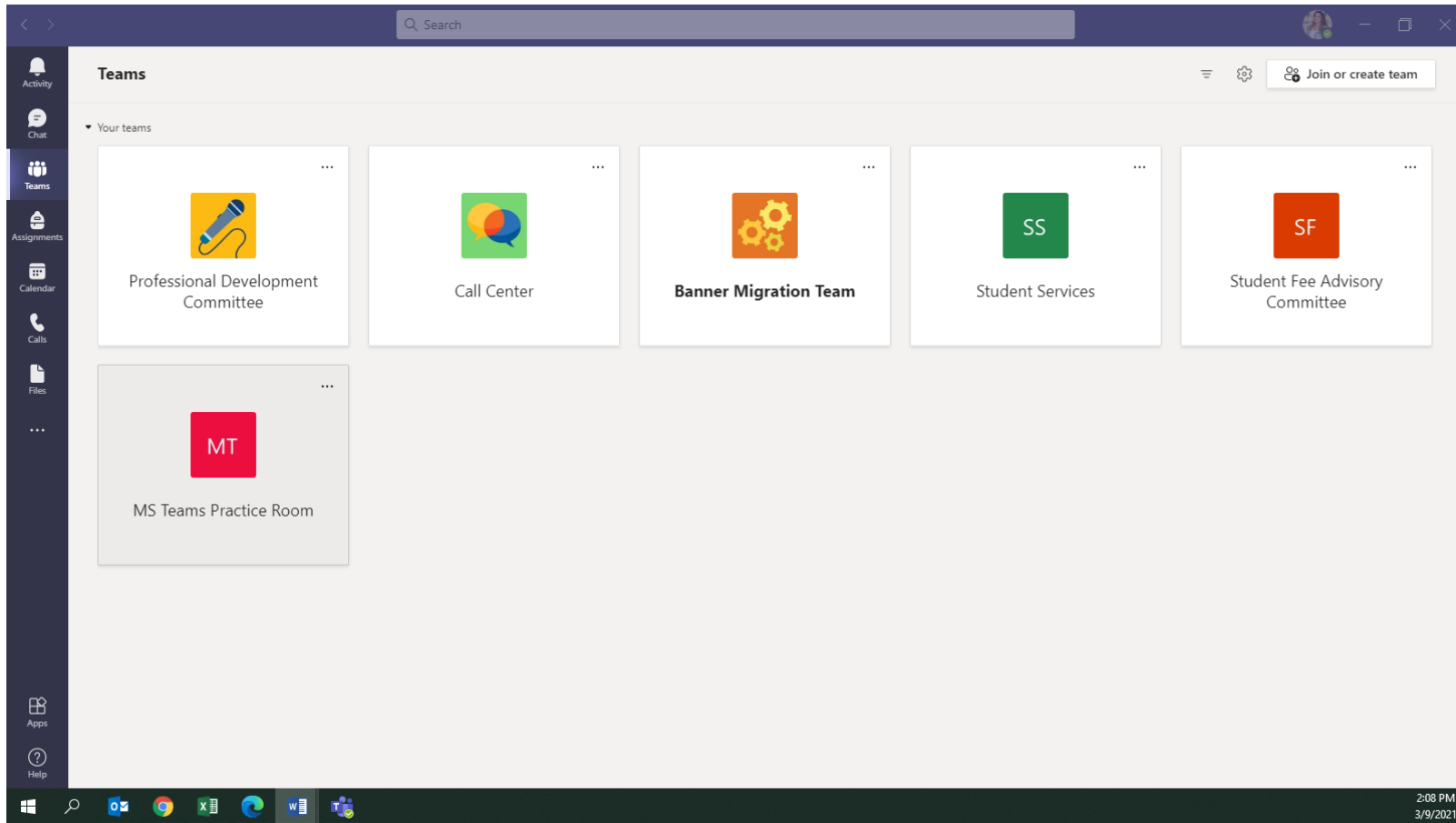
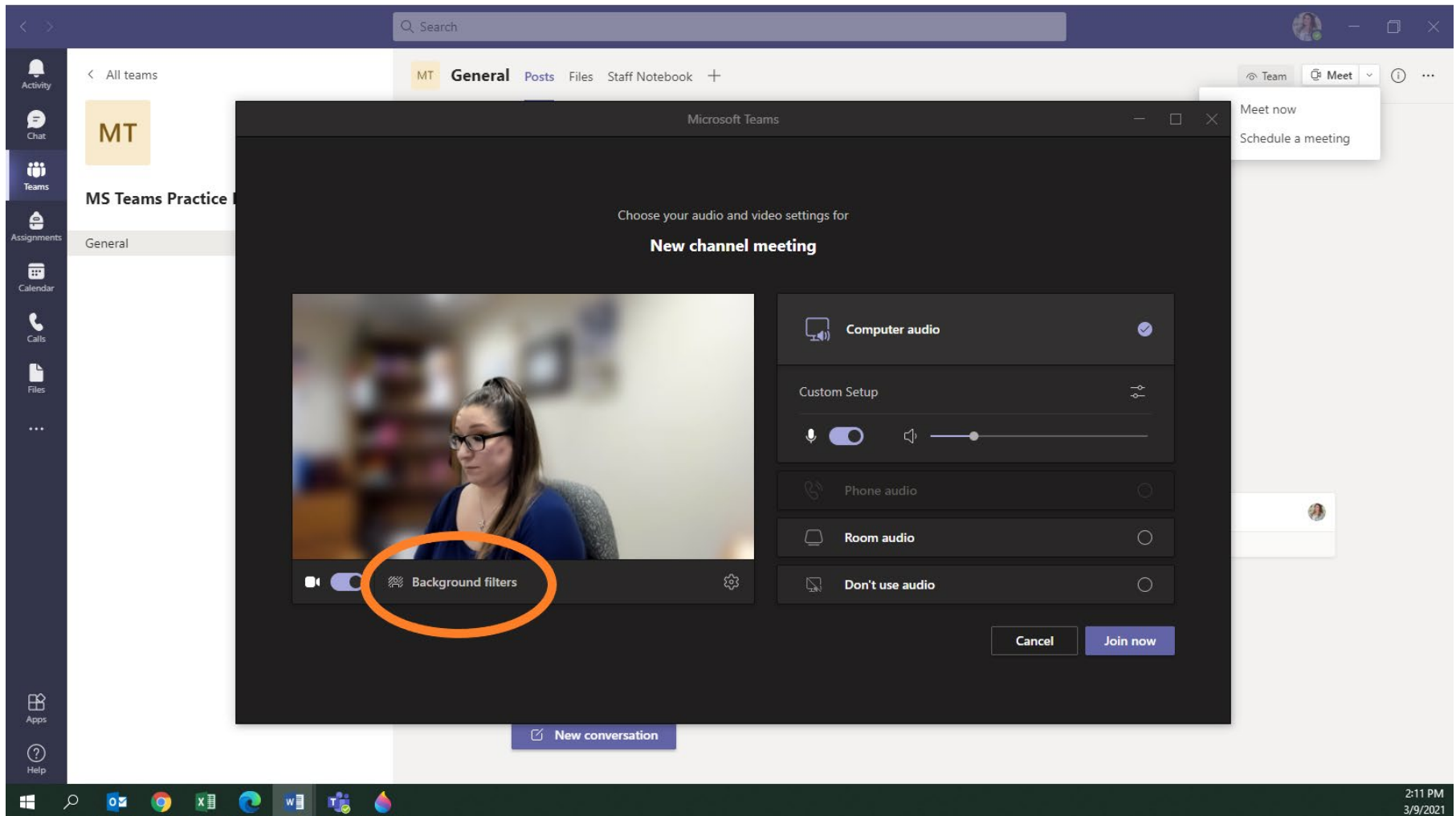


After saving your LSCO Background image to your computer...

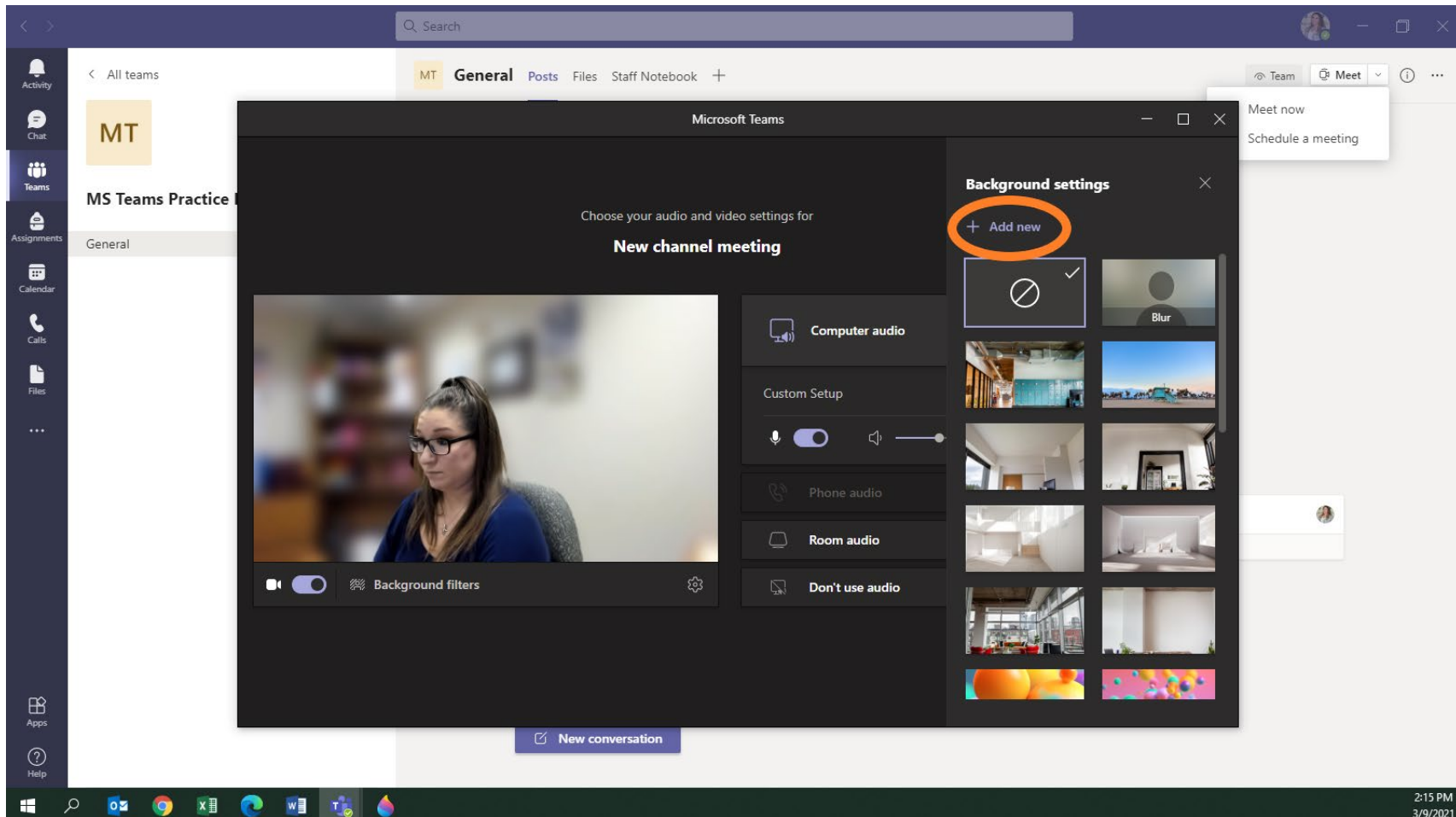
Open Microsoft Teams and start the process for joining your meeting.



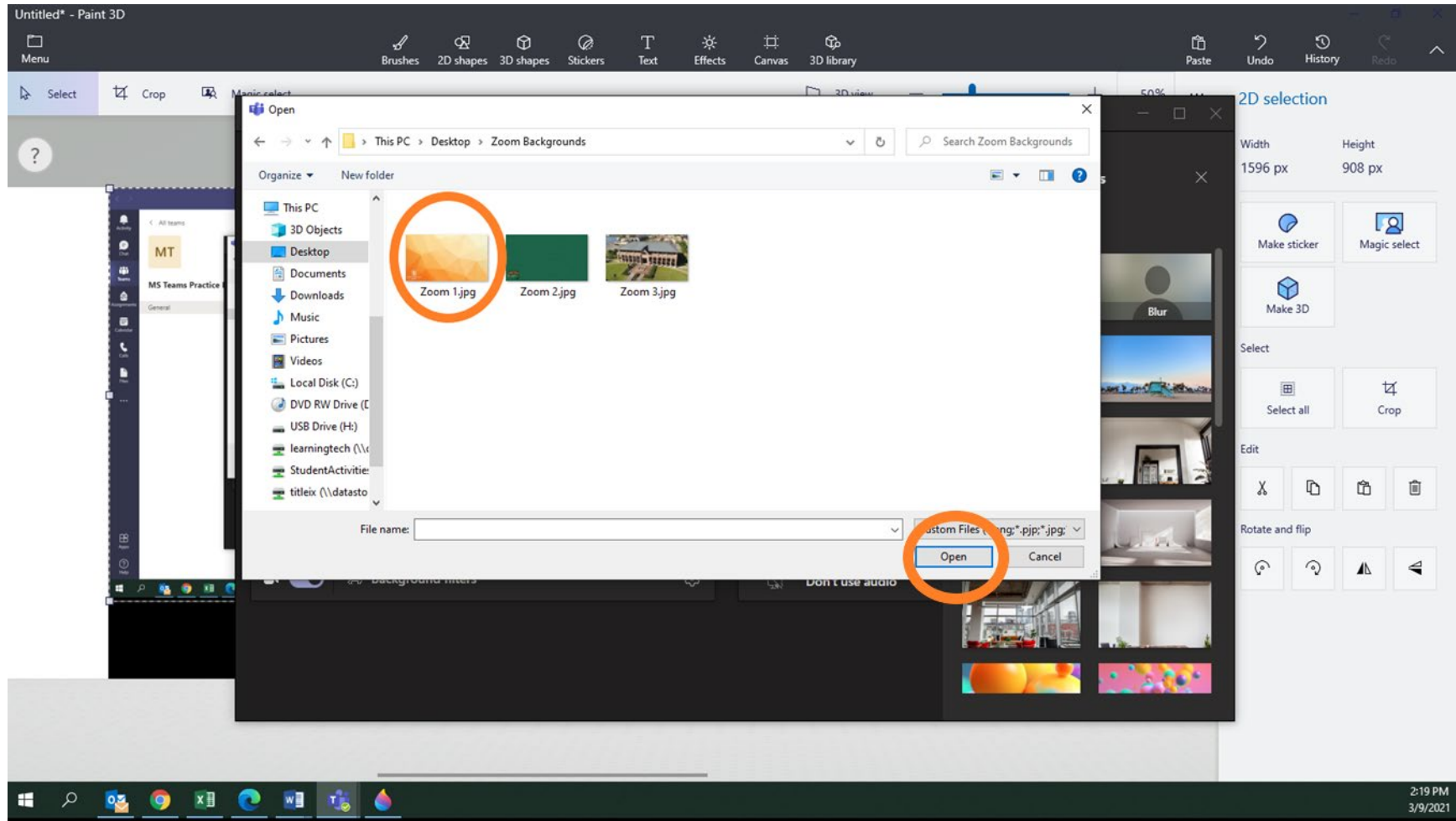
Before joining, you will see the following screen which will ask you to choose your audio and video settings for the meeting. Select **Background filters**



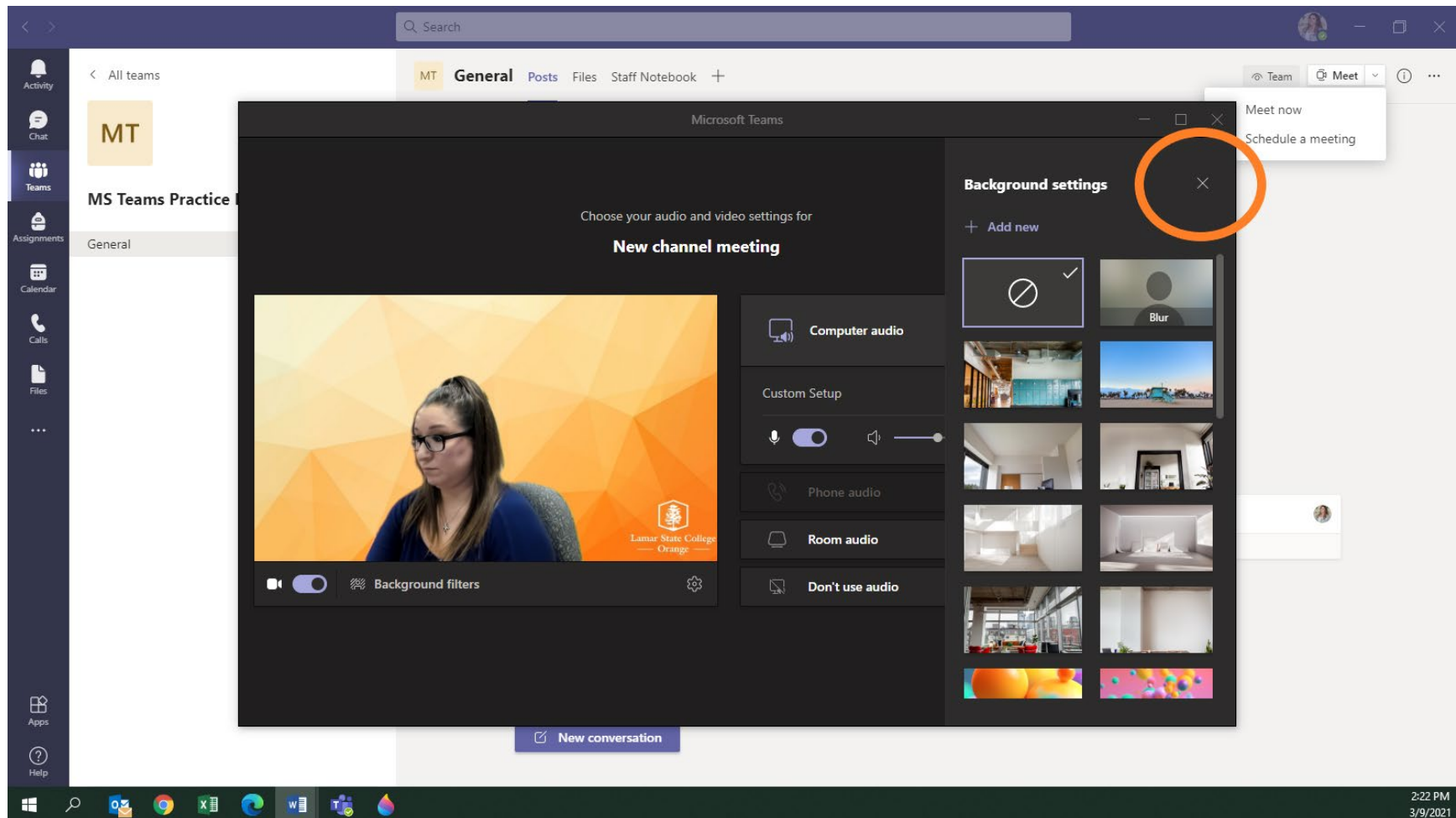
A menu will populate on the right side of your screen. Select the **+ Add new** button



Select the background image you wish to upload and push the **Open** button



The background image should now be seen behind you in your video. Close the Background Settings menu.



Select the **Join Now** button to join the meeting