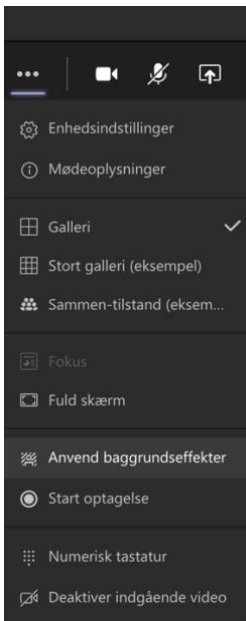
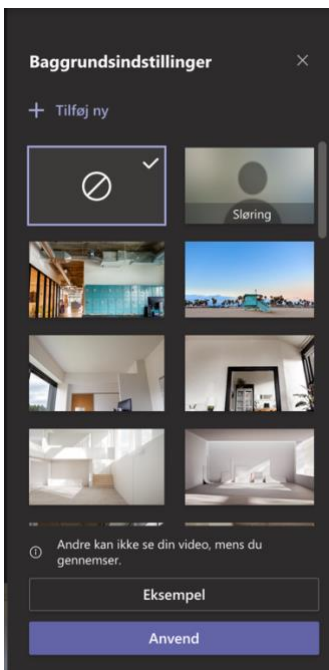


Guide for adding virtual backgrounds to your Team meetings:

- 1) Open your Teams app
- 2) Open your meeting (or just create a new meeting with yourself)
- 3) Click on the three dots in the top of your meeting window and choose 'Apply background effects/anvend baggrundseffekter':



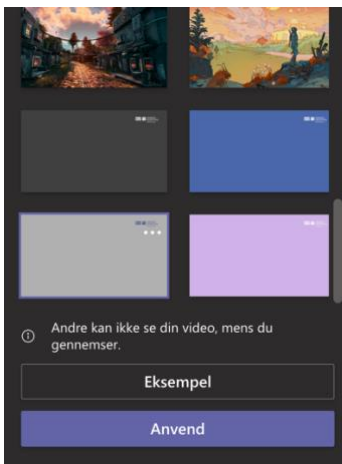
- 4) Click on '+ Add new/Tilføj ny':



5) Find the image file (that you can download below) on your computer:



6) Scroll down to the bottom and choose the new background and click 'Apply/Anvend':



7) You have now added your new background. **NB!** The background is going to be mirrored, which means that the logo will be mirrored for you, but not for your colleagues or your students.