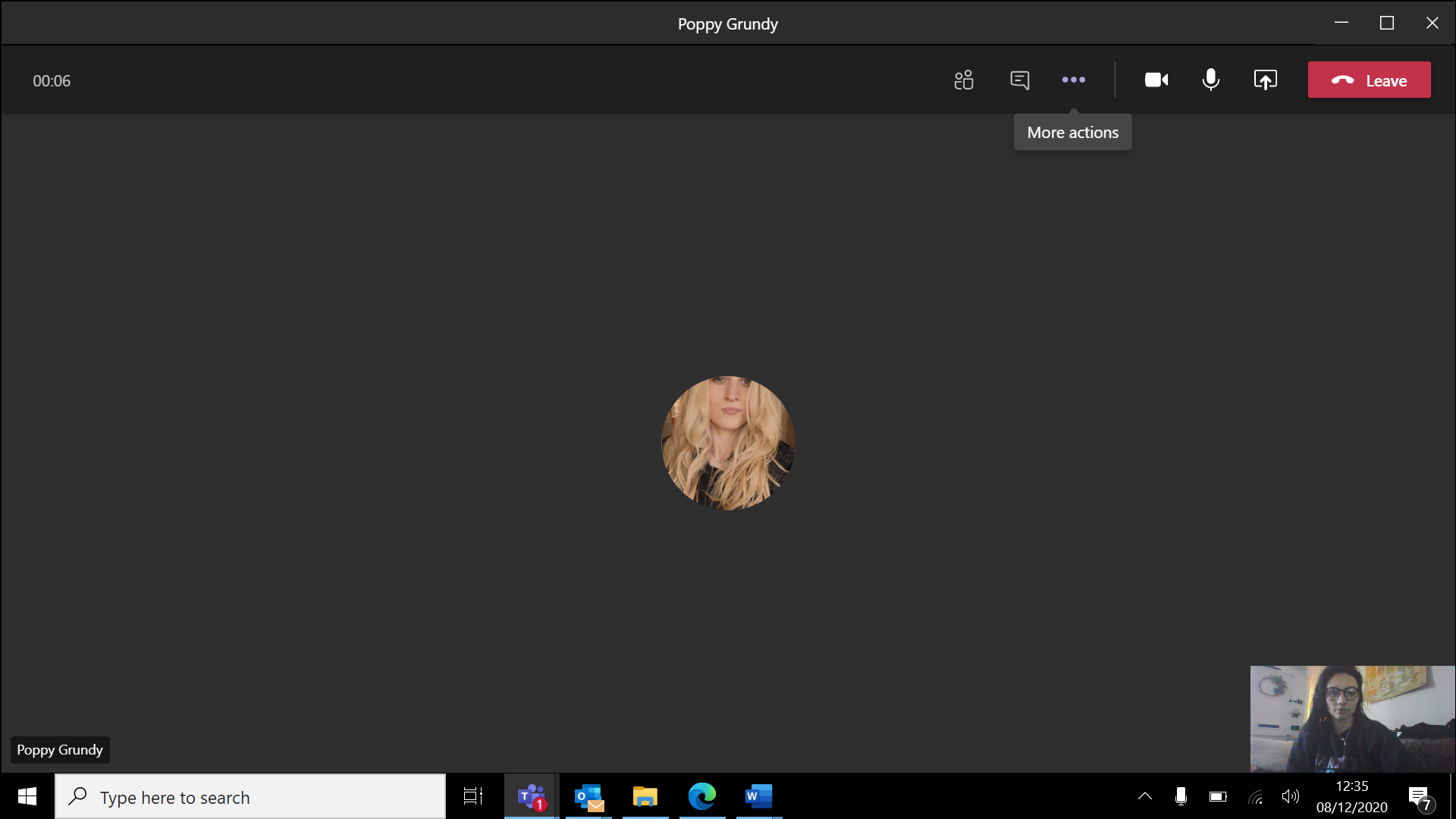
Teams background instructions:

**How to access the graphics:**

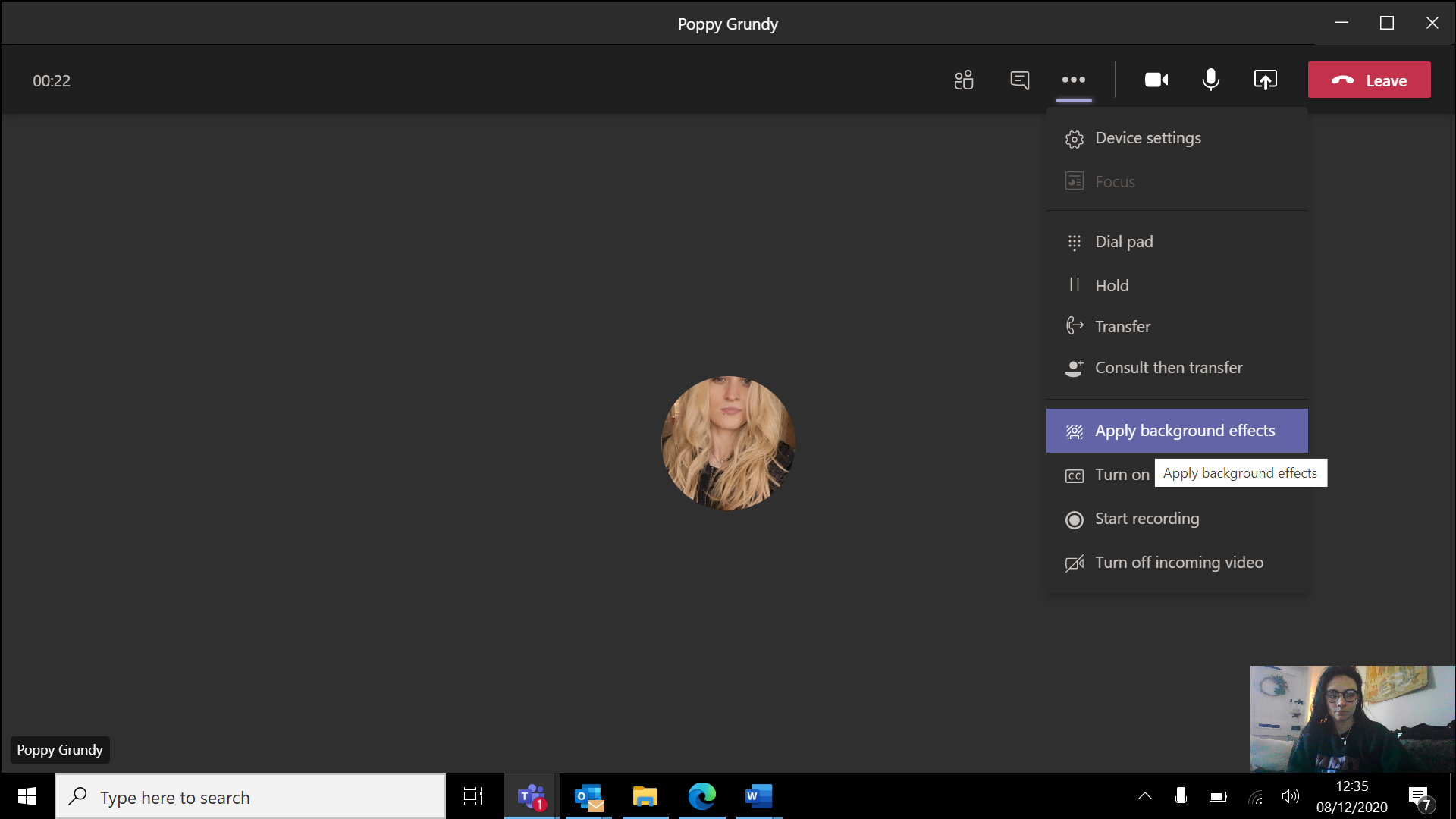
1. Go to your file explorer folder
2. Click ‘This PC’
3. Click ‘Windows (C:)
4. Select ‘Apps’
5. Select the ‘Teams’ folder where both graphics are held.  
   *The filenames should read ‘Teams-WeAreEEAST-01’ and ‘Teams-WeAreEEAST-02’*

**How to install the graphics:**

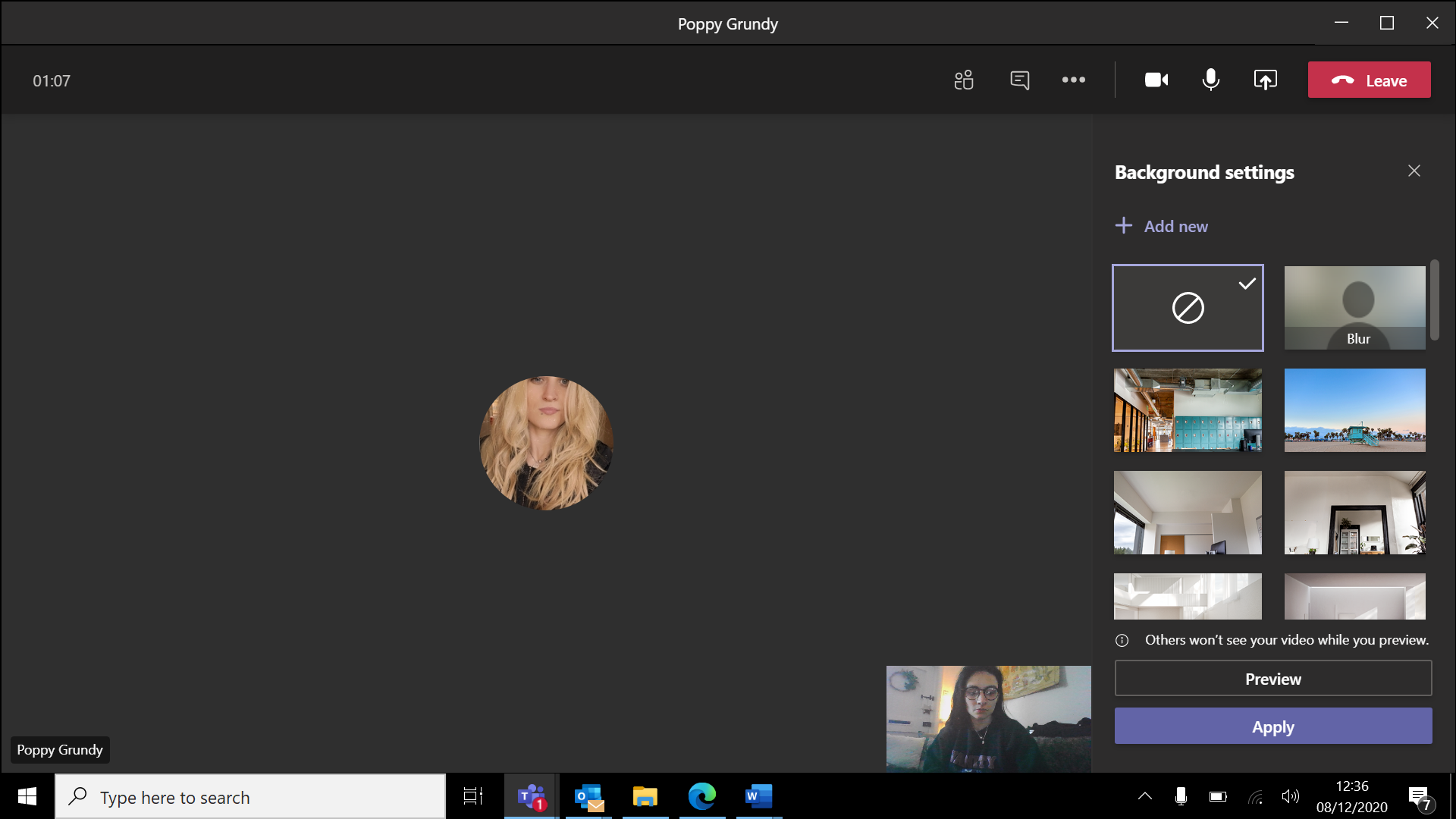
**Open Microsoft Teams and enter a video call.   
When the video call begins, click the three dots:**



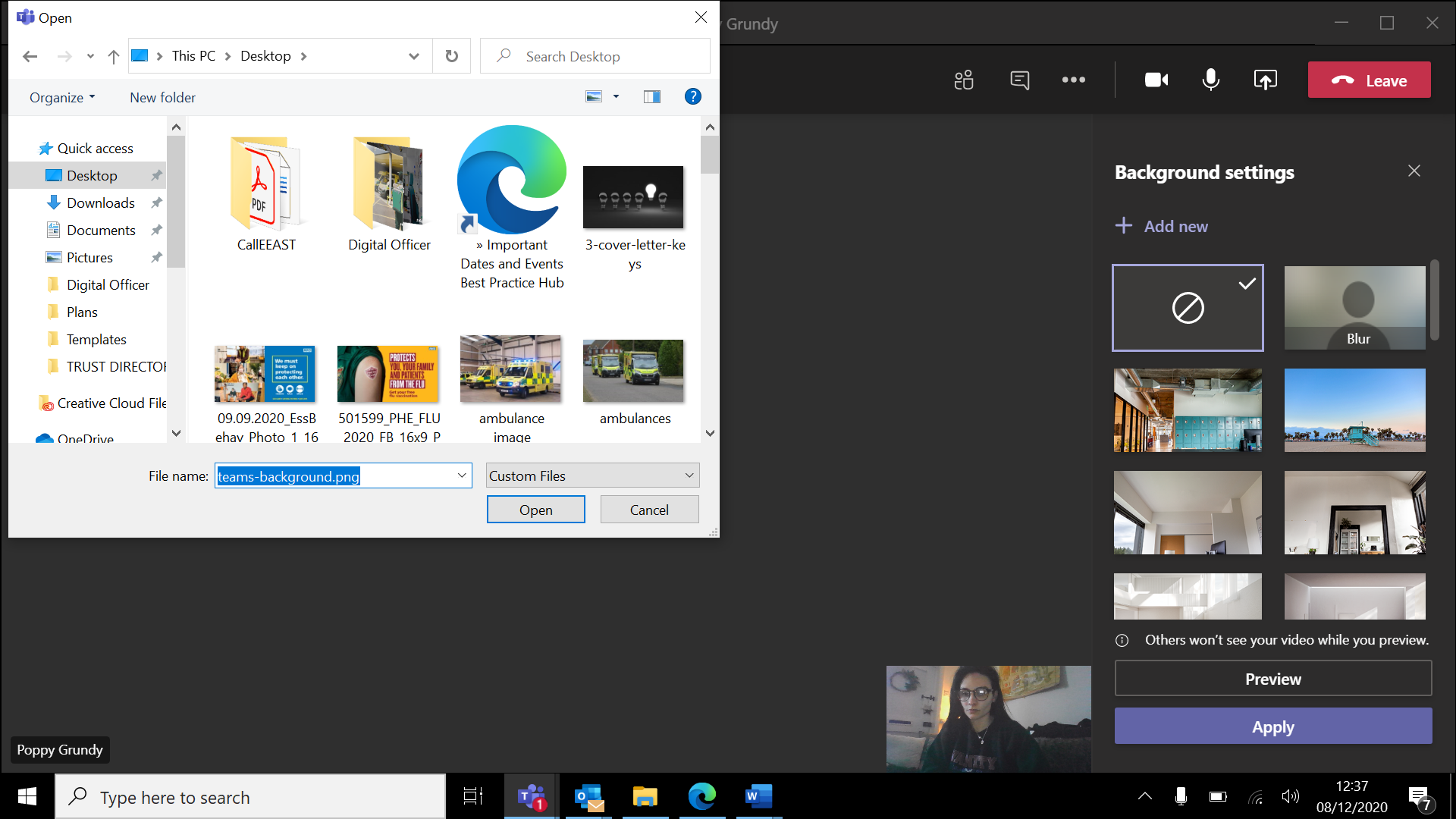
**A drop down will appear with options, please select ‘Apply background effects’:**



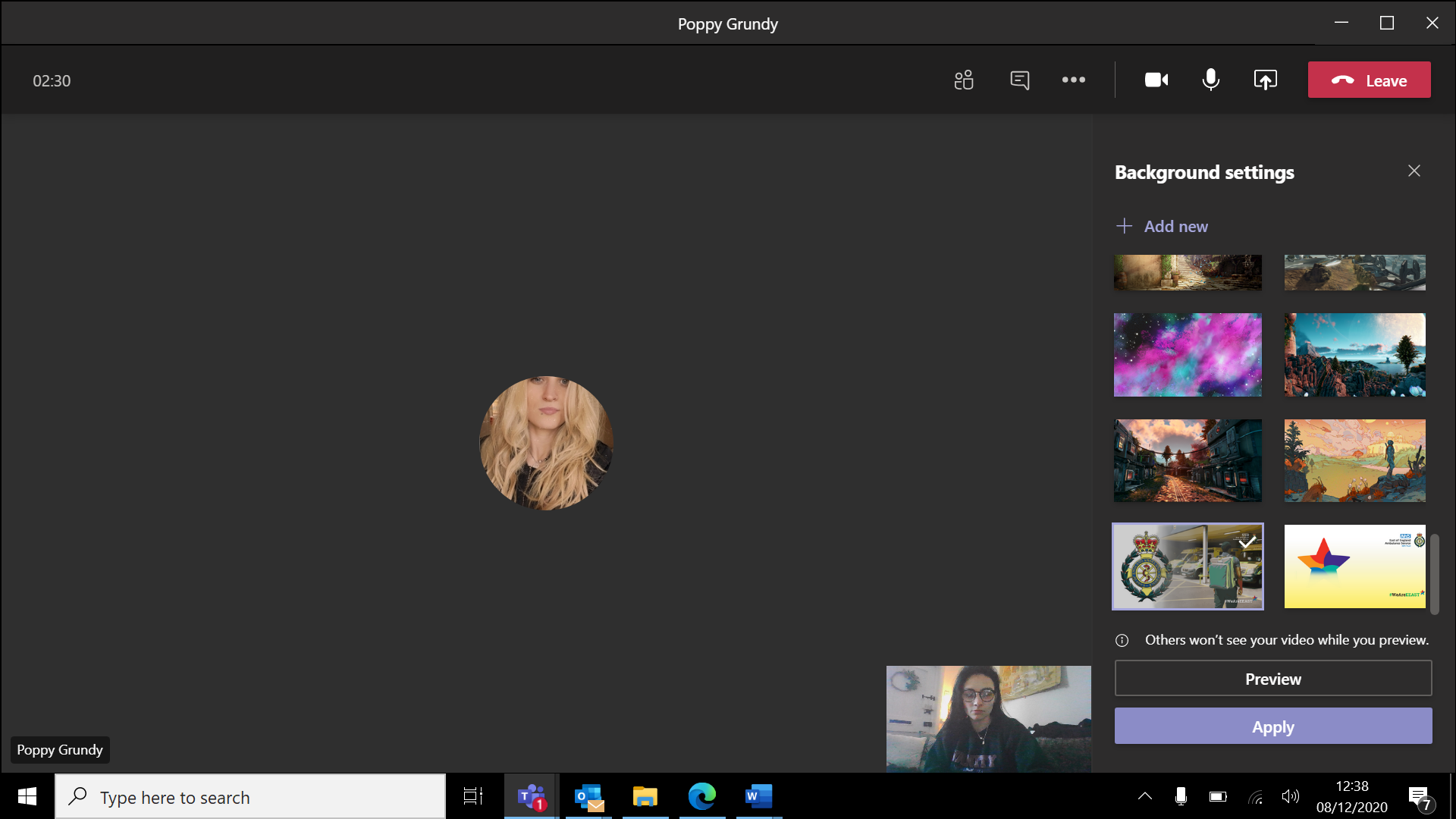
**Select ‘+ Add New’:**



**This will open a pop-up box for you to select the Trust background graphic.   
Select ‘This PC’ folder, click ‘Windows (C:)’, click ‘Apps’, then select the ‘Teams’ folder. Select image from this folder, and click ‘open’:**



**The image will then be uploaded into the list of background images for you. Select the background image you wish to use on your call and click ‘Apply’.**   
*You also have an option to preview the background before applying it, just click ‘preview’.*



Repeat the process to add second background graphic.