

# How to upload a custom background in Microsoft Teams

Adapted from: <https://www.msn.com/en-us/news/technology/how-to-use-custom-backgrounds-on-microsoft-teams/ar-BB14FEDR>

While there are some backgrounds available within Microsoft Teams that are built right in, you may want to upload your own images. You can do this by placing images in the uploads folder for Microsoft Teams. You will only need to do this process once to initially upload the photos you wish to choose from as your background.

1. Open the **File Explorer** (for most this will be the file folder icon on your bottom taskbar).
2. Click **This PC**.
3. Select **Windows (C:)**.
4. Open the **Users folder**.
5. Select your **user profile** (this will be your name).
6. Click the **View tab** at the top of File Explorer.
7. Check the **Hidden items checkbox**.
8. Open the **AppData** folder. *Note: this won't appear if you haven't checked to see hidden items.*
9. Open the **Roaming folder**
10. Open the **Microsoft folder**. Do not go to the Microsoft Teams folder by mistake.
11. Open the **Teams** folder within the Microsoft folder.
12. Open the **Backgrounds folder**.
13. Open the **Uploads folder**.
14. Place the image you want within the uploads folder either by copying and pasting the images or choosing the file folder in which they are located on your computer.
15. Right-click on the Uploads folder and select **Pin to Quick access** (optional).
  1. To save yourself time when uploading more images, you can pin the Uploads folder to Quick Access. That way, it will always appear on the side of your File Explorer.

# 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.