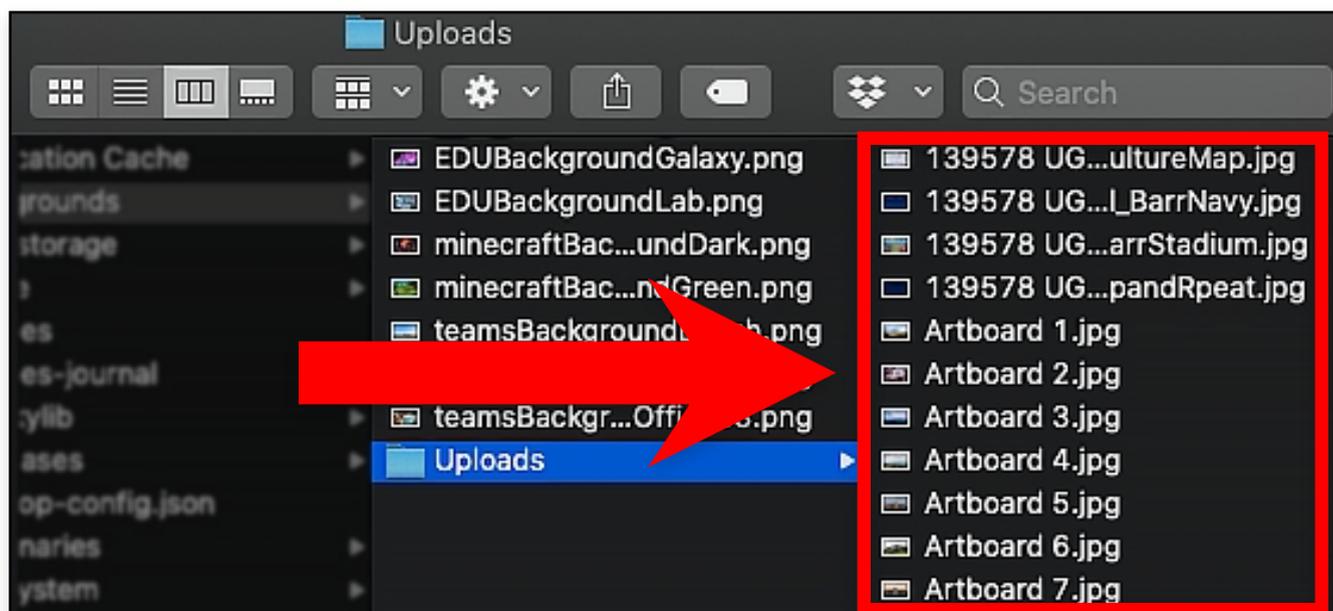
`~/Library/Application Support/Microsoft/Teams/Backgrounds`

**Note:** You can just type `~/Library/` press enter and then double-click to open each of the other folders in turn.



**Step 6:** Press **Cmd + V** to paste all the files into the Microsoft Teams folder.

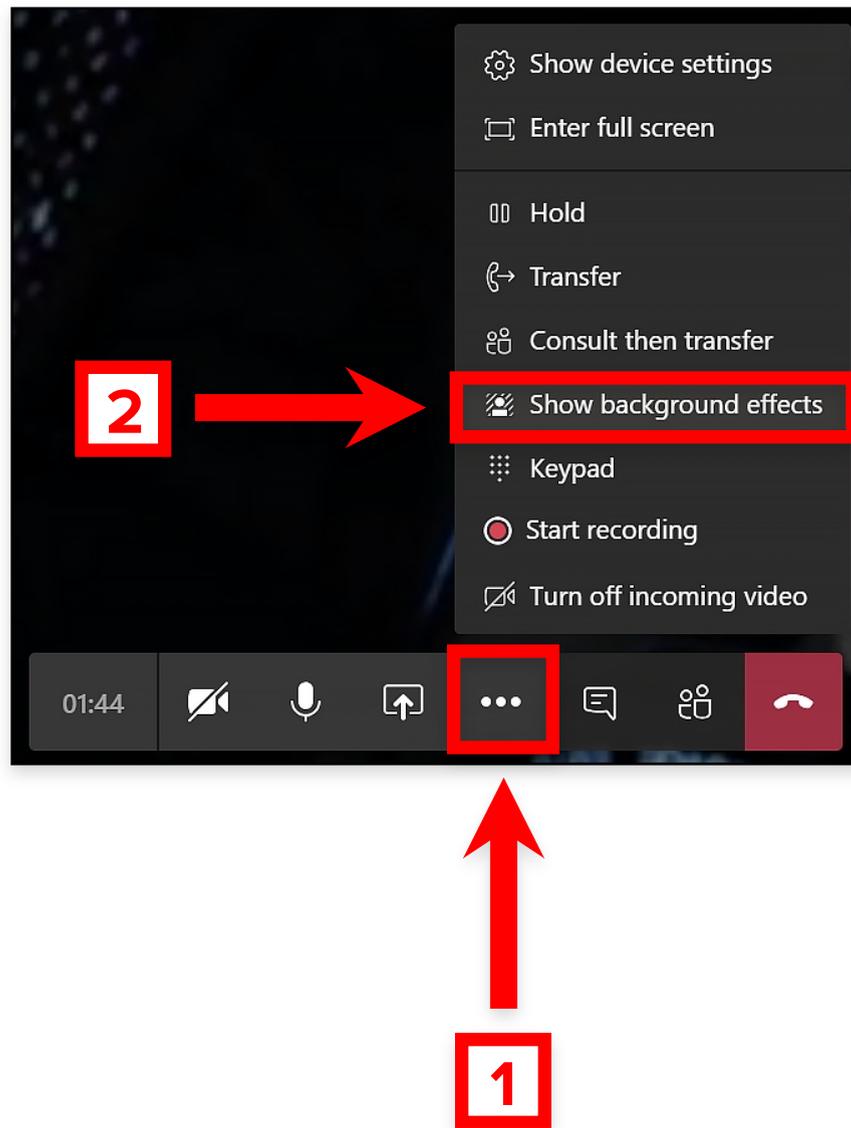
**Note:** You can *Right-Click and select Paste* from the drop-down menu if you prefer.



✓ **Complete:** Once the image files are in the Microsoft Teams folder, you are ready to use these background images during a video call. Please refer to the next page for these steps.

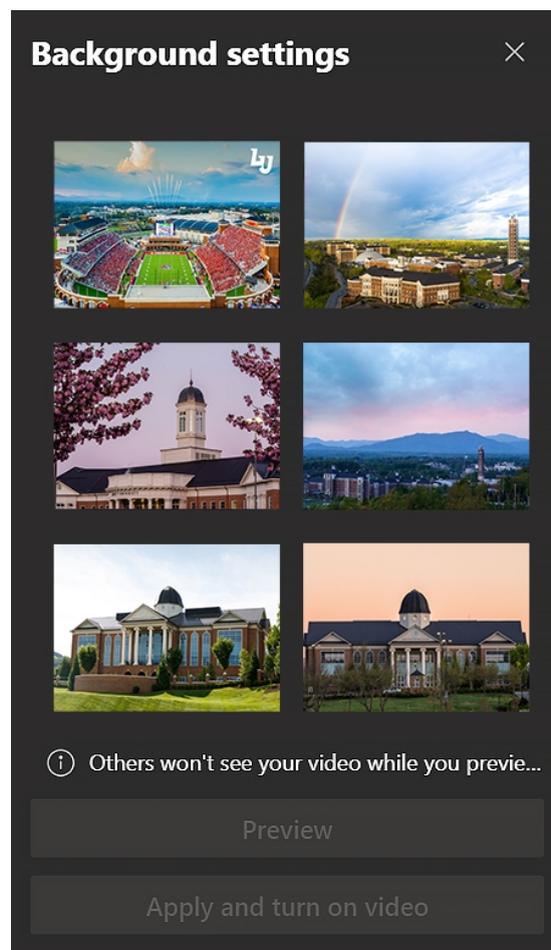
## Change Background Image

**Step 1:** Click **Show Background Effects** during a video call.



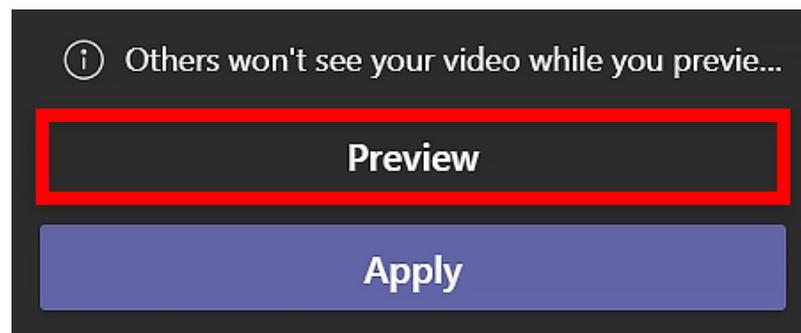
**Step 2:** Select a Liberty University background image from the right panel.

**Note:** You might have to scroll down to locate these images in the panel.

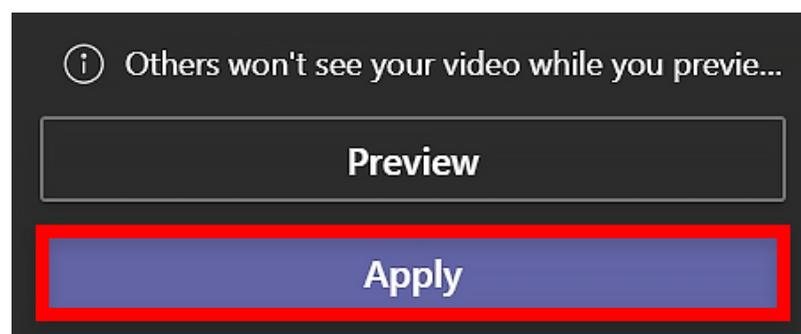


## Change Background Image (continued)

**Step 3:** Click **Preview** to see the background during the video call before actually setting it.



**Step 4:** Click **Apply** to set your background image.



 **Complete:** Once you click **Apply**, you have successfully set your background using a Liberty University approved background image for video calls.