NESA Center MS Teams Virtual Background Instructions

NESA Center faculty and staff are encouraged to use a branded background for virtual meetings. Using a virtual background is a great way to have a consistent and professional background, regardless of location. Please refer to this document for instructions on how to add and use the virtual backgrounds in Microsoft Teams.

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1. How to Download Background Images

***Step 1:*** Go to https://nesa-center.org/nesa-virtual-backgrounds and save the image you'd like to download or right click to download.

2. How to Add a New Background

Once you have logged into the MS Teams App, you can select a virtual background *prior* to or *during* a meeting.

Step 1: To upload a background *prior* to a meeting create a meeting with yourself and go through the steps below. An easy way to create a meeting with yourself is to login to the MS Teams App, click on the Calendar on the left, and click on "Meet Now" on the top right.

Step 2: Once you are in the App, whether in a meeting with yourself or with others, click on the downwards arrow next to **"Camera"** and select **"More video effects and settings."**
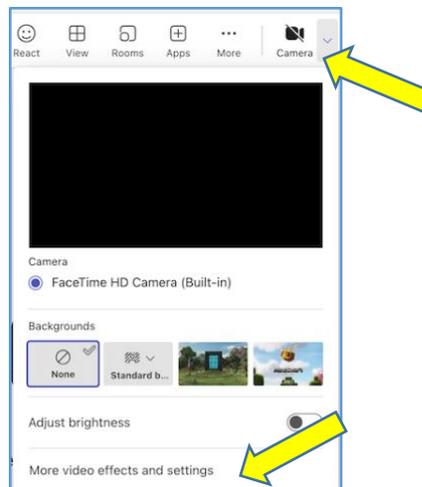
Step 4: Click on **"Add New"** under the **"Video effects"** section. Select the image you would like to use and click **"Open."**
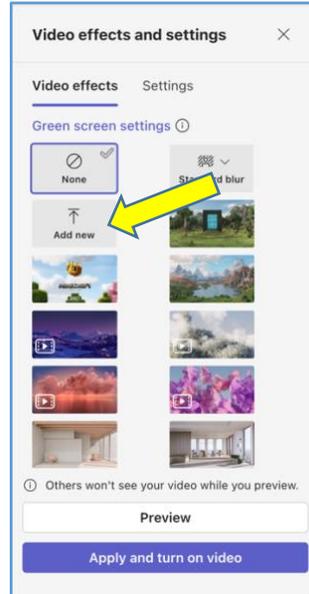
Step 5: Scroll down to the bottom of the **"Video effects"** section and select the background image you would like to use or to preview. Here you can preview the different backgrounds by selecting the image and clicking **"Preview"** and once you are done reviewing, you can select your preferred background image and click **"Apply and turn on video."**
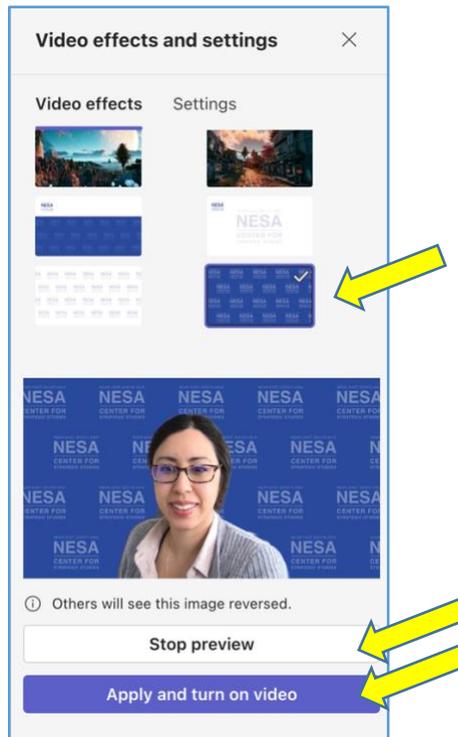
Step 6: Take a moment to review the logo in the background and ensure it is displaying correctly. If it appears flipped or reversed, or if your video is dark or grainy, adjust the video settings to correct these issues.
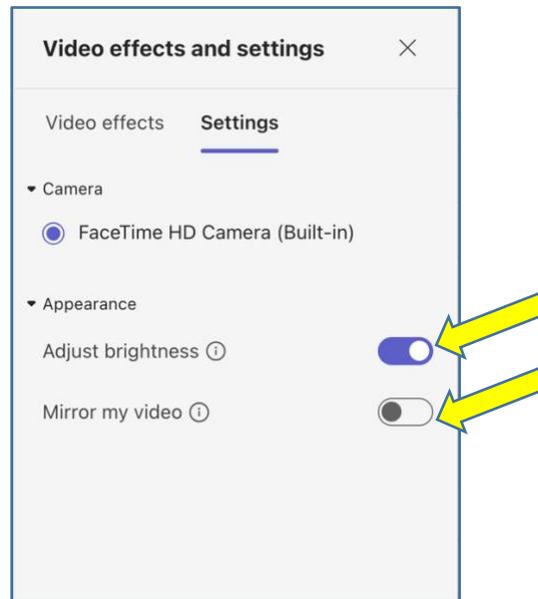
3. Virtual Meeting Tips

To ensure your background is displayed at its best, read through the below guidelines.

- **Lighting –** Consider having lighting near your computer. Try to keep the lighting in front or to the side of you rather than behind you so your face can show up clearly.
- **Color –** The computer may have a difficult time distinguishing from your clothing or hair and your virtual background if they are similar in color or tone. Try to position yourself and wear clothing that has enough of a contrast from your background so your virtual background can appear correctly and as consistently as possible.
- **Power Source –** Make sure your device is plugged in to prevent battery shortage or accidental disconnect during the event.
- **Connectivity –** Quit out of other browsers, applications, and programs before entering the event. This will ensure the best experience possible and the least amount of strain on your local device.

Please email admin@nesa-center.org if you have any issues or concerns with setting up a virtual background in Zoom.