

VOLUNTEER MEMBER GUIDE

MICROSOFT TEAMS: HOW TO UPLOAD A CORPORATE BACKGROUND

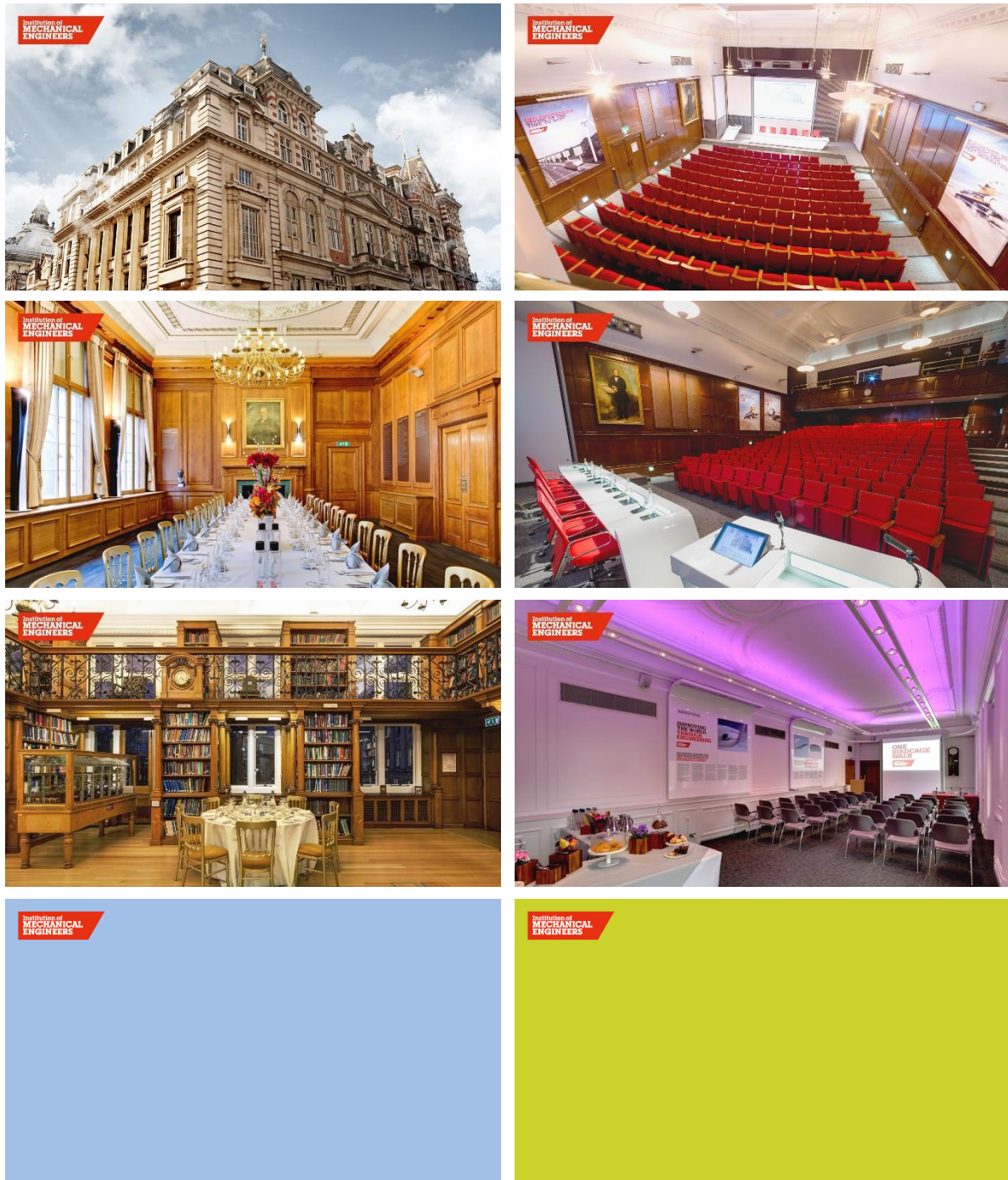
Institution of
**MECHANICAL
ENGINEERS**

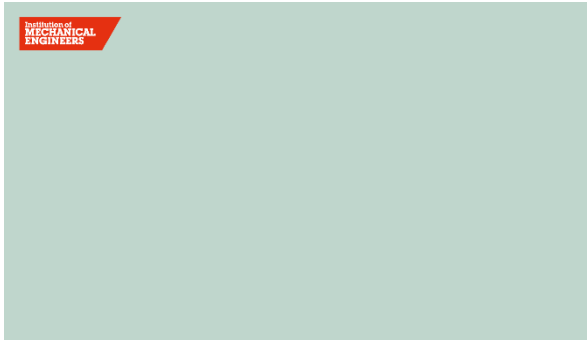
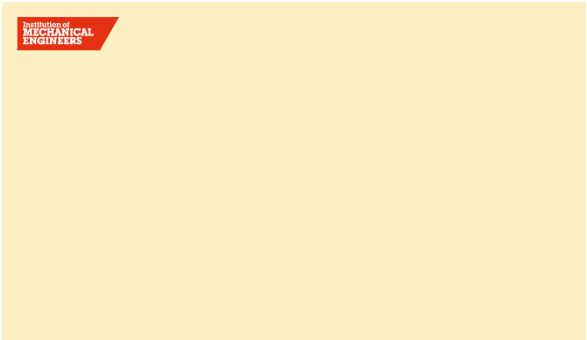
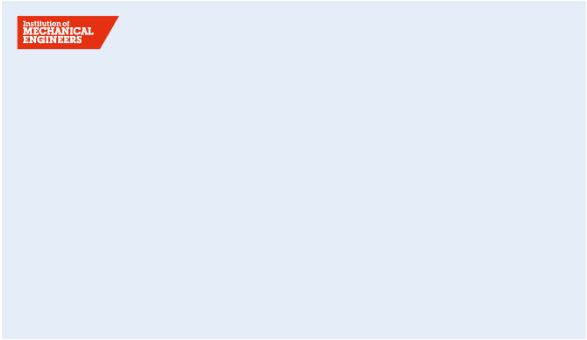
Introduction

This guide explains how to upload and use IMechE corporate images as a background during a Microsoft Teams meeting.

Using a corporate background not only looks professional, supports the Institution's brand and reputation but it also blocks any background movement, thus helping prevent loss of focus on the presenter.

The available backgrounds can be found below:





How do I download these images?

Click on the image you wish to download; it will open in a web browser.

Right click on the image and select **"Save image as..."**

Select a folder where you would like the saved image to be stored.

Click the **"Save"** button.

Please repeat this process for all the remaining images.

The images will now be ready to upload to Microsoft Teams.

How do I add a corporate background to a meeting in Teams?



Please note: you can only do this via the desktop version of Microsoft Teams, as this option is not available for the web version.

Sign into your desktop version of Microsoft Teams, using your **IMechE** Microsoft 365 username and password.

If you don't have the desktop version, please visit <https://www.microsoft.com/en-gb/microsoft-teams/download-app> to download it.

To add a corporate background, you will first need to start an impromptu meeting.

Please note that you do not need to invite attendees in order to do this.

1. Go to **Calendar**  on the left side of Teams, then select **Meet now**  in the upper right corner.
2. Click the **Start meeting** button.

To add a background image

Make sure that your camera is turned on. If it isn't, you won't be able to add background images.

To turn it on, click the slider control  next to the camera icon .

Next, click on **"Background filters"**

Your background options will be displayed on the right.

Select **Add new**, navigate to where your background images are stored and then select the image you wish to upload from your computer.

Click the **"Open"** button

Please repeat this process for all the remaining images.

The newly uploaded image will become your default background image in all your meetings and calls until you change it again.

To turn off background effects

Click on **"Background filters"** and select .

Please note: If you don't see this option in the menu, the feature might not be available on your device yet.

If you require any support, please email digitalhelpdesk@imeche.org.