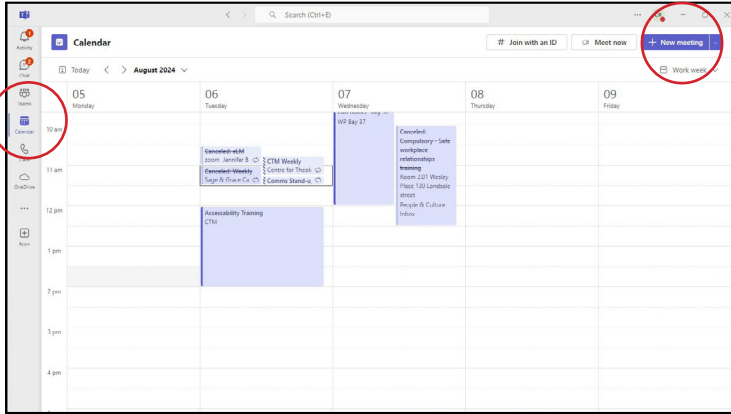


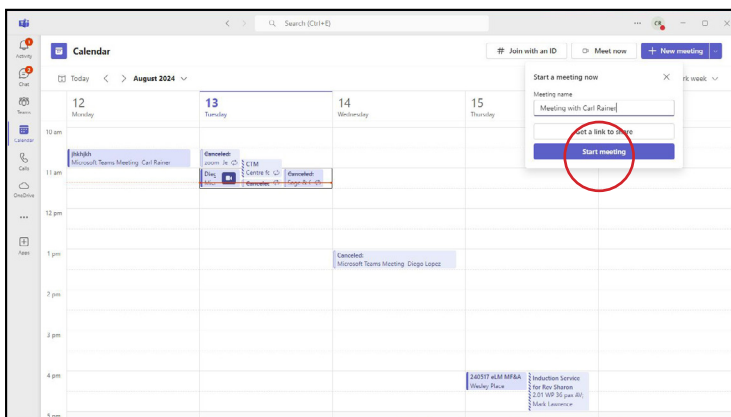
How to upload a UCA background to Microsoft Teams

Once you have selected a UCA background image and saved it to your computer, it's easy to upload.

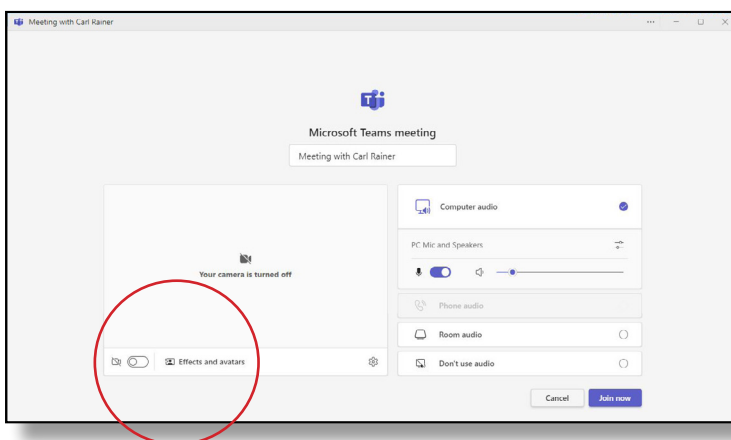
Follow these instructions to upload backgrounds:



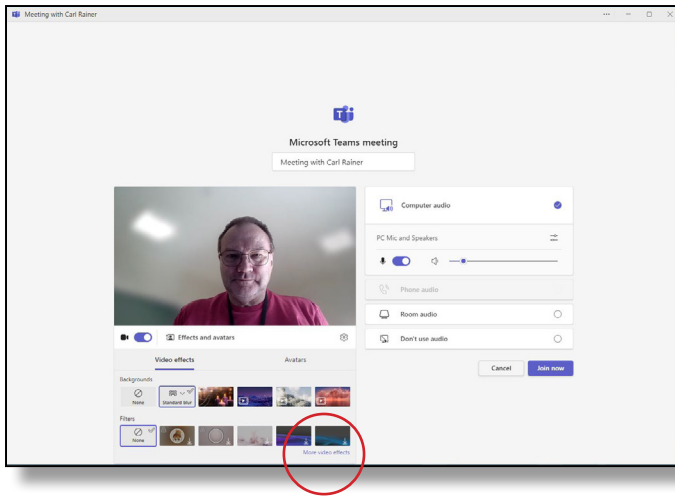
1. Open Microsoft Teams and select **Calendar** then click on the **Meet now** button.



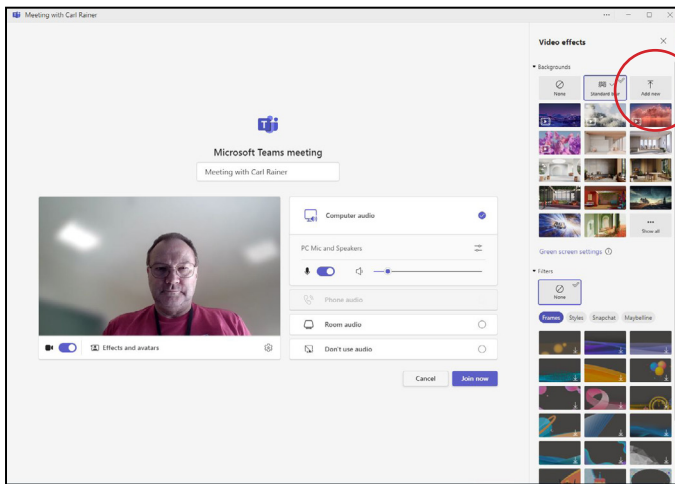
2. From the drop down menu select **Start meeting**.



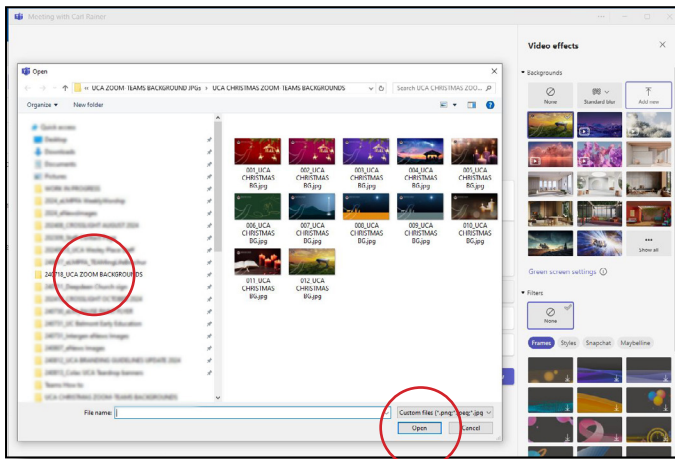
3. Click the **Camera** icon then click **Effects and avatars**. This will activate the camera.



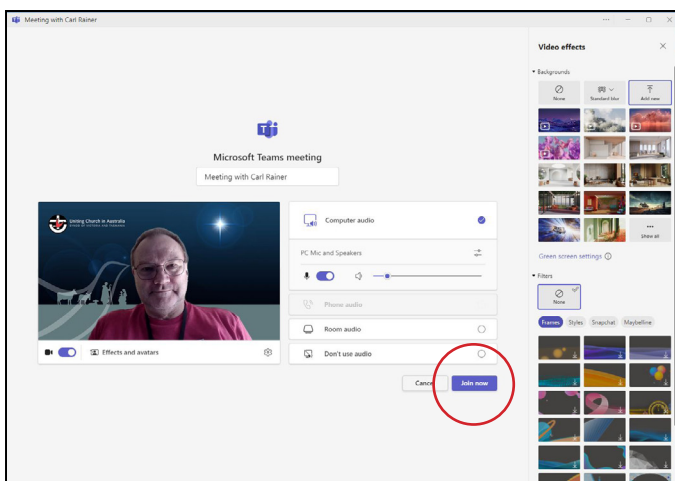
4. A live image of yourself will appear. Select **More video effects** to change the background image.



5. To locate the image of your choice click on the **Add new** button.



6. Select your background from the saved location on your computer and then click **open**.



6. Your background image has now been uploaded to Microsoft Teams. You can join a meeting or close the window. Either way your new UCA background has been saved.