**How to upload custom backgrounds within Microsoft Teams**

Here's how to use your own images for backgrounds within Teams.

1. Within a video call, select the **More actions** button (three dots).
2. Select **Show background effects**.

A screenshot of a computer

Description automatically generated

1. Select **Add new**.
2. Select the **image** you'd like to use as a background.
3. Select **Open**.

**How to set a custom background in Microsoft Teams**

Whether you're setting a background from an image you've uploaded or one of the images that's built into Microsoft Teams, the process is the same.

1. Within a video call, select the **More actions** button (three dots).
2. Select **Show background effects**.
3. Scroll down and select the **image you've uploaded**.
4. Select **Preview** to preview how your background will look (optional).
5. Select **Apply** or **Apply and turn on video** if your webcam is currently off.