

COT Virtual Backgrounds on Teams

How to change your background for a Teams meeting before it starts using your desktop or laptop

- Make sure you have the COT virtual backgrounds saved on your computer before opening Teams
- Select **Background filters** below the video image
 - Your background options will display on the right
- You can replace your background with a COT virtual background saved on your desktop
 - Select **Add new** and choose the image you'd like to use for your meeting

How to change your background during a meeting using your desktop or laptop

- Go to your meeting controls and select the three-dot menu **More actions** *** > **Apply background effects**
- You can replace your background with a COT virtual background saved on your desktop
 - Select **Add new** and choose the image you'd like to use for your meeting
- Select **Preview** to see how your background looks before you apply it
- Then, select **Apply**

Note #1: This background feature is only available on the computer and laptop.

Note #2: The image you choose will appear backwards in your preview box, but the outgoing image will be mirrored and look normal.